

February 2023
Volume 2, Issue 3

Hello Waterford!

As we dive into February, I am happy to share with you warm greetings from your HR Team. This month, you will likely see many advertisements focused on celebrating the spirit of love and unity. I hope you find time to embrace that spirit and also to take a few moments to reflect on how each of us together unite to support the Mission of Waterford Public Schools.

In this edition of our HR newsletter, you'll find updates on our upcoming Wellness Fair, highlights of recent accomplishments within our school community, and important reminders as we navigate through the remainder of the academic year.

As always, I encourage each of you to reach out with any questions, suggestions, or concerns you may have. Your feedback is invaluable in helping us shape a supportive and inclusive environment for all.

Thank you for your unwavering dedication to our students and our school. Together, we will continue to inspire excellence and make a positive impact on the lives of those we serve. Remember to applaud those around you, lift spirits when you are given the opportunity.

Warm regards,

Nancy

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Questions can be emailed to:
hr@waterfordschools.org

This email reaches all HR Staff

Introductions

Meet Emily Cacace! WHS School Counselor

My name is Emily Cacace and for the past 12.5 years, I've been dedicated to my role as a school counselor at East Lyme High School as a rival Viking.

However, I am overjoyed to return home to my alma mater, eager to continue supporting students in a familiar environment.

Beyond the school day, my time is spent with my husband and our three boys.

I am looking forward to the next chapter of my career at WHS!



Congratulations Officer Lane!

A big congratulations to Dan for receiving the **Exemplary Service Award** from WPD this year!

He was honored for his work as a Master K9 trainer (a number of officers from all over Eastern CT were trained by Dan at CMS this past summer) and his work in the community and as an SRO!

He received his award during the 6th grade lunch wave to an enthusiastic group of colleagues and students!

Way to go Dan!



Good News!

Tomeka and I attended a fantastic **UNIFIED Holiday Party** planned by Jill Long and attended by teachers, para, staff and students from CLMS and WHS! It was amazing! Games, crafts, a photo booth, Santa... the decorations were phenomenal and everyone had a terrific time! It was so great seeing all the past CLMS students and so many general ed students as well!! Thank you Jill and everyone who chaperoned and helped throughout the entire event!

~Jim and Tomeka



February is...



CELEBRATING
BLACK
HISTORY
MONTH

Take a moment to check out [Mystic Seaport's webpage](#) celebrating Black History Month with photo's, blog posts, an event calendar, exhibits at the Seaport and a link to educational resources.

American Heart Month

The [American Heart Association](#) is celebrating 100 years of lifesaving work!



For information on CPR training and the urgent need for Nation of Lifesavers, check out their website link above.

Staff Health & Wellness Fair 2024

Date: April 2, 2024
Time: 11 am - 2 pm
Place: Clark Lane Middle School
Who: All WPS Employees

~Planned Vendors and Activities So Far~

Anthem BC/BS	Answers to your health insurance questions
Waterford Public Library	Learn what Libraries everywhere have to offer
Ledge Light Health	Blood pressure screening
Wellness by Katie	Stress relief anyone? Ahhhhhh.
Snacks courtesy of WPS Food Services	Yummy snacks!
Corporate Fitness & Health	Biometrics screenings - Know your numbers!

Busterpotomus and Debra Abbey	Sit and stay with Buster. You'll love him.
Hartford Health Care	Diabetes screening and give your favorite recipe a healthy options makeover.
Solutions EAP	Help and resources for all employees
Healthy PlanEat	Shop seasonal, sustainable, healthy food
Paint By Numbers	Art Therapy

All suggestions Welcome...

Please let us know if you have a suggestion for the Staff Health and Wellness Fair.

February is supposed to be a month for love but not everyone experiences those warm fuzzy feelings.

If you are struggling in your relationship, feeling lonely or need someone to talk to, we're here for you!

Call 1-800-526-3485 for a confidential appointment.



Solutions EAP is a 2024 Health Fair participant.



Did You Know?

Employee Handbook

Have you reviewed the Employee Handbook recently?

The handbook is meant to guide you through many aspects of your employment.

Take a moment to review the Employee Handbook become more informed on your benefits, rights and responsibilities as a WPS employee.

The handbook is located in your Paycom account under the *Documents* tab.

Absence Without Pay (AWOP)

Q. What if I haven't accrued any time off yet?

Q. What if I previously had time off but ran out during the year?

Answer. To request time off, complete the following requirements **AND** your request will be reviewed.

*Absences without pay ([AWOP](#)) must be submitted to the Superintendent or designee for prior approval unless the absence is associated with an already approved Family and Medical Leave of Absence ([FMLA](#)). This step is required for employees who are not substitutes or working on a part-time basis. Failure to do so could result in an unapproved absence and lead to disciplinary action. Absences requiring Superintendent approval will require the completion of an online absence request form submitted through our online forms system Script. Please use the following links for absence request submittals – [CERTIFIED STAFF ABSENCE REQUEST](#) and [NON-CERTIFIED ABSENCE REQUEST](#)

*"Enjoy every minute you have
with those you love, my dear,
for no one can take joy that is
past away from you. It will
be there in your heart to live
on when the dark days come."*

-ELEANOR ROOSEVELT

Frequently Asked Questions



Tips from the Payroll Office

REQUESTING TIME OFF

1. First, select the Time off Type. If number of hours is entered first, then Time off Type is selected, it will reset the number of hours being requested to the default scheduled hours.
2. Hours Per Day field is the number of hours you are requesting OFF. Please update this if you are not taking a full day.
3. Entering a Starting Time does not affect number of hours being requested. It is for tracking purposes only.



MISSING PUNCH/PUNCH CHANGE REQUESTS

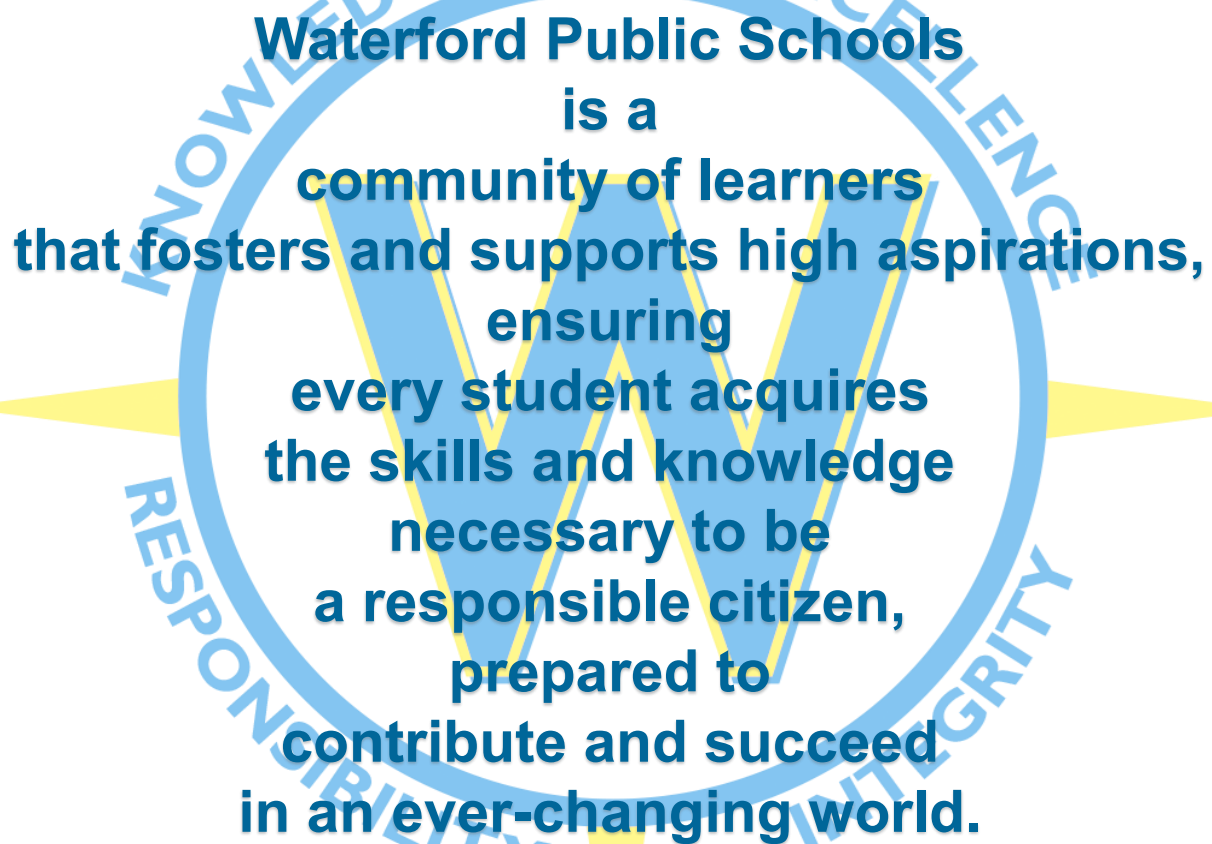
1. Paycom utilizes Military time, not Standard time. When requesting a missing punch, P or PM needs to be added if entering a missing punch for the afternoon OR can be entered using military time (i.e. 2:30P or 14:30).
2. To enter a Punch CHANGE request, navigate to the timesheet, click on the punch time needing to be changed and enter the new time. This will generate a punch change and not a missing punch.
3. Missing Punch emails will continue to be sent until the supervisor approves the request. If not sure that the missing punch was submitted, navigate to the timesheet. The Red triangle will now be Yellow indicating a missing punch was entered.

If you know someone who is interested in learning about job opportunities, they can look at job postings listed via [Paycom Talent Acquisition](#).

- ***Waterford High School Sports***
 - ***Assistant WHS Indoor Track and Field Coach***
- ***Speech and Language Pathologist***
- ***Speech and Language Pathologist Assistant***
- ***Special Education Long-Term Substitute– QH***
- ***Tutors***
- ***Paraprofessionals***
- ***Building Substitute– OSW***
- ***Before School Aide-QH***
- ***Van Drivers***
- ***Substitute Teachers***
- ***Substitute Paraprofessionals***
- ***Substitute Custodians***
- ***Substitute Food Service Workers***



Our Mission



**Waterford Public Schools
is a
community of learners
that fosters and supports high aspirations,
ensuring
every student acquires
the skills and knowledge
necessary to be
a responsible citizen,
prepared to
contribute and succeed
in an ever-changing world.**