



NEWBERG

PUBLIC SCHOOLS

INSPIRE. INNOVATE. SUCCEED.

2021-22

EMPLOYEE HANDBOOK

This handbook summarizes, in convenient form, major aspects of employment in the Newberg Public Schools. It does not create or imply any rights beyond those in negotiated agreements or other employment contracts. Employees are urged to review those documents for specific language regarding the employer-employee relationship in our District.

Newberg Public Schools
714 E. 6th St
Newberg, Oregon 97132

Welcome to Newberg Public Schools!

This handbook has been published especially for the staff of the Newberg School District. It includes selected School Board policies, state statutes, and administrative rules in order to clarify the standards and norms of behavior Newberg Public Schools expects of its employees and service providers.

**The District welcomes comments and suggestions
on this handbook. Please contact:**

**Dr. Joseph Morelock
Superintendent**

**Newberg School District
714 E. 6th St.
Newberg, OR 97132**

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Vision

Newberg School District students will graduate with the knowledge and skills needed to be successful, contributing citizens of the 21st Century.

Mission

In partnership with parents and our community, the Newberg School District will educate all students to achieve their full potential as knowledgeable, self-assured citizens ready for college and/or careers.

Priorities

- **Enrich Student Experience**
 - **Student achievement**
 - **Enhanced learning/development**
 - **Safe/respectful environment**
- **Stewarding Our Resources**
 - **Resource alignment**
 - **Facilities investment**
- **Cultivating Community Partnerships**
 - **Foster partnerships**
 - **Regular communication**

[Full Strategic Plan](#) available on our website.

It is the policy of the Newberg School District Board of Education and School District that there will be no discrimination or harassment on the grounds of race, color, sex, sexual orientation, gender identity, marital status, religion, national origin, age, veteran status or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Office of Communications and Community Relations/Title IX Coordinator. Persons having questions about special needs should contact Ann Ziehl, Director of Special Programs/Section 504 Coordinator at the Newberg School District Office, 714 E. Sixth Street, Newberg, Oregon 97132 (503) 554-5000.

NEWBERG SCHOOL DISTRICT 29J

Members of the Board 2021-22

Member	Zone	Date Elected	Term Expires	Occupation
Trevor DeHart Dundee, OR 503-476-2636 Email: dehartt@newberg.k12.or.us	1	05/11/2021	06/30/25	
Brandy Penner 20100 NE Kings Grade Newberg, OR 97132 360-601-6323 (Cell) Email: pennerb@newberg.k12.or.us	2	05/21/19 Apt 05/16/17	06/30/23 06/30/19	Not applicable
Rebecca Piros 1103 N. Springbrook Rd., Unit 50 Newberg, OR 97132 503-310-4885 (Cell) Email: pirosr@newberg.k12.or.us	3	05/21/19 Apt 06/26/18	06/30/23 06/30/19	Retired from Newberg Public Schools
Ines Peña 1000 Wilsonville Rd. Unit 5 Newberg, OR 97132 503-550-5981 (Cell) Email: penai@newberg.k12.or.us	4	05/11/21 05/21/19 Apt 01/14/19	06/30/25 06/30/21 06/30/19	CAPACES Leadership Institute
Renee Powell Newberg, OR 971-409-5792 Email: powellr@newberg.k12.or.us	5	05/11/21	06/30/25	
Dave Brown, Board Chair 336 W. Oxford Newberg OR 97132 503-888-6365 Email: browndav@newberg.k12.or.us	6	05/21/19	06/30/23	Business Owner
Brian Shannon 115 Creekside Ln Newberg, OR 97132 503-476-1393 (Home) Email: shannonb@newberg.k12.or.us	7	05/21/19	06/30/23	Technology Project Manager

SCHOOL DIRECTORY

<p>Antonia Crater Elementary 203 Foothills DR, Newberg 503-554-4650; 503-537-3251 Fax Counselor: Jenn Bass X4973</p>	<p>Principal: John Mc Andrews Secretary: Katie Long Secretary: Laura Ingram</p>	<p>X4654 X4651 X4652</p>
<p>Dundee Elementary 140 SW 5th ST, Dundee 503-554-4850; 503-538-0729 Fax Counselor: Margaret Bachmeier x4857</p>	<p>Principal: Reed Langdon Secretary: Savannah Chilcote Secretary: Julie Walker Secretary: TBD</p>	<p>X4854 X4851 X4852 X4895</p>
<p>Edwards Elementary 715 E 8th ST, Newberg 503-554-5050; 503-537-3220 Fax Counselor: Ron Hampton X5057</p>	<p>Principal: Scott Murphy Asst. Principal: David Jaimes Secretary: TBD Secretary: Pam Hayes</p>	<p>X5054 X4719 X5052 X5051</p>
<p>Ewing Young Elementary 17600 NE North Valley Rd, Newberg 503-554-4750; 503-538-7269 Fax Counselor: Stephanie Seet X4761</p>	<p>Principal: Brian Wood Secretary: Karen Lang</p>	<p>X4754 X4751</p>
<p>Joan Austin Elementary 2200 N Center ST, Newberg 503-554-4550; 503-538-4571 Fax Counselor: Marianne Hyatt X4556</p>	<p>Principal: Jennifer Bailey Secretary: TBD Secretary: Anita Leffler Secretary: Lesley Woodruff</p>	<p>X4554 X4552 X4551 X4580</p>
<p>Mabel Rush Elementary 1441 Deborah RD, Newberg 503-554-4450; 503-554-1687 Fax Counselor: Jennifer Dupriest X4493</p>	<p>Principal: Tim Lauer Secretary: Marilyn Mayfield Secretary: Monica Skaggs Secretary: Martha Frack</p>	<p>X4454 X4451 X4452 X4498</p>
<p>Chehalem Valley Middle School 403 Foothills DR, Newberg 503-554-4600; 503554-4608 Counselor: Jeff McDonough X4615 Counselor: Madeline Kozloff X4616</p>	<p>Principal: Casey Petrie Assistant Principal: Roger Lorenzen Secretary: Ann Marie Benetti Secretary: Natalie Hardy</p>	<p>X4604 X4605 X4601 X4602</p>
<p>Mountain View Middle School 2015 N Emery DR, Newberg 503-554-4500; 503-537-3337 Fax Counselor: Erin Dobias X4516 Counselor: Annie Bynum X4516</p>	<p>Principal: Terry Mc Elligott Assistant Principal: Lindsay Kopacek Secretary: Isamar Ramirez Arrezola Secretary: Vicki Klein</p>	<p>X4504 X4505 X4501 X4502</p>

<p>Newberg High School 2400 Douglas AVE, Newberg 503-554-4400; 503-554-4536 Counselor: Nicki Eggiman X4411 Counselor: Sarah Stevens X4445 Counselor: Sara Linnertz X4413 Counselor: Angela Kantz X4429 Main Receptionist :Molly Arce X4402 Secretary Counseling: Alba Gomez Pineda x4415 Registrar: Jessica Pendergraft X4448</p>	<p>Principal: Tami Erion Assistant Principal: Tim Burke Assistant Principal: Andy DeBois Assistant Principal: Mark Brown Assistant Principal: Tony Buckner Secretary: Jessica Chaffee Secretary: Kristee Hampton Secretary: Karyn Puckett Secretary: Ronni Cook Bookkeeper: Maribel Martinez</p>	<p>X4449 X4418 X4519 X4412 X4403 X4401 X4443 X4427 X4407 X4405</p>
<p>Catalyst Program 1421 Deborah AVE, Newberg 503-554-4492; 503-554-4521 Fax Counselor: Christy Crisman X4491</p>	<p>Administrator/COA Admin: Tim Graham Secretary: Connie Martin CATA Success Coord: Elaine Koskela</p>	<p>X4410 X4492 X4617</p>
<p>Online Learning: COA Lead Teacher: Christy Smith 503-554-4721 Secretary: Lynette Hammon x4595</p>		

Newberg School District Office Staff - Alpha by First Name

Phone #	Name F	Name L	Cell #	Title
5007	ANN	Ziehl		Director of Special Programs Flight Team Leader
5363	ANNIE	Berger		NSD Nurse
5341	ASHLEY	Lindsay		Instructional Facilitator - Secondary
5032	ASHLEY	Thomas		Math TOSA
4754	BRIAN	Wood		TAG Coordinator/EY Principal
503-538-8365	BUS BARN	Bobbi Jo Richlick		Transportation First Student Snow line: 503-538-5897
5035	CASSANDRA	Thonstad		Admin on Special Assignment
5110	CHRISTIAN	Melara		Dual Lang Tech Support
4721	CHRISTY	Smith		Chehalem Online Academy Teacher COA
4716	DEREK	Brown		Assistant Superintendent
5030	ELLEN (Notary)	Lowe		HR Specialist
5014	GREGG	Koskela		Director of Communications
4715	HA	Austin	503-858-3449	District PTKos
4627	HEATHER	McNassar		EI/ECSE Evaluator
5011	HELEN	LeFebvre		Fiscal Services Assistant
5003	JAMES	Rodgers	503-969-5161	Maintenance
5026	JAMIE	McParland		Technology Supervisor
5009	JENNIFER	Collins		Fiscal Services Coordinator
5036	JENNIFER	Nelson		Board Secretary
5019	JENNY	Elias		WELCOME CENTER - Migrant SS/ELL Data Spc
4728	JEREMY	McCallie		D.O. Custodian
5037	JILLIAN	Felizarta		Federal Grant Coordinator
5042	JOE	Morelock		Superintendent
5024	KAREN	Pugsley		Director of Assessment
5099	KATHIE	Carey		HR Specialist
5627	KATHRYN	Dudley		School Psychologist
5023	KEN	Cone		Network Manager
5022	LARRY	Hampton		Operations & Safety Coordinator (maintenance & grounds)
4626	LEONARDO (Leo)	Ceja Hidalgo		Community Resource Specialist
5096	LORI	Bender		Occupational Therapist
5021	LUKE	Neff		Director of Strategic Partnerships
5093	MARIA	Fuhrmann		Assessment & Data Services Assistant
4723	MARTHA	Frack		District Spanish Translator
5017	MICHELLE	McWilliams		School Psychologist K-12 Sped
5008	NANCY	Poetzman		Payroll Specialist
4725	NAOMI (notary)	Adams		Nutrition Services Sec/HR/Payroll Asst
5114	NICOLE	Hyatt		Instructional Facilitator - Primary
5004	NIKKI	Fowler		Director of Operations/Finance/District

Phone #	Name F	Name L	Cell #	Title
5038	PAM	Mears		Literacy TOSA
5048	PHILLIP	Huntington		HVAC Technician
4854	REED	Langdon		Early Kinder Entrance/DD Principal
5040	ROSA	Pimentel		WELCOME CENTER
5025	SHAFRAZ	Faleel		Tech Support Specialist/Help line 5044
5041	SHANNA (Notary)	Andres		Admin Asst to the Superintendent/Teaching and Learning Secretary
5016	SHILOH	Ficek		Nutrition Services Supervisor (Free & Reduced) Transportation Liaison
4574 (JA)	STACI	Gaut		District Psychologist Flight Team back up
5013	TAWNYA	Penninger		Data Analyst/SpEd
5044	TECH HELP DESK	TECH HELP DESK		TECH HELP DESK
5106	TONY	Irlbeck		Systems/Network Administrator
5020	TRACY	Lozada	503-969-1396	Facilities Assistant *503-330-6804
5701	WILDY	Rodriguez		Bilingual Academic Support Asst
5100	ZORAIDA	Anaya		Special Programs Assistant/Family Advocacy

2021

July							0
Sun	M	T	W	Th	F	Sat	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

August							0
Sun	M	T	W	Th	F	Sat	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

September							17
Sun	M	T	W	Th	F	Sat	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

October							18
Sun	M	T	W	Th	F	Sat	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

November							19
Sun	M	T	W	Th	F	Sat	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

December							13
Sun	M	T	W	Th	F	Sat	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

2022

January							20
Sun	M	T	W	Th	F	Sat	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

February							18
Sun	M	T	W	Th	F	Sat	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28						

March							16
Sun	M	T	W	Th	F	Sat	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

April							21
Sun	M	T	W	Th	F	Sat	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

May							21
Sun	M	T	W	Th	F	Sat	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

June							12.5
Sun	M	T	W	Th	F	Sat	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

Academic Calendar 2021-22



Key Dates

CATALYST runs on a different schedule, contact CATALYST for more information

- | | |
|--|------------|
| First Day of School for K-5, 6th,7th,9th & 10th grades | Sept 8 |
| First Day of School for 8th, 11th & 12th grades | Sept 9 |
| School Resumes 2022 | January 3 |
| 1st Semester ends | February 3 |
| Catalyst Graduation | June 9 |
| Newberg HS Graduation | June 10 |
| Last Day of School / half day | June 17 |

Wednesday - school starts 1 hour late

No School Dates

CATALYST runs on a different schedule, contact Catalyst for more information

- | | |
|-----------------------------|--------------|
| Statewide Teacher Inservice | October 8 |
| Conferences / Half Day Prep | Oct 21, 22 |
| Veterans Day Obsv | Nov 11 |
| Thanksgiving Holiday Break | Nov 25 & 26 |
| Winter Break | Dec 20 - 31 |
| Martin Luther King Jr. Day | January 17 |
| Teacher Prep Day | February 4 |
| President's Day | February 21 |
| Conferences / Half Day Prep | March 10, 11 |
| Spring Break | March 21-25 |
| Memorial Day | May 30 |

Newberg Public Schools

503-554-5000

www.newberg.k12.or.us

www.facebook.com/NewbergPublic Schools/

Twitter: @NewbergSchools

*to make it easier for families to plan, we have designated 2/21, 3/10 and 3/11 as potential snow make-up days.

Employee Passes

The District offers an additional benefit to employees of free admission to athletic events and the fall musical at Newberg High School. Guests and family members pay admission. Your Newberg School District identification badge is used as the employee pass for free admission.

Staff are expected to wear their employee identification during the event and are asked to help enforce policies, rules and guidelines of the Newberg School District.

Work Calendars

Employee work calendars are available on the Newberg School District website. Work hours/schedule will be determined and communicated by supervisor.

Payroll Information

Newberg School District encourages employees to utilize the direct deposit process for payroll. Any employee can elect to have their paycheck directly deposited into their bank account.

Contact the district office payroll office at 503-554-5008 to request enrollment forms and information. The completed forms need to be received in the payroll office by the payroll due dates indicated below. Timesheets should include time worked through the due date. For example: timesheets turned in August 5 should include time worked from July 6 through August 4, 2022.

2021-2022 PAYROLL TIMELINES

<u>PAY DATE</u>	<u>DUE IN THE PAYROLL OFFICE</u>
July 20, 2021	July 2, 2021
August 20, 2021	August 5, 2021
September 20, 2021	September 3, 2021
October 20, 2021	October 5, 2021
November 19, 2021	November 5, 2021
December 17, 2021	December 3, 2021
January 20, 2022	January 5, 2022
February 18, 2022	February 4, 2022
March 18, 2022	March 4, 2022
April 20, 2022	April 5, 2022
May 20, 2022	May 5, 2022
June 20, 2022 (10, 11 and 12 month employees – (Regular June Check, Balance of Contract checks, timesheets and subs)	June 3, 2022
June 30, 2022 (Timesheets and unused leave -- No direct deposit)	June 28, 2022

Family and Medical Leave Act (FMLA) Oregon Family Leave Act (OFLA)

The Federal and Oregon Family and Medical Leave Acts (FMLA and OFLA) allows the Newberg School District to grant eligible and qualified employees up to 12 weeks of unpaid leave or paid leave (if using accrued leave) each year. The district shall use the same method for calculating the 12-month period in which the 12 work-week FMLA and OFLA leave entitlement occurs for all employees. The district shall use the 12-month period measured forward from the date the employee's leave begins. This leave can be taken for certain family and health related reasons including, but not limited to the following:

- 1) Pregnancy disability,
- 2) The birth or adoption of an employee's child,
- 3) The care of an immediate family member suffering from a serious illness,
- 4) The employee's own serious health problem,
- 5) Bereavement leave,
- 6) Military family leave.

To be eligible for FMLA leave, an employee must have worked for the Newberg School District for at least twelve (12) months and have worked 1,250 hours for the District immediately preceding the start of the leave. For Oregon Family Leave Act (OFLA) eligibility, employees must have worked an average of 25 hours per week for 180 calendar days immediately preceding the date on which the leave begins. Only the 180-calendar-day requirement (no average work hours required) applies for birth or adoption of a child under OFLA. For military leave only, employees must work an average of 20 hours per week. The 12 months (FMLA) or 180 calendar day (OFLA) requirement doesn't apply for this leave type.

During the 12-week FMLA/OFLA leave, the Newberg School District will continue to pay its portion of the group health insurance coverage for the employee. The employee is responsible for any portion he/she normally paid prior to the leave. If the employee does not go back to work for the District following the leave, the District has the right to request reimbursement for the portion of the insurance premiums it paid during the leave. The FMLA/OFLA law does not require the District to pay for any benefits beyond health coverage during a leave. If an employee is eligible for both FMLA and OFLA under these requirements, both leaves will run concurrently. Twelve weeks is the total amount of leave that an employee will be covered under both leaves.

Once the FMLA/OFLA leave is concluded, the employee is expected to return to the same position or to an equivalent position with the Newberg School District.

If you have any questions or need to request a FMLA/OFLA leave, please contact the Human Resources Department.

iVisions Employee Portal Instructions

Go to: <https://ivweb.nwtoolbox.org/newbergess/ADLogin>

- Click on Log In.
- Enter your User Name (last name followed by first name initial, Example: doej for Jane Doe)
- Enter your Password. Your password is the same as your Newberg School District email password.
- When logging in for the first time you will be asked to complete a one-time only verification process. This is an enhanced security level for your protection.
- Trouble logging in? Contact Helen Lefebvre at lefebvreh@newberg.k12.or.us or ext. 5011

HOME – SELF SERVICE – PAY/TAX INFORMATION – MY WORKFLOW

We are in the process of upgrading our Employee Self Service Web Portal. All features are not currently available, however, as new features are updated we will update these instructions and communicate to employees.

o Home

- This is your landing page for Announcements and some **Employee Essential** links

o Self Service

- **Information Center**
 - Download many forms in the Document Center. These are the current versions of frequently used district forms
- **My Documents**
 - Coming Soon
- **Profile**
 - See and update your demographic information
- **Contract Acceptance**
 - Coming Soon
- **Coursework**
 - Coming Soon
- **HR Information**
 - Coming Soon

o Pay/Tax Information

- **Employee Pay**
 - See most current pay stub

- Pay date drop down will access prior pay stub(s)
 - Calculate Pay Changes
 - Link at the bottom of your pay stub
 - See how changes in deductions effect your net pay
 - **Changes in the pay calculator are for estimation purposes only. All changes need to be made through payroll.**
 - Calendar Year Pay History
 - View pay history totals
 - Total Compensation
 - Coming Soon
 - Employee Tax Forms
 - Change/Update your W4s for payroll
 - These forms are electronically signed and forwarded to payroll
 - Employee W2
 - Review and/or print W2 form
- o **My Workflow**
- Not available for all employees
 - Training will be provided for this module for required users
- **Need more help?**
- o Payroll
- Nancy Poetzman at poetzmann@newberg.k12.or.us or ext. 5008
- o Human Resources
- Kathie Carey at careyk@newberg.k12.or.us or ext. 5099
 - Ellen Lowe at lowee@newberg.k12.or.us or ext. 5030

Remember to Logout when you are done!

Voice Mail Quick Guide

Accessing your mailbox: Push the menu button on small black phone, press the √ button for highlighted “1 Features” option, press the √ button for highlighted “1 Messages” option, press √ button for “1 Message Center”, type in your extension if prompted, type in your password, follow direction options of automated phone voice.

The first time you log into your mailbox, please record your name, your busy greeting, your unavailable greeting and **change your password** (you may not use your extension as your password).

Voice Mail Options:

http://youtube.com/embed/BOilu_LYq1

Click the "Messages" button on your phone.

Press 0 to for mailbox options

Press 1 to record your unavailable message

When finished recording press 1 to accept or 2 to listen to what you recorded.

Press 2 to record your busy message

When finished recording press 1 to accept or 2 to listen to what you recorded.

Press 3 to record your name

When finished recording press 1 to accept or 2 to listen to what you recorded.

Press 5 to change your password from the default password to one of your choosing.

Checking your voicemail:

<http://youtube.com/embed/TXaX5o1tMQA>

Click the "Messages" button on your phone.

Enter your password

Press 1 to hear first new message.

Press 7 to delete message.

Press 6 to play the next message.

[District Phone FAQ](#)

Phone Use

Telephones are available throughout the district in all buildings and are available for staff use. Local personal calls made during working hours from the district telephones should be brief, infrequent and placed before or after school, during breaks, lunch or other times when staff are not responsible for supervising students. Long-distance calls can only be placed from a telephone with an unrestricted line and should be for district purposes only. Personal long-distance calls may not be made on district telephones. If it becomes necessary to make personal long-distance calls while at work, such calls must be made with the staff member's personal cell phone or calling card.

Employees who have personal cell phones at their job site may use them during their non-work time. Personal cell phones should not be used for personal business during work time. Please see Board Policy: [EGACA/EGACA-AR](#)

Printing Services

Newberg School District provides both on-site and off-site printing resources:

On-Site Resources: Each school has a copier for routine business work.

Off-Site Resources: The District receives special pricing from **Lazerquick of Newberg and Office Depot.com** for printing services.

Lazerquick print orders are picked up and delivered by the district courier. Print jobs are generally returned the next business-day or later, if requested. Please plan for the following print tasks to take longer to complete: cards, color, 2-sided, and collated copies.

Building Principals and Supervisors assign fixed-amount purchase orders for printing. All print orders must be placed using a Purchase Order. If you would like to deliver your purchase order and print order: **Lazerquick, (503) 537-0824**, is located in the Fred Meyer Shopping Center.

Technology Department Help Desk Procedures

The Technology Department Help Desk provides technology support to staff over the phone and email. Requests that cannot be resolved remotely are assigned to individual techs to complete on site. Please do not contact individual tech department members directly for tech requests. Instead, please use the contact information below.

[Technology Intranet Site](#)

You will find many answers and helpful links on this Technology Department site.

How to access the Technology Help Desk:

Email helpdesk@newberg.k12.or.us with your request
Or call 503-554-5044 (Extension 5044)

When calling in a work order please provide the following:

- Name
- School
- Room
- Extension
- Best times to reach
- Equipment Tag #: White tag w/black lettering

Example of equipment tag #:

Property of Newberg S.D. 29J



06345

Detailed Description of problem:

Please be as descriptive as possible. If this is regarding a software or hardware failure, please include what you were doing when the failure occurred.

Note: The helpdesk@newberg.k12.or.us address is for Technology help only.

All Maintenance work orders should be submitted at: <http://maint.newberg.k12.or.us>

Reporting an Absence

If you are planning to be absent, you must report your absence by visiting <https://login.frontlineeducation.com> or calling 1-800-942-3767 and following the prompts. Whether your position requires a substitute or not, **all staff are required to report absences.**

The Help Desk number is (503) 208-7454 or you can email them at subdesk@emssubdesk.com.

As a new employee, you will receive an e-mail from ESS SubDesk Welcome Letter. It is important to open this e-mail and follow the directions to ensure you are properly registered in the system. You will not have access to the system until these steps are completed.

Logging into Aesoponline:

1. Open your Internet browser and access Aesop at <https://login.frontlineeducation.com>. The system Welcome message and any district announcements are displayed. The link is also available on the [District Website under Staff/Essential/Report an absence](#).
2. Two identifiers are required to log in to the system: **Login ID and PIN**
3. If you have forgotten your **Login ID or PIN**, click the link: **'I forgot my ID or username or I forgot my PIN or password**. You will receive an email reply.

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are required for all interactions with the system.

If you need assistance registering in the absence system, please contact your building secretary. Step-by-Step instructions are also available on the [district website](#) under "Staff, Essentials, Reporting an Absence-How To".

Please refer to your Collective Bargaining Agreement for more information regarding leaves.

Reporting On the Job Injuries

Process to be followed in the case of an injury, disease, or illness:

1. Report the incident **AS SOON AS POSSIBLE but no later than 24 hours after the injury** by filling out an [Employee Incident Report](#) and turning it in to your immediate supervisor and seek medical treatment if necessary. The District's Workers Compensation carrier is Special Districts Association of Oregon.
2. If injured on the job, and medical treatment is required, a state of [Oregon Workers Compensation form \(801\)](#) must be completed and filed with the Business Office within twenty-four (24) hours of the injury.
3. Treating Doctor: Your physician is one of the most important people in the Workers Compensation system. Your treating physician will direct necessary medical treatment, authorize time loss, state the medically stationary date, rate your permanent impairment, and assist your receipt of vocational services.

You and the treating physician must communicate early and regularly with the School District.

4. If the physician takes the employee off the job, returns the employee to the job, and/or prescribes job restrictions, this must be in writing by the physician. Please give this information to your immediate supervisor, who will forward information to the Business Office.
5. If off the job on a Workers Compensation Claim, or off the job for any injury or illness, the employee is required to work out with the supervisor a system for checking with the supervisor on a regular basis. This system would have as a minimum a call to the Supervisor at least every five (5) days to give a progress report. This will protect the employee's job and help the District to manage the increased workload.
6. Before you return to work after being off work for five or more days due to an injury, you must provide a doctor's release to your immediate supervisor and the business office. If you are off work for five (5) days or more for any medical reason, you are required to submit FMLA/OFLA paperwork. Contact the human resources office for a FMLA/OFLA packet. This will run concurrently with your worker's compensation.
7. Early Return-to-Work: You may be permitted to return to work with modified duties based upon your physician's recommendation. The District, at its option, may offer you modified duties to minimize job loss days prior to your full medical release for work. If refused, you may lose your workers compensation benefits.

Requests To Serve As Witnesses In Civil Proceedings

If a licensed employee is asked by a parent or lawyer to testify at a trial or other legal proceeding, follow the process below.

If you are a classified or otherwise non-licensed staff member, you may not be afforded the same protection. Notify the Superintendent (or designee) upon receipt of a subpoena for review with legal counsel.

1. Do NOT volunteer; respond only to a subpoena (not a threat of a subpoena).
2. If the request is verbal, read ORS 40.245(1) (printed below) to the inquiring party and state it is your understanding that you are legally prevented from testifying.
3. Contact the Superintendent (or designee) if you receive a subpoena.
4. When called to report as a result of the subpoena, take this page with you to the hearing or court proceeding.
5. When asked to testify, read the following to the judge/hearings officer.

Judge, I am concerned that my testimony may be privileged or prohibited under ORS 40.245(1). I understand Oregon Evidence Code 504.3 to provide: "A certificated staff member of an elementary or secondary school shall not be examined in any civil action or proceeding, as to any conversation between the certificated staff member and a student which relates to the personal affairs of the student or family of the student, and if disclosed, would tend to damage or incriminate the student or family. Any violation of the privilege provided by this subsection may result in the suspension of certification of the professional staff member as provided in ORS 342.175, 342.177, and 342.180."

Am I required to testify?

6. Proceed as the judge/hearings officer tells you.

As a counselor, you are protected by the above law as well as ORS 40.245(2) in regards to your knowledge of a student's use of intoxicants. This extends to criminal cases. If asked to testify, follow steps 1 through 4 above and cite the law listed below. When asked to testify, read to the judge/hearings officer the following:

Judge, I am concerned that my testimony may be privileged or prohibited under ORS 40.245(2). I understand Oregon Evidence Code 504.3 to provide in pertinent part: "A certificated school counselor regularly employed and designated in such capacity by a public school shall not, without the consent of the student, be examined as to any communication made by the student to the counselor in the official capacity of the counselor in any civil action or proceeding or a criminal action or proceeding in which the student is a party concerning the past use, abuse, or sale of drugs, controlled substances or alcoholic liquor. Any violation of the privilege provided by this subsection may result in the suspension of certification of the professional staff member as provided in ORS 342.175, 342.177, and 342.180."

Am I required to testify? Proceed as the judge/hearings officer tells you.

School Closures Due To Inclement Weather

Hazardous weather or unexpected emergencies may require changes in school and bus schedules. **If there is a schedule change, current information will be communicated via:**

- Text message
- [Newberg School District mobile app](http://www.newberg.k12.or.us/district/newberg-mobile-app) (www.newberg.k12.or.us/district/newberg-mobile-app)
- Automated phone message
- Staff e-mail
- Website: www.newberg.k12.or.us
- Telephone inclement weather hotlines (District: [503-554-5001](tel:503-554-5001) / Bus Snow Line [503-538-5897](tel:503-538-5897))
- Portland area radio and television stations

Be sure the Payroll Office has your current contact information.

No announcement means schools are operating on normal schedule. Keep listening, weather conditions can change rapidly.

In an emergency:

- Students and staff in each school will follow a plan developed with local law enforcement and emergency agencies.
- Parents should listen to radio or television or check online for current information.
- If students and staff are evacuated from school, parents will be told where to pick up their children through media, telephone, text, mobile app and website.

Late Start: All employees are expected to report at regular times when a late start is called.

The late start will give you a time cushion in case travel is slower than usual. You are not, however, expected to unreasonably endanger life and limb to get to school. We will treat your arrival time with good judgment, just as we expect you to use good judgment in your efforts to get to school on time. Some children will miss the announcement and show up at the scheduled starting time. Staff members will need to be present to supervise them.

No School: Licensed employees are not to report to school if canceled unless instructed to do so. This arrangement allows the District to reschedule school days without incurring additional cost.

Classified and Confidential employees who are designated as essential employees will be defined by their supervisor (or designee) in writing within the first two (2) weeks of school or by the end of September each school year, (one (1) custodian per building, one (1) secretary per building, maintenance, and district level essential personnel). Classified and Confidential employees who are not required to work by the District or who are unable to get to work may use accrued vacation, personal leave, leave without pay, or arrange with the supervisor to make up time lost.

All administrators and supervisory personnel are to report to school or the work site on school closure days. No employee should endanger his/her personal safety to arrive. Please check with your supervisor if you have questions.

Early School Closure: If schools are closed after school has begun, principals will determine when and if it is appropriate for employees to be dismissed. Principals and other designated staff will not be dismissed from duties until all buses have dropped off their last student and all children are home.

Student Records and Confidentiality

Licensed school employees are allowed significant access to information about their students including test scores, grades, behavioral information and any special records including attendance. As school employees, you must exercise judgment when acting upon the information in those records and in sharing that information. You may share confidential information only with those school people who need that information and are permitted to have that information, parents, legal guardians, and students 18 years of age or older.

Parents have the right and expectation to confidentiality of student information. Such information includes verbal descriptions of student behavior or any information about students which might conceivably be misinterpreted. If an employee shares this kind of information with persons who are not noted above, that employee is acting outside his/her scope of employment and, consequently, may not be defended by the District if a parent or guardian challenges this breach of confidentiality. Parental rights are stated in Board Policy, Oregon Law, and enacted Federal Law (FERPA).

If you have specific concerns about a student, discuss them with your Principal, school counselors, or other staff who have legitimate educational interest in the student involved.

Staff Dress

All staff are expected to be neat, clean and to wear appropriate dress for work that is in good taste and suitable for the job at hand. Grooming and dress should follow what is most generally acceptable in the business and professional world.

Transfer Process

Employees who wish to apply for other open district positions must complete the District's [Staff Application for Posted Position](#). Staff Application for Posted Position forms require supervisor approval and signature. Submitted signed, completed forms to your Human Resources Specialist.

Workshop Fund for Classified Employees

The Newberg School District 29J encourages all staff to gain additional training and schooling. Classified employees may apply to O.S.E.A. Chapter 17 for access to staff development funds.

Work Hours

Regular working hours for staff will be set by the building principal or department supervisor. Classified staff are not to work before, beyond or outside their established working hours and are not to work overtime without prior authorization from the building principal or department supervisor.

Overtime is time worked over forty hours per week. According to the negotiated agreement between the Oregon School Employees Association and the district, a week is defined as seven consecutive days covering Sunday through Saturday.

Breaks for Classified Employees

Scheduled breaks are provided to classified employees to ensure safety, efficiency and to meet the requirements of the Fair Labor Standards Act and the Oregon Bureau of Labor and Industries. According to the negotiated agreement between the Oregon School Employees Association and the district, classified employees receive a 15-minute break during each four-hour period, or major portion thereof, of consecutive service.

The building principal or department supervisor establishes the break schedule in consultation with the employee. Classified employees are expected to adhere to the break schedule. Deviation from the regularly scheduled break period requires prior supervisor approval.

Tuition Reimbursement Process For Licensed Employees

Licensed employees subject to the Newberg School District/Newberg Education Association contract are entitled to tuition reimbursement for graduate level courses. Classes must be taken for credit.

As a result of the District's strong commitment to the continued professional development of its staff, the District has entered into an agreement with Portland State University to allow our qualifying licensed staff to have tuition paid by the District. This arrangement is for Portland State University only and tuition reimbursement forms must be submitted prior to starting the course. Procedures for tuition reimbursement from other colleges and prepayment to PSU are printed on the reverse side of the [tuition reimbursement forms](#) available on the staff intranet.

Because these procedures represent a great benefit gain on the part of our licensed staff as well as a change in our billing and payment procedures, the following steps must be followed carefully when submitting forms to P.S.U. and applying for tuition reimbursement from other schools.

1. All courses must be pre-approved at the school and District level; a copy of the tuition reimbursement form is the voucher for PSU;
2. At the time of application, course titles and numbers must be written on the form; if you are in doubt, contact the college or course instructor;
3. Only courses passed with a "C" or better will be reimbursed; prepaid tuition shall be repaid by the member if grades are below a "C"; an Incomplete is not a passing grade;
4. Because of billing procedures, grades are due for prepaid courses within 60 days of the completion of the course;
5. If you have questions or special circumstances for specific classes you wish to take, call the Human Resources Department.

Per the Newberg Education Association (N.E.A.) contract, lower division (100-400 level) courses are not applicable for salary advancement. Specific prior written approval must be received for such lower division courses in order to receive tuition reimbursement.



Online Staff Training

Newberg School District is fully committed to the health and safety of all faculty, staff, students and visitors. The district believes that occupant safety and a healthy environment are important factors in the functioning of the total educational program, making the district schools a better place to learn and work, creating positive relationships with the district customers and stakeholders, and preparing students to be responsible citizens and to work safely in the community.

As part of the district's ongoing program to meet this safety commitment, comply with regulatory requirements, and contain health care costs, all employees must complete certain safety training, when they first start working for the district and periodically thereafter. The courses are available through [PublicSchoolWORKS](#) online staff training system and can be completed at the convenience of the employees. Completion is due no later than October 31st.

Employees will receive an email notification inviting them to complete their assigned training. This email will include a link and instructions.

The PublicSchoolWORKS system will track employee training and automatically notify those who haven't completed the courses. The District Human Resources department will also send periodic reminders to employees and supervisors.

ONLINE TRAINING PROCEDURES

1. You will receive an email invitation including the link to the training and instructions.

OR

2. Visit <https://www.newberg.k12.or.us>
3. Click on Staff
4. Under the "Essentials" header, click on "[Annual Workplace/Safety Training](#)" (or use this link).
5. Enter your user name and password (first part of email address prior to @ sign) and password (your 5 digits NSD employee ID number)
6. You will be brought to a screen titled: "Your Login Info." If you do not see the "Your Login Info" screen, follow the directions on the "Login Help" screen.
7. If you have any problems or need further help, call 1-866-724-6650, option 4. It is very important that the information shown on the "Your Login Info" screen

is accurate. Make any changes needed and then click on the button: "Click here when correct."

8. You will be brought to a screen titled: "Your Course List." This screen shows you all the courses in which you have been enrolled. If there are no courses shown, then you are not currently required to complete any training. For further information about this screen, click on the "Help" button.
9. For each course shown, click on "Enter Class."

After you successfully complete each course and test, the course will be removed from your course list. If you fail a test, you can retake the test until you obtain a passing grade. Your failures will not be shown on your transcript.

2022 [403\(b\) TSA Announcement for Newberg School District](#)

Supplemental Retirement Saving Opportunities

Newberg School District offers an excellent voluntary program through which you may elect to contribute a portion of income into supplemental retirement savings accounts: the 403(b) Plan. Newberg School District has contracted with Carruth Compliance Consulting (“CCC”), a Third Party Administrator (TPA), to provide information and support for the 403(b) Plan.

All part-time and full-time employees are eligible to contribute.

You may begin, change, and/or cancel contributions in the 403(b) Plan at any time, subject to payroll deadlines. You may begin contributions in the 403(b) Plan by following the ‘403(b) Enrollment Procedures’ on the CCC website.

Contribution Limits for 2022

- Elective Deferral Limit: **\$19,500.00***
- Age 50 Catch-up: An additional **\$6,500.00**, for a total of **\$26,000.00*** (*Applies to Employees Age 50 or over by 12/31/2021*)
- 403(b) Special 15 Years of Service Catch-up: Up to an additional **\$3,000**, for a total limit of up to **\$22,500.00*** or **\$29,000.00*** (depending on age) for eligible** employees with at least 15 years of full-time service with Newberg by 12/31/2020

**Note: Contributions to the plan above cannot exceed employees’ total compensation.*

***Please contact CCC to verify eligibility and limits available under Special Catch-up.*

Participant Responsibilities

- Participants are responsible for monitoring account activity regularly for accuracy (e.g., deposits of your contributions), updating contact and beneficiary information.
- Contribution limits are specific to you, the taxpayer. If you participate in another organization’s retirement plan in addition to participating in the Newberg Plan, please note:
 - 403(b) Elective Deferral Limits described above apply to your total deferrals to all 403(b), 401(k), and SARSEP plans in which you participate.
 - If you control an organization sponsoring a qualified defined contribution plan, all contributions made to that plan on your behalf must be aggregated with any 403(b) contributions at Newberg for the IRC 415(c) limit (this applies to the aggregate of elective deferrals and employer contributions, the limit is \$57,000.00 in 2020, those Age 50 may defer an additional \$6,500.00).
 - Note: 457(b) contributions do not need to be aggregated with 403(b) contributions for limit consideration.
- If a problem exists or if you have questions, you are to contact CCC or your employer as soon as possible.

Contact CCC with Any Questions About Your Employer's TSA Plan

Carruth Compliance Consulting, Inc

6975 SW Sandburg Rd Suite 320

Tigard, OR 97223

Phone: 503-968-8961 Toll Free: 877-222-3090

**Newberg School District 29J
403(b) Plan
Eligible Tax Sheltered Annuities**

Approved TSA	Agents	Company	Address	Phone	e-mail
American Fidelity Assurance Co.	Nicole Cruickshank	American Fidelity	13535 SW 72 nd Ave Ste 120 Tigard, OR 97223	(877) 293-1090	
American Funds Group Capital Guardian Trust (317) 735-6900 (800) 421-0180	Julius Wilkerson			(503) 628-2118	
	Jake Forest	Sun American	9780 SW Shady Ln Tigard, OR 97223		
	Rebecca Rooks	Waddell/Reed	8625 SW Cascade Ste 410 Beaverton, OR 97005	(503) 627-0740	
	Sedonia Harsh	Waddell/Reed	198 Commercial St SE Ste 220 Salem, OR 97301	(503) 371-8958 X115	
	Doug/Deb Cornick	Edward Jones Investments	2909 Portland Road (PO Box 951) Newberg, OR 97132	(503) 538-1162	
	Rick Gress Nathan Price	John Hancock Signator Financial	111 SW Columbia Portland, OR 97201	(503) 248-0976	
	Dan O'Brien	Mass Mutual Financial Group Oregon Financial Services Group	222 SW Columbia St #825 Portland, OR 97201	(503) 542-9428 (503) 221-0493 fax	danobrien@finsvcs.com
	Ron Barry, PhD, CFP	Willamette Financial Group	621 SW Morrison St, Ste 700 Portland, OR 97205	(503) 241-4180 (503) 808-9598 fax	ronb@wfgadvisors.com
	Jennifer Blake, CFP	Willamette Financial Group	307 E 2nd, Suite 150 Newberg, OR 97132	(503) 554-9878	
	Stephen Gulley	MetLife Center	4004 SW Kruse Way PI #300 Lake Oswego, OR 97035	(503) 744-3137	
AXA Equitable	Seth Lake		One SW Columbia St, Ste 1550 Portland, OR 97258	(503) 222-9471 X340	
	Nick Hankerson			(503) 222-9471 X391	

Approved TSA	Agent	Company	Address	Phone	e-mail
AXA Equitable	Aaron Lawson			(503) 222-9471 X343	
Fidelity Investments	Online Enrollment			(800) 343-0860	
	Instructions here: https://www.mysavingsatwork.com/atwork/1104818723638/1104818723656/1104818723695.htm				
Foresters Financial			12753 SW 68th, Ste 212 Portland, OR 97223	(800) 927-0565	
	Dan O'Brien	Mass Mutual Financial Group Oregon Financial Services Group	222 SW Columbia St #825 Portland, OR 97201	(503) 542-9428 (503) 221-0493 fax	danobrien@finsvcs.com
	Cliff Van Horn		Beaverton, OR	(800) 394-6620	
VOYA Retirement Insurance and Annuity Company	Jean Nelson Mark R. Carlton		200 SW Market St, Ste 1670 Portland, OR 97201	(800) 835-996 X378 (503) 937-0378	markcarlton@aol.com
	Ron Barry, PhD, CFP	Willamette Financial Group	621 SW Morrison St, Ste 700 Portland, OR 97205	(503) 241-4180 (503) 808-9598 fax	ronb@wfgadvisors.com
	Rick Gress Nathan Price	John Hancock Signator Financial	111 SW Columbia Portland, OR 97201	(503) 248-0976	
Ing Reliastar	James Peterson	Investra, Inc.	PO Box 12530 Seattle, WA 98111-4530	(206) 292-1111 (503) 684-3464	

