

**Check List for the Start of the Year**

* **Salary schedule placement**
	+ Same as last year for continuing employees due to negotiations
	+ New employees check that your placement is commensurate with education and experience.
* **Pay stub**
	+ Check online—contact Dyan Lovgren if you do not remember
	+ Check deductions and actual gross pay
* **Contract**
	+ Available on the high school web site under staff tab.
* **Seniority List**
	+ Available on the “District Wide Share” drive under “Teacher Seniority List”. Check this for accuracy.
* **Schedule**
	+ Prep and lunch
	+ Travel time
	+ Appropriate licensure
	+ Correct “FTE” assignment
* **Prior approval of credits**
	+ All credit to be applied to the salary schedule must have prior approval. There are NO exceptions.
	+ Forms are available on the “District Wide Share”. If you cannot find them, contact Dyan Lovgren.
* **Calendar**
	+ Please use your Outlook calendar or post a paper copy of your daily schedule in your room.
* **Teaching License**
	+ Make sure your license is up to date and accurate.
	+ There is a process for adding or removing areas of licensure. Please ask if you have questions.
	+ You need to have a current copy of your license on file with human relations. If you recently renewed, please make sure the district is up to date.
	+ Make yourself familiar with the Minnesota Teacher Code of Ethics.
* **Communication**
	+ All email and voice mail is accessible by the district. Your computer, email address, web site and phone are the property of the school district. Be cautious in your communication with each other, administrators, and parents.

Rob Pontious, Member Rights

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