



CROOK COUNTY SCHOOL DISTRICT – HR DEPARTMENT – 541-447-5099

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DATE: August 9, 2018
TO: ALL STAFF
FROM: Sean Corrigan, HR Director
RE: August 23--August 30, 2018 New Employee Orientation & Inservice Week

Welcome back to the 2018-19 school year and congratulations to all the new staff coming on board for the upcoming school year!

You will find in this folder a daily schedule of meetings and inservice trainings taking place starting with new employee orientation on August 23rd for both licensed and classified staff and an additional training day for licensed staff on August 24th. After you review the schedule, if you should have any questions about your participation in any of these events, please contact your supervisor.

Please pay close attention to the following:

ON-LINE TRAININGS - Safety Trainings & Staff Handbook Review

[Click on this link for STAFF HANDBOOK REVIEW INSTRUCTIONS](#)

(Deadline for completing online Safety trainings and Staff Handbook Review is Friday, August 31)

You can access the trainings by going to the “Staff” page on the District website, and clicking on “Online Staff Training/Safe Schools.”

- Time has been set aside for **Licensed and Classified staff** to complete the online Trainings during Inservice days starting August 23rd – August 31st. Additional paid time (other than your normal work hours) will not be allowed for the online trainings after August 31st, unless approved by your supervisor. For most of you, your normal work schedule does not allow you to take the online

trainings once school starts and students are present. Therefore, we have set August 31st as the deadline to complete these trainings. That way you can start the year fresh with the online trainings and staff handbook review already completed. On September 5th, we will run a report to verify that everyone has completed their trainings in a timely manner. Classified staff please record the title of the trainings and your time spent completing them as well as the Staff Handbook review on your timesheet between 8/27 – 8/31.

- Time has been set aside for **Classified staff** (*who do not have ready access to a computer and wish assistance with the online trainings*) **on Monday, August 27, 12:00 p.m. – 3:00 p.m.** in the CCHS computer lab (downstairs).
- **MAC Training . . . All staff that were required to take the MAC training last school year will be required to take the online training this school year. Here is the link: <https://mac-training.mesd.k12>.**

HEALTH INSURANCE SIGN-UP

Open Enrollment begins August 15 and runs through September 10. **Everyone must re-enroll. Your insurance will not automatically rollover into next year unless you complete the enrollment process no later than September 10. If you need assistance in signing up, we will have staff available to assist you with the online process on Monday, August 27, 1 p.m. – 3 p.m. at CCHS in the downstairs computer lab.** You may also sign up on your own starting August 15. You can access the insurance information from the District website page by clicking on “Insurance Information” along the right hand side of the Staff page.

I hope you have all had a great summer break. We are looking forward to your return for another successful school year.

Sean

