



Although this past year looks significantly different than most, it is great to see shining eyes peering over the top of masks as staff and students come back to the classrooms to finish out the school year. Spring is the season of renewal; let's put away the anxiety of the past and forge ahead in kindness and positivity. Thanks to everyone at TUHSD who work together as a team to make sure we all stay safe and healthy!



Payroll Ponderings:

Vacation Bank

All twelve-month employees who work 6 or more hours per day earn vacation leave. Exempt employees accrue leave in days whereas non-exempt employees accrue leave in hours based on FTE, or hours scheduled to work each day. The amount of leave accrued is dependent upon the number of years the employee has worked in a 12-month position:

Years 1 – 5 = 10 days
Over 5 – 10 years = 15 days
Over 10 – 15 years = 20 days

The maximum amount of vacation leave an employee is allowed to accumulate is 40 days plus the current year's accrual. For example, an 8 hour a day employee who has been in a vacation earning position for a full four (4) years will have accrued 320 hours (non-exempt.) Assuming the employee does not take any vacation days, the employee will max out earnings in year five (5) after all accruals for the year have posted. Once the maximum accrual has been reached, the employee will no longer accrue vacation until vacation time is used.

An employee is required to complete a full year of employment in the twelve month position prior to using any vacation time.

Upon resignation or retirement, a twelve-month employee may be eligible to receive a payout of a maximum 40 days. Eligibility requirements: the employee must have completed at least one (1) year of service in a twelve-month position; Administrators are required to have completed at least five (5) years of service in a twelve- month position.

Budget and Finance Basics:

Reminder: iVisions Purchase Requisition Dates

FY 2020/2021 – Deadline to submit purchase requisitions is: **April 30, 2021**

As usual, this purchase requisition cutoff date does not apply to: year-end items such as graduations, banquets, etc; Summer programs such as Summer Education Academy, Summer Academies, etc; Board approved travel items.

FY 2021/2022 – Purchase requisition entry begins: **May 24, 2021**

Need to Copy a Requisition into the New Fiscal Year? Log into *iVisions Portal: Self Service: Information Center*: where you can download a step-by-step worksheet.

Please share this information with the staff members at your site who process purchase requisitions. Thank You!

Nutrition Nibbles:

USDA Extends Free Meals to Children Due to Pandemic

The U.S. Department of Agriculture (USDA) announced the nationwide extension of several waivers that allow all children to continue to receive free, nutritious meals through September 30, 2021.



Reasons Why You Should Take Advantage of Free Meals

NO... REALLY... TAKE THE MEALS!



- ✓ It extends your grocery budget
- ✓ It saves you time planning and prepping meals
- ✓ It is comforting and familiar for your kids to have school meals
- ✓ Every meal served is reimbursed by the USDA and funds go toward Child Nutrition
- ✓ You are not taking it away from someone who needs it more – we have plenty to go around

It's Back! P-EBT will be issued starting in April.

The Arizona Department of Education (ADE) and Arizona Department of Economic Security (DES) have been approved to issue a second round of Pandemic-Electronic Benefit Transfer (P-EBT) funds. Authorized by the Families First Coronavirus Response Act, P-EBT will provide families of eligible children additional funds to purchase food during the 2020-2021 school year. P-EBT is a complement to the meals and snacks currently being provided to children through Child Nutrition Programs at Arizona schools. P-EBT is intended for children who qualified for free or reduced-price meals under the National School Lunch Program (NSLP). <https://www.azed.gov/hns/p-ebtissuance>

Purchasing Power:

What is a COI?

A certificate of insurance is proof of liability insurance issued by an insurance broker. It is used to provide information on specific liability coverage such as types and limits of coverage, insurance company, policy number, named insured, additional insured and the policy's expiration date.

Why do we need a COI?

An incident resulting from a vendor's work or equipment could result in property damage to TUHSD or a liability claim from an injured student, employee, or the family. It is prudent for TUHSD vendors to provide proof of liability insurance with adequate coverage.

Transportation:

Trip Scheduling - TripTracker is now accessible via a mobile device or home computer by using the link: trip.tempeunion.org. Please make sure Activity & Athletic Trips are being requested in TripTracker a minimum of 10-calendar days prior to the trip.

Activity Bus Training: If you are in need of training to operate the activity buses located at each site, please schedule a training session with Safety Supervisor, Francisco Gonzalez (480-839-0292 ext. 18022). Training is also available during the summer to prepare for the next school year.