

# NEW HIRE EMPLOYEE INFORMATION AND PROCEDURES MANUAL

(WARNING: ONLY ELECTRONIC VERSIONS ARE CONTROLLED)



Fiscal Accountability & Data Analysis Student Support Services Division

# New Hire Employee Information and Procedures Manual

Fiscal Accountability & Data Analysis  
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## **CLARK COUNTY SCHOOL DISTRICT**

### **Mission of the District**

Clark County School District students will have the knowledge, skills attitudes, and ethics necessary to succeed academically and practice responsible citizenship.

### **Student Support Services Division**

#### **Mission Statement**

The Division provides leadership, services, and support to strengthen the capacity of schools, families, and communities to ensure the success of all students through collaboration in the educational process.

### **Fiscal Accountability & Data Analysis's**

#### **Mission Statement**

The mission of the Fiscal Accountability & Data Analysis Department (FADA) is to provide customer service and fiscal accountability of all grant funds to ensure compliance with Federal, State, and CCSD regulations.

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## PREFACE

The Fiscal Accountability and Data Analysis Department of the Clark County School District would like to welcome you to the department and provide you with the necessary information that will orientate you to your new area. The purpose of this manual is to define the new hire orientation process. The information contained within the manual provides you with departmental procedures and Clark County School District policies and regulation.

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## **DAILY WORK SCHEDULES, BREAKS, AND LUNCH**

The Fiscal Accountability & Data Analysis department hours of operation are from 7:00 a.m. to 5:00 p.m., Monday through Friday, except for designated holidays. Hours of operation may change during the summer (7:00 a.m. to 4:00 p.m.) as directed by the CCSD Superintendent's Office. Staff is expected to work the schedule established by the department's coordinator. By contract, support staff is allowed two fifteen-minute breaks and a one-hour lunch. Adherence to the daily work schedule is expected unless otherwise approved by the supervisor. When an employee leaves the building for personal or business reasons during the normal work day, he/she must inform their immediate supervisor or supervisor's secretary.

## **IDENTIFICATION BADGE**

All staff assigned to this location will be issued an identification badge and are required to wear it when working at this location. The assigned identification badge is not to be loaned or shared with other individuals. Photos are taken each Wednesday and Friday between the hours of 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m. at the Education Center in the 500 hallway.

## **ABSENCE REPORTING**

When an employee is unable to report to work due to an illness or family emergency, the employee is required to contact the appropriate supervisor or supervisor's secretary. Upon return, a CCF-101, Employee Absence Form, must be completed and submitted to the supervisor by the end of the business day.

## **VACATION/PERSONAL/FLEX/COMP DAYS**

To request personal leave, vacation, compensatory time, or a universal/flex day, an Employee Absence Request/Authorization Form, CCF-101, must be completed. Submit the form for approval to your supervisor. See appropriate negotiated employee contracts for detailed information.

## **JURY DUTY**

If you have been requested to report for jury duty, notify your immediate supervisor and complete a CCF-101, Employee Absence Form. Upon completion of jury duty, it is the employee's responsibility to submit and provide documents and payments to the CCSD general accounting department. See your department secretary to obtain the "Jury Duty/Subpoena Transmittal." Contact the district's junior accountant representative at 799-5338 for further information. See CCSD Regulations 4220 and 4221.

## **PAY DAYS**

Support staff employees are paid biweekly. Licensed and unified employees are paid on the 10<sup>th</sup> and 25<sup>th</sup> of each month. Pay stubs for all CCSD employees who have direct deposit are mailed to their residence. Regular checks will be kept at the SSSD Division Office for the department secretary or designee to pick up. It is important that you keep your address information with the CCSD up-to-date. See Staff Personal Information section.

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## POLICIES AND REGULATIONS

The Clark County School District's policies and regulations are located on InterAct at District Link/Policies and Regulations or the CCSD website at [ccsd.net/directory/pol-reg](http://ccsd.net/directory/pol-reg).

## PROFESSIONAL DRESS

The Administrative Center strives to present a professional image to the entire school district as well as to the outside public. It is asked that employees keep this goal in mind when preparing for work. See Regulation 4280.

## STAFF EMERGENCY INFORMATION

All staff must complete the Staff Emergency Information Form and submit it to the FADA Office. Any subsequent changes for emergency contacts must also be communicated. This confidential information is kept in the supervisor's office and will be used only in the event of an emergency.

## STAFF PERSONAL INFORMATION

To change employee personal data information, licensed and unified employees are to complete a Personal Information Form, CCF-153, and submit the form to Administrative Personnel located at the Edward A. Greer Education Center.

Support staff employees are to complete a Change of Personal Information Form, CCF-120, and must also notify Support Staff Personnel located the Edward A. Greer Education Center.

## OFFICE/WORK AREA STANDARDS

Staffs throughout all departments are to follow and maintain these standards on an ongoing basis.

- All assigned work areas in this facility are to be established and maintained in an organized professional manner.
- No items are to be placed on top of the divider/pony walls.
- Do not place any items on the windows or on the window sills.
- Lighted candles are not permitted due to fire hazard.
- Refrigerators and microwaves are available for use in the break rooms on both floors.
- Coffee makers are acceptable. The location of these within each department should be determined by the individual department heads.
- Furniture is purchased and arranged per district standard. Do not bring in any additional furniture, desk tops, and computers. Do not change the location of furniture without authorization from the department administrator. The furniture placement must meet ADA and fire code regulations.
- Please be careful with food and drinks in carpeted areas. If an accidental spill occurs, please notify a custodian right away so it can be extracted.

## TELEPHONES AND DIRECTORY

All departments are required to have their staff cover the telephones from 7:00 a.m. to 5:00 p.m. (7:00 a.m. to 4:00 p.m. during summer hours). When employees leave their work area, other staff in the department needs to answer the calls. Always convey a professional and courteous tone

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## TELEPHONES AND DIRECTORY (continued)

when answering the phone. This may be the only contact the public will have with the FADA department; therefore, it is important to ensure a positive experience for the caller.

Recommended telephone answering procedures:

- Answer promptly within three (3) rings.
- Always identify yourself and the department.
- Avoid unnecessary screening; if you must screen, ask "May I ask who's calling please?"
- Be prepared to take messages accurately. After writing down the message, read it back to the caller.
- When placing a caller on hold, make reports to the caller at least every 60 seconds.
- Transfer calls properly and tell the party, "One moment and I'll connect you to \_\_\_\_\_."
- End your conversation with a polite "goodbye" or "thank you for calling" and hang up gently.
- To pick up another employee's phone from your desk press\*73.

## SUPPLIES/STOR REQUEST

Supplies are ordered by each department by using the Supply Transaction Order Requisition System (STOR) located on Mainframe for purchasing supplies through Office Depot or the district warehouse. Standard equipment and supply items are available through the STOR system. STOR items are competitively priced due to volume discounts and often delivered directly to the school and departments to expedite the delivery time. Order forms are posted on the bulletin board. The order is placed by the department secretary.

## NAME PLATES

Name plates for the wall or desk will be ordered as needed. When requesting name plates for new staff hired, title changes, or name changes, please send an email to the department secretary. Please be specific on the request and include the name, title, work location, and which plate type is needed (wall or desk). You will be notified when the desk name plates arrive. Wall name plates received will be given to the head custodian for installation.

## CREDIT CARDS

District credit cards are issued through the Director of Accounting. The administrator is responsible for overseeing the purchasing card program in their department, ensuring that all purchases made with the purchasing card are for district instructional or work related use, and the receipts for each transaction are maintained. The administrator requests the issuance of a purchasing card for their department.

## COMPUTERS

Computers must be in alignment with CCSD technology standards. Purchases of computer equipment in FADA must be assessed by the technology specialist who will make recommendations which will be submitted to the coordinator of FADA.

All employees will be provided with the Acceptable Use Policy Booklet, PUB 797.2, and each employee is required to complete the Network Access Form, CCF-797.1. Network Access Forms are to be submitted to the department secretary and then to the Central Information System office.



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## COMPUTERS (continued)

Computer maintenance will be performed on all computers in the building at least once a year by the technical support staff. Also see Technology Equipment and Support Section.

## TECHNICAL SUPPORT AND EQUIPMENT

Information on obtaining a Novell account and InterAct account for a new employee should be requested through the department secretary. Equipment must be in alignment with CCSD technology standards.

## EQUIPMENT REPAIRS

Computers and Printers: For repairs, imaging, or installation, the department secretary will submit a work request via the Administrative Center Tech Help Desk icon.

New Software: After purchasing the license, the department secretary will submit a work request via the Administrative Center Tech Help Desk icon.

Copiers and Fax Machines, for repairs, a work order must be submitted by your department secretary.

Telephones: Report any telephone issues to custodian via the Administrative Center Custodial request icon and a work order will be placed.

## FACILITY ADDRESS AND PHONE NUMBER

CCSD Administrative Center  
5100 W. Sahara Ave.  
Las Vegas, Nevada 89146  
Administrative Center Receptionist: 799-5000.

Departments within the Administrative Center are to include their department names as part of the address.

## ADMINISTRATIVE BUILDING ACCESS

The CCSD Administrative Center will be open to the public 7:00 a.m. to 5:00 p.m., Monday through Friday.

The building is accessible to staff by using your issued, personal building access code. Your personal code will allow you access to all employee entrances to the building. Please use your code when entering the building.

The doors will be locked Saturdays, Sunday, holidays, and holiday weekends. Access must be obtained via your personal code. Security will not be on duty during those times; therefore, you must exercise caution when using the building during any nonscheduled work hours. Make sure your supervisor is aware of your presence in the building during any nonscheduled work hours. If you encounter an emergency situation please contact Police Dispatch at 911 or Maintenance, depending on the emergency.

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## **ADMINISTRATIVE BUILDING ACCESS (continued)**

As a means of providing access control for the building, the site administrator will provide you with a personal six-digit access code. Enter your personal six-digit access code onto the keypad located next to the employee entrance.

**Do not allow any other person to enter the building using your personal access code.**

You must be aware that when this permitted, access control of the building is lost and security is jeopardized.

## **DOOR KEYS**

The security officer will furnish each person with one key of the office area. Additional door keys may be requested through the security officer, who will contact the appropriate administrator or supervisor for signature authorization.

## **VISITORS**

All Administrative Center visitors must check in at the receptionist desk located in the lobby. Each visitor will be issued a visitor badge.

All non-site district employees must display their Clark County School District identification badge, and therefore, do not need to check in at the front desk. Visitors participating in training sessions will be required to sign in at the session they are attending.

## **DISTRICT PROPERTY**

CCSD Regulation 3612 (I) provides that "equipment, supplies, and facilities shall be authorized for employee use only in the performance of District duties." See CCSD Regulation 3612.

## **SMOKING POLICY**

In compliance with Clark County School District policy 4380 and NRS 202.249, smoking is prohibited at any time on school district property.

## **PARKING**

### **Employee**

You will be assigned a parking space. If there are any concerns with the space you have been assigned, please contact the site administrator.

### **Visitors**

Twenty-two parking spaces are provided for visitors in the front of the building. Additional parking is available on the third level of the building. A Security device will be placed at the entrance of the building to allow visitors access to the building for meetings.

## **PARKING AREA SAFETY**

For your safety: report any occurrence you might observe that seems unusual and practice personal safety:

- Always lock your car.

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## PARKING AREA SAFETY (continued)

- Do not linger inside the parking areas.
- Try to leave with coworkers or others leaving the building.
- If working late, move your car to the front parking area of the building and when ready to leave, exit the building through the front door.
- If you need further assistance, please contact Police Dispatch at 799-5411.

## SECURITY OFFICER

The Administrative Center security officer maintains a highly visible profile in the facility, makes periodic internal and external security checks, patrols and monitors the Administrative Center property observing visitor activities, and monitors the facility against fire, theft, vandalism and illegal entry. If you feel there is a suspicious individual in the building or grounds, please contact the security officer at 284-7951 or ext. 5508.

## EMERGENCY SITUATIONS

To report an emergency, call School Police at 799-5411 and/or dial 911. Also notify the security officer on duty at 284-7951 or ext. 5508 for assistance and to report the details regarding the location of the emergency.

FADA is equipped with a first aid kit. Injuries occurring during work hours should be reported to your supervisor.

If there is a security concern, (suspicious individual, vehicles, etc.) contact the Admin center security officer at ext 5508. If a weapon is involved, call 911. The building is equipped with alarm sounds and strobes as approved by the Clark County Building Authority and ADA guidelines. Acquaint yourself with the location of the fire alarms and stairwells within your area to ensure safety.

All fire/life safety systems will undergo periodic testing and inspection procedures. When these inspections are to be performed, prior notification will be extended to you via the InterAct Administrative Center conference.

**IF AN UNANNOUNCED ALARM SOUNDS – DO NOT USE THE ELEVATORS – USE THE STAIRWELLS AND IMMEDIATELY LEAVE THE BUILDING.** Proceed directly to the southwest sidewalk corner of the Las Vegas Athletic Club. Check in with the site administrator or security officer and report any concern or injury. First aid, if needed, will be secured as quickly as possible. The site administrator or security officer will notify you when reentry of the building is allowed.

## INJURY REPORT

When an employee reports an injury obtained during the work day a Notice of Injury or Occupational Disease (Incident Report/Form C-1) must be completed by the employee. Employee submits the form for supervisor's signature and it is sent to the Risk Management Department. For more information please contact the Risk Management Department at 799-2967.

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## PASSENGER ELEVATORS

The Administrative center is equipped with two elevators. If you have any problems with the elevators, please report them to the site administrator or the security officer immediately.

## PASSENGER ELEVATOR OPERATION DURING AN EMERGENCY

Should the elevator malfunction or an emergency such as a power outage or a fire alarm occurs while you are in the elevator, DO NOT PANIC. Please use the call button to request assistance. **DO NOT open the door from the inside and attempt to climb out of the elevator cab.** The cab may move without notice and cause great harm to someone trying to exit the elevator. Wait for the trained elevator mechanics to arrive and give the all-clear signal to exit.

## STAIRWAYS

Stairs are available for use to provide access between the first, second and third floors and for use during fire drills or in case of a fire. They are located inside the building near the elevators. When using the stairs, use the handrails for safety purposes.

## BREAK ROOM INFORMATION

Break rooms are located on the second floor in room 230. Break rooms are equipped with refrigerators, freezers, ice machines and microwaves. The intended use of the refrigerators is to encourage staff to store their lunch for the day and for storing items for meetings and trainings. Food items labeled with department name and date for meetings may be kept in the refrigerators and freezers for one day prior to the event.

All perishable items left in the refrigerators or freezers will be discarded every Friday at 4:00 p.m. Lunch boxes must also be removed by 4:00 p.m. on Fridays. Microwaves should not be left unattended while you are cooking or heating food and food should be removed immediately after it is done.

Tables and chairs are available in the second floor break room. There is a bulletin board and display in the break room which provides various district informational materials.

## VENDING MACHINES

For your convenience, one food, one snack and one soft drink vending machines are located on the second floor near the employee entrance. If you have any problems with the vending machines, please report it to the front desk.

## ISO/MPS

The International Organization for Standardization (ISO) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. The Clark County School District is currently ISO certified. Within the school district, ISO is referred to as the Management Process System (MPS). The district's MPS quality statement and the CPD division mission statement are displayed in your employee handbook. All employees are expected to know and understand the district's MSP quality statement and the CPD division mission statement. The MPS card with the quality statement is also located in your new hire orientation packet.

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## ISO/MPS (continued)

District-wide publications should be marked with ISO document control numbers as appropriate. If a department would like to create a measurable objective to be added to the ISO website, it must be reviewed and approved by the CPDD MRT representative and the CPD Division Office.

## BUILDING SERVICES

### Custodial Service - Daytime

Custodial service will be provided during the public hours of 7:00 a.m. to 5:00 p.m. If you have a problem, please contact the Custodial Office at 284-7956 or ext. 4014.

### Custodial Service - Evening

Nightly custodial service will be provided Monday through Friday with the exception of holidays. Custodial services provided are as follows:

- Emptying wastebaskets
- Vacuuming
- Mopping in kitchen areas
- Dusting exposed surfaces of desks and furniture
- Cleaning common restrooms
- Cleaning common areas
- Custodians are instructed to never remove any items that are not inside a wastebasket, unless marked "TRASH" (boxes, oversized containers, etc.). If items are not marked "TRASH," they will not be discarded.

If custodial service is not being provided in a satisfactory manner, report this to the site administrator immediately. Timely and specific reporting of such problems will assist in prompt resolution. Any emergency cleaning must be requested through the site administrator or the custodial office at 284-7956.

## MAIL PICKUP AND DELIVERY

Intradistrict mail will be delivered twice daily to the Administration Center. The mail will be sorted and placed in a designated area near the rear entrance to the elevator (near employee entrance off of the parking garage). Each department's designee will receive a key for their mailbox. Outgoing mail may be left in the box designated as such in the same area.

## INTERACT ADMINISTRATIVE CONFERENCE

An Administrative Center conference icon will be placed on your InterAct desktop. Please check this area for any pertinent information regarding the Administrative Center.

## SCHEDULING MEETING AND TRAINING ROOMS

Conference and training rooms are scheduled through superintendent's office. Each department has a staff person assigned that has access to scheduling meeting and training rooms. Staff has access to "view" availability of meeting and training rooms.

## MAINTENANCE REQUESTS

If a problem exists in your area, a common area, or a galley kitchen, please report it to the office secretary who will then place a work order.

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## COMMUNICATIONS AND LOGO STANDARDS

Documents and materials distributed via hard copy and/or electronically, must be professional and in compliance with district standards, policies, and regulations.

When writing email communications, there is an etiquette and protocol that must be followed.

Helpful tips for sending emails include, but are not limited to:

- Always use correct grammar, spelling, punctuation, and paragraph structure.
- Use good structure and layout. Reading from a computer screen is different than reading from paper.
- Do not capitalize whole words that are not titles. Capitalizing is generally interpreted as SHOUTING to your reader.
- Use clear and meaningful subject lines that your reader will understand. Stick to the subject of your message.
- Be responsive not reactive. If you have a strong emotion when composing or responding to an email, pause.
- Be concise in all your messages.
- Avoid sending messages to multiple administrative levels when communication on a single level is appropriate.
- If you receive a message intended for another person, forward it with a brief explanation. Don't just ignore it.
- Limit use of large graphics in email attachments.
- Do not open or reply to unknown senders of emails that may be spam or may contain a virus.
- Do not forward chain letters.
- Watch the send button. Remember that any message you send is permanent.

All district communications must comply with the district's logo standards. Employees are expected to follow the guidelines outlined in the Graphic Arts Center CCSD Logo Standards Booklet. Also see Proofreading/Editing section.

## CCSD FORMS

Current versions of CCSD forms can be accessed on InterAct at District Link/Online Forms or the CCSD website at [graphics.ccsd.net/Directory/District Forms](http://graphics.ccsd.net/Directory/District%20Forms) . Forms located on the CCSD website could be under revision, so it is recommended that you do not order large quantities. The following forms are the most commonly used by the division:

### **AUTHORIZATION FOR EXTRA PAY – CCF-5**

This form is used to authorize payment to employees that have attended meetings or provided special services related to a specific department or program. The form is to be completed by the department responsible for payment. Submit form(s) monthly to the CPDD Assistant Superintendent's office or designee for final approval and signature.

### **BUSINESS CARDS**

Use the Business Card Order Form located on the district's website at

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## CCSD FORMS (continued)

[ccsd.net/Directory/District Forms](http://ccsd.net/Directory/District%20Forms) to order business cards. Logo standards for business cards are included in the Graphic Arts Center CCSD Logo Standards Booklet. Business card orders must follow the established district standards and be approved by your supervisor.

### **EMPLOYEE ABSENCE REQUEST/AUTHORIZATION FORM – CCF-101**

This form is to be used when absences are due to personal illness, illness in immediate family, bereavement, jury duty, and subpoena as witness, personal leave, vacation, compensatory time, universal/flex day, and district business. Submit form to immediate supervisor for approval and signature. For further guidelines and information regarding employee absences see your negotiated contract. The contracts can be accessed through InterAct/District Link/Negotiated Agreements or the CCSD website at [ccsd.net/jobs/HRDContracts.htm](http://ccsd.net/jobs/HRDContracts.htm)

### **REQUISITION AND AGREEMENT INSTRUCTIONAL-RELATED OUT-OF-DISTRICT CONSULTANT/PROFESSIONAL SERVICE – CCF-144**

An Out-of-District Consultant is an individual who is not employed by the Clark County School District. The following forms are to be attached to the Requisition and Agreement Instructional-Related Out-of-District Consultant/Professional Service Form, CCF-144: Consultant's resume; description of program offered and evaluation procedures; Audio Video Taping Release Form, CCF-114.1, if applicable; W-9 Form; Disclosure Form; and Purchasing Department Review Form when exceeding \$10,000.00. These are to be submitted to the Assistant Superintendent and/or designee for approval at least two weeks prior to delivery of services. For expenditures exceeding \$10,000.00, an agenda item is required to seek approval by the Board of School Trustees.

### **OUT-OF-DISTRICT TRAVEL – CCF-145**

Employees who must travel in order to perform the responsibilities of their positions and to obtain training directly beneficial to the district will be placed on travel status in accordance with Nevada Revised Statutes. An Out-of-District Travel Request, CCF-145, and Employee Absence Request/Authorization Form, CCF-101, are to be submitted to your immediate supervisor and the Assistant Superintendent for approval prior to the travel date and for use in processing paperwork for registration, transportation, and lodging arrangements. Also see Travel section.

### **TRAVEL AND OTHER EXPENSE CLAIM – CCF-174**

Meal rates, including tip allowance, expenses for lodging, transportation, communications, and transportation or handling of business related materials which occur during district-authorized travel time, along with receipts, are to be submitted to claim reimbursement of any expenses incurred in the performance of authorized school business. Complete and submit a CCF-174, Travel and Other Expense Claim Form, along with all receipts to supervisor for approval. Expense claims are to be submitted to the Accounting Department as soon as possible.



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## CCSD FORMS (Continued)

### **GRAPHIC ARTS CENTER WORK REQUEST**

This form is used when creating new documents or when requesting reproduction. Unit, account, and authorized signature must be provided. District guidelines for use of logos must be followed.

### **REQUEST FOR PURCHASE – CCF-391**

A list of requisition numbers to be used on the Request for Purchase Form is provided by the Purchasing Department. All requests for purchases over \$1,000.00 must be submitted to the Purchasing Department with the budget administrator's approval and for processing in accordance with district regulations and Nevada Revised Statutes. The form is to be completed and back-up information provided on items purchased. Submit request to immediate supervisor and to Assistant Superintendent's Office for final approval.

## GRAPHIC ARTS REQUESTS

All graphics requests need to be submitted to the department secretary, who will fill out the work request and submit to the graphic arts center.

## PATHLORE

This system is an online tool that is used by departments to schedule professional development and by employees to register for those opportunities. The registration and tracking system provides:

- Department offerings for professional development
- A common calendar of all professional development
- A system where employees can search for professional development and register for those opportunities
- Rosters for each professional development opportunity
- Automated emails for registered participants
- Individualized employee transcripts showing all professional development calendared and completed
- Reports based on the data in the system

Instructions for using the system can be found on InterAct at Professional Link/Prof Dev Registration/Tracking. Employees can also access the system through the website

### PATHLORE (Continued)

<http://pathlore.ccsd.net/stc/student> . Logins and passwords match those used by the InterAct system.

Training for those employees designated to post professional development opportunities should contact Technology Training Services at 799-2840, ext. 5156.

## MILEAGE

School district business mileage is mileage travel "in-district" which accrues on a single day. Staff may submit for mileage reimbursement when using a private vehicle while traveling on official school district business, between business locations, by completing a Travel Advance/Expense Claim Form, CCF-174. The form should be submitted to your supervisor for approval and



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## MILEAGE (Continued)

signature. The Business and Finance Division will provide the current mileage rate issued by the Internal Revenue Service. If applicable, please submit mileage reimbursement to your supervisor monthly. See CCSD Regulation 3511.

## TRAVEL

Employees who must travel in order to perform the responsibilities of their positions and/or to obtain training directly beneficial to the district must be placed on travel status in accordance with Nevada Revised Statutes and district Regulation 3511. Prior approval must be obtained, and district procedures for travel costs must be followed.

The Out-of-District Travel Request Form must be approved prior to attending the conference and for processing required paperwork. A CCF-145, Out-of-District Travel Request, and a CCF-101, Employee Absence Request/Authorization Form, must be completed and approved by your supervisor before travel arrangements are made. Out-of-District Travel is governed by Regulation 3511.

Per Diem - If meals are provided as part of an employee's participation in a conference or other activity, costs for such meals shall not be claimed. Per Diem subsistence rates shall be in compliance with Nevada Statutes.

Lodging - Expenses for lodging, transportation, and communications, or handling of business-related materials which occur during District-authorized travel, along with receipts, are to be submitted to claim reimbursement of any expenses incurred in the performance of authorized school business. Travel expense reimbursements including per diem, lodging, etc., will be paid upon submission of a completed CCF-174. The following documents are to be included:

CCF-145, airline itinerary, conference itinerary, transportation receipts, hotel receipts, and business transaction receipts.

Car rentals must be pre-approved in accordance with district procedures.

## PROOFREADING/EDITING

Employees are expected to proofread/edit materials prior to distribution. Your work product is a reflection on the district and the division. When proofreading/editing use the following guidelines:

Use your spell check feature.

Print out your material to proofread and edit. Make certain you edit for accuracy in spelling, punctuation, facts, figures, spacing, capitalization, consistency, and fluency.

Edit your material before you ask someone else to edit it.

Hold each page of the document at arm's length to determine layout and alignment errors.

Read each line backwards to locate errors in typing and spelling.

Use your finger, a piece of paper, or a ruler to cover words/lines to force your eyes to slowly read one word at a time.

Have another person read the original material to you while you proofread the copy.

# NEW HIRE EMPLOYEE INFORMATION AND PROCEDURES MANUAL

(WARNING: ONLY ELECTRONIC VERSIONS ARE CONTROLLED)

## **RECORD KEEPING**

CCSD documents, correspondence, and records must be maintained in hard copy and/or electronic files in an organized manner. Records are to be legible, readily identifiable, and retrievable. CCSD records may not be deleted or removed from district property without approval of the supervisor.

## **SOFTWARE**

Only licensed software will be installed on CCSD computers. A copy of the software licenses must be on file with the Administrative Center technical support staff. To install software programs, notify the department secretary to place a work order request. Any illegal software will be removed, and the SSSD Division Office will be notified.

# NEW HIRE EMPLOYEE INFORMATION AND PROCEDURES MANUAL

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## RECORD RETENTION TABLE

Identification	Storage	Retention	Disposition	Protection
CCSD and FADA New Hire Employee Forms	Hard copies stored in files and electronically in the FADA office and/or departments	1 year or as needed	Recycle and/or shred	Stored electronically and in file cabinets as necessary
New Hire Orientation Packets	Hard copies stored in files of the FADA office and electronic copies stored on the FADA shared drive	1 year or as needed	Recycle and/or shred	Stored electronically and in file cabinets as necessary
New Hire Orientation Packet Acknowledgement Forms	Copy given to new hire employee and department secretary and hard copy stored in FADA office files	Term of new hire employee's employment	Recycle and/or shred	Stored in file cabinets

## DOCUMENT REVISION HISTORY

Date	Rev.	Description of Revision
21-Feb-07	A	Initial Release

## PROCESS OUTPUT

FADA new hire employees are oriented and understand customer service expectations and have reviewed the FADA Information and Procedures Manual.

**THIS DOCUMENT APPROVED BY** (Reference Document Control Form):  
Fiscal Accountability and Data Analysis Coordinator III

# NEW HIRE EMPLOYEE INFORMATION AND PROCEDURES MANUAL

(WARNING: ONLY ELECTRONIC VERSIONS ARE CONTROLLED)

**This handbook is intended for informational purposes only.**

It is not intended to change or create any contractual rights in favor of you or the District. The District's regulations, policies, procedures, work site rules, and benefits are continually evolving; therefore, this handbook does not contain all of the information you will need or be required to know during the course of your employment.