

# Memo

To: WPS Staff  
From: Ana Miranda, Director of Operations & Finance  
Date: 10/4/2011  
Re: **Employee On-Line Forms**

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We have revised some of our on-line forms that require processing at the Superintendent's Office. All forms are located on the Wareham Public Schools website at [www.warehamps.org/district](http://www.warehamps.org/district). The following details the directions and procedures needed for varying processes.

## **ACCIDENT FORMS MIIA**

In the event of an employee accident or injury, the incident should be immediately reported to the building administrator. An accident form **MUST BE** completed by the employee even if an injury is not apparent at the time of the incident. An employee should complete the 3 page form on-line and submit it to their supervisor for review on the day of the incident. If an employee is unable to complete the report due to injury, then the supervisor should complete the form based on information they can obtain. All sections must be completed and details must be provided on the form. **The supervisor will forward the completed report to Sharon Correia, secretary at the Superintendent's Office.**

**It is extremely important for insurance coverage purposes that this form reaches MIIA within 24 hours of the incident.**

## **APPLICATION FOR APPROVAL OF PROFESSIONAL COURSES**

This form needs to be completed and submitted for the Superintendent's approval prior to participating in a course. **ALL COURSES, REGARDLESS OF ELIGIBILITY FOR REIMBURSEMENT, MUST BE APPROVED PRIOR TO TAKING.** Complete the form on line and send to Michelle Ruiz, Administrative Assistant to the Superintendent.

All individual courses need to be **job related** and approved by the Superintendent **in advance** in order to seek reimbursement or advancement on the salary schedule. Please do not apply for approval for the entire program, only individual courses will be approved.

**All courses need to be taken at an NEASC accredited institution or other accredited national association and receive a passing grade.**

The course approval procedure is as follows:

Fill out a course approval form for all courses and please make sure you fill out the complete form. Incomplete forms will be returned to you and may result in delaying the approval process:

- Name and number of course
- Institution where course is given
- Number of credits for course
- Date of completion of course
- Online course yes/no (needed by the state on end of year report)
- Amount of reimbursement sought
- What type of course taken

Submit your completed form to Michelle Ruiz at the Superintendent's Office prior to taking the course.

**COURSE REIMBURSEMENT**

When course has been completed, if seeking reimbursement you will need:

- A copy of your approval
- An official grade
- Copy of proof of payment (i.e. cancelled check or credit card stmt. or receipt from college institution. (You may black out any personal account numbers),
- Completed course reimbursement form.

You will need to submit this paperwork to Michelle Ruiz in the Superintendent's Office within 60 days of the completion of the course. The reimbursement period for courses is from September 1 thru August 31 of that year.

**ADVANCEMENT ON SALARY SCHEDULE**

In order to seek advancement on the Teacher's Salary Schedule you will need to have all individual courses approved by the Superintendent. You will also need to completely fill out the Application for Advancement on the Salary Schedule form listing all courses individually and supply documentation in the form of an official grade report or transcript for the institution. If you are receiving a degree or degree change the transcript will need to clearly reflect the words "Degree Awarded". Changes in the schedule for individual teachers shall be made once a year, on October 1, provided, however, that documentation from the particular institution has been submitted to the Superintendent prior to the effective date of the change. You will need to submit this paperwork to Michelle Ruiz in the Superintendent's Office by October 1<sup>st</sup> for advancement in salary in that year. Please do not forward any forms via email

as we are now only accepting hard copies via mail or interoffice. Please forward the completed material to Michelle Ruiz at the Superintendent's Office.

## **LEAVE REQUEST**

This form should be completed should you need the following; Personal Day, Vacation Day, Religious Day, Bereavement Leave, Leave of Absence, and Jury Duty.

***DO NOT use this form for professional leave requests or school business requests; there is a separate form for these requests on the District Forms menu. This leave request form will not allow for any reimbursable costs such as mileage and /or registration fees.***

Complete all the required drop-down fields in the top section of the form: name, **\*\*position / role**, current date, type of leave, number of days, and reason for request. Provide your signature and submit to your Principal or Supervisor. Remember to submit in a timely manner to allow your supervisor time to process and provide coverage if needed. The Principal or Supervisors will send forms to Deidre Day in the School Business Office.

**\*\* (new fields required) – Funding sources differ between regular education and special education services. It is very important for you to provide us with this information to ensure proper payment from the correct account.**

## **PROFESSIONAL DEVELOPMENT/SCHOOL BUSINESS LEAVE**

This form should be completed for all professional day leave and school business leave requests. ***This leave request form will allow for any reimbursable costs such as mileage and /or registration fees, etc...***

Fill out the leave request **completely with all the required drop-down fields** in the top section of the form: name, **\*\*position / role**, current date, type of leave, number of days, **\*\*title** and location of professional development/school business. Please attach any information regarding the conference/workshop (registration form, flyer, brochure, etc.) or school business you will participate in (WPS subpoena for court, visitation to another site, etc.). Discuss the need for substitute coverage with your supervisor and indicate if one will be needed on the form.

**\*\* (new fields required)**

**Fill out the “Requested Expenses” portion on the request if you plan to seek reimbursement for any expenses.** According to the IRS, mileage should be calculated from your assigned WPS employment site (do not calculate from your place of residence). You can opt to calculate mileage from your residence only if it is less than from your assigned WPS employment site. A “WPS Mileage Guide” is located on our website under the Forms Menu for your convenience and you can use Google to calculate mileage.

Provide your signature and submit the request to your supervisor. Your Principal or Supervisor must approve of the request prior to the date of the leave and preferably at least 5 days or more prior to the leave. Principals will send all leave requests to the School Business office for date stamp receipt and Business office staff will send all professional leave forms to Supervisors and Directors who will assign account #'s for substitute coverage and leave requested expenses if these costs are built into grants. The approved requests from the Supervisors and Directors will be forwarded to the Superintendent's Office for final approval. These leave requests are part of a multiple approval process and need to be routed well in advance of the leave date to ensure proper processing of Substitute costs which is processed on Friday mornings in the Superintendent's Office. So please remember to submit your leave form in a timely manner to allow enough time for this process to be completed.

### **PROFESSIONAL ACTIVITY REPORT FORM**

This form should be completed after attending a professional development opportunity that has been funded by the district. You should submit the completed form to the Principal/Supervisor or Director who is responsible for funding the professional development. This form should be submitted along with the Travel Expense Voucher (if needed) to the appropriate supervisor.

### **TRAVEL EXPENSE VOUCHER**

This form should be used to seek reimbursement for registration fees, parking and mileage, etc ... associated with approved professional leave and school business leave. Daily meals are not eligible for reimbursement and up to \$50/day can be reimbursed for meals for conferences that require approved overnight stay. No federal or state taxes can be reimbursed except for meals tax. It is the responsibility of the person attending the conference/workshop to pay for all expenses associated with the leave unless prior approval is obtained.

Complete the reimbursement form and attach all original receipts, cancelled checks, or credit card statement for expenses you are seeking reimbursement for. Mileage is calculated according to the IRS rate and should be calculated from your assigned WPS site. Please attach a copy of your approved leave form or notice of meeting or conference attended to this form.

This form requires your signature and submittal to the Principal/Supervisor or Director who will be responsible for account #'s for processing reimbursement costs. In summary, you will need to submit:

- Completed Travel Expense Voucher
- Copy of approved leave or notice of approved event attended
- Professional Activity Form Report

to process requests for reimbursable expenses.

## **WEEKLY MILEAGE REPORT**

This form should be used for seeking mileage reimbursement for weekly expenses incurred for approved travel. Complete all information requested and submit to your Principal/Supervisor or Director for approval. Forms will then be sent to the Superintendent's office for processing of payment. Lynn Westgate, our Book Keeper will process this request.