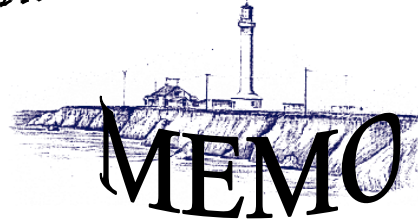


POINT ARENA SCHOOLS



To: Staff
From: Eloisa Oropeza
HR Analyst
Re: 2017-2018 Return to Work Packet

Welcome back!

I will send the following document through inter-office mail on Wednesday August 23, 2017:

(Note: The forms with an “*” are mandatory and must be signed and sent to the District Office)

- *Work Agreements (All Staff) and Contracts(Certificated staff only)
- *College/District Units form (Certificated staff)
- *Professional Growth form (Classified staff)
- *CalSTRS Penalty Letter and Signature Page (STRS Members only) Very Important: This form must be signed and returned to the District Office before you can get paid Supplemental Pay.

Please go online to www.pointarenaschools.org to get the following documents and return the documents that need your signature to the District Office by the end of the month:

- *Hold Harmless Agreement (Certificated Staff Only).
- Board Policies and *Board Policy Signature Page (Please read the policies then return the signed form).
- *Oath of Allegiance (You may have your Supervisor sign the form, or I’ll be happy to sign it).
- Personal Physician Predesignation.
- 2017-2018 School Calendar (Remember, we have one calendar for AUES and one for PAHS this year. The difference are the Inservice days in November)
- Collective Bargaining Union Agreements (Some Units may not have settled so we have listed your current CBA)

Please, please return the documents to me so I don’t have to send reminder emails. If anyone wants hard copies instead of going online, I’m happy to make you copies. ☺

If you have questions about any of the documents please feel free to drop by, email me (eoropeza@mcn.or), or call me at 882-2803, and I’ll be happy to assist you.