

# New Employee, Student Teacher, or Long Term Substitute Procedure

## New Hire

1. When a new employee(Lunch Supervisors included), Student Teacher, or Long Term Sub(means a letter was issued from HR stating the timeframe of the LT Sub, this is normally over 21 consecutive days) is hired the building is to notify HR immediately.
2. They will then be able to set up an appointment to have their picture taken and fill out paper work.
  - a. They must contact Connie Griesbach 967-1411 to set up an appointment; they must call first no walk-ins.
  - b. Their computer accounts and security badge will be created within 2 business days.
3. If a Long Term Substitute will need access to Infinite Campus the technology department needs to be notified immediately so rights can be set up.
  - a. This request must come from the principal of the building, this is due to the fact that there will be an untrained person in campus and the building is responsible for the cost of recovering data if something were to happen (roughly \$162/hr).
  - b. The Infinite Campus Rights Request form must be filled out it can be found here.  
<http://www.mjsd.k12.wi.us/district/resources/documents/techservices/IC User Rights Form.doc>  
It should be returned to Mary Francis in the Technology Office.

## End of Employment

### **Firing or Quitting**

1. Security badge must be collected.
2. HR should be notified immediately.
3. HR will contact the Technology Department so their accounts (computer, email, campus etc) and security badge can be disabled.
  - a. If their records need to be retained for some reason it should be noted then, otherwise they will be deleted.

### **End of Long Term Sub or Student Teacher**

1. Approx one week before the expected end date an email will go out to the individual, the secretary(s) of that building, and the mentor if necessary, reminding them to return their badge when their term is over.
  - a. Also if there are any changes to the time frame they should let the Technology Department know.
2. On the last day of their work they must turn in their badges to their building secretary or drop off in the Technology Department.
  - a. Long Term Sub's badge and accounts will be kept on file in case they return for another position.
  - b. Student Teachers badges and accounts will be deleted immediately.

### **Building Responsibility – For all above**

1. It is the buildings responsibility to collect security badges when an employee leaves.
2. The building shall have 30 days from the individuals last day to collect the badge and return to technology or they will be responsible for the replacement (\$10).

## Positions and the Accounts/Equipment They Are Given by Default

1. Lunch Supervisors – Security badge
2. Food Service Workers (Chartwells) – Security badge, email, computer login
3. Teacher – Security badge, email, computer login, voicemail, Infinite Campus
4. Secretary - Security badge, email, computer login, voicemail, Infinite Campus
5. Admin - Security badge, email, computer login, voicemail, Infinite Campus
6. Maintenance/Custodial - Security badge, email, computer login, voicemail
7. Paraprofessional - Security badge, email, computer login
8. Student Teacher - Security badge, email, computer login
9. Long Term Substitute - Security badge, email, computer login, Infinite Campus (only if requested by principal)

### CLC

1. Tier 1 – None
2. Tier 2 – Email, computer login
3. Tier 3 – Security badge, email, computer login
4. Tier 4 – Email, computer login
5. Tier 5 – Security badge, email, computer login, voicemail, Infinite Campus
6. Tier 6 – Security badge, email, computer login, voicemail, Infinite Campus