HR NEWSLETTER

ANNOUNCEMENTS

A MONTHLY PUBLICATION DESIGNED TO STAY CONNECTED WITH ALL EMERY EMPLOYEES AND TO PROVIDE RELEVANT AND USEFUL INFORMATION.

Emery Unified School District ISSUE 24 PAGE 1 | 10/11/26

HAPPY SCHOOL CUSTODIAN DAY!

Officially celebrated on October 2nd, School Custodian Day honors the hard work of our custodians and facility staff who keep our schools, offices, and shared spaces clean, safe, and running smoothly. Thank you Troy, Keo, Omar, Lupe, and Erik for all you do!

OCT. 12: OPTIONAL P.D. DAY

Monday, October 12th will be an optional work day for all certificated and classified 10 month employees who would like to join us for professional development; attendance will be paid at your daily/hourly rate.

For 11 month/12 month classified employees, this is a work day so please input your absence within Frontline if you will not be on site this day.

The day's schedule was emailed to registered participants and is also link here.

NATIONAL SCHOOL LUNCH WEEK

It will be a cafeteria circus this week as our Food Services Team celebrates National School Lunch Week so please feel free to stop by daily for lunch and join the festivities!

Our amazing team will also provide a staff lunch on Friday, October 16th and we hope to see you there (a calendar invite will be sent shortly)!

PLEASE REVIEW: EMPLOYEE INFORMATION

Each employee will receive a letter early this week containing your active employee information (personal information, salary step and column, benefits information, etc.); please review and follow up with HR if there are any questions or needed updates so that we can correct the information before completing October payroll.

HAPPY OCTOBER BIRTHDAYS

Elliott Lawson, Quiauna Scott, Efrain Lopez, Ilona Rhodes, Thomas Clark, JaSeena Duckworth, and Chloe McLeod!

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REMINDERS

WELCOME, JANENE!

Please welcome our newest colleague, Janene Wendrick, who has joined us as the Grades 1/2 Teacher at Anna Yates Elementary! We are excited to have her complete our elementary team!

LAST CALL: CERTIFICATED TRANSCRIPTS

Just a friendly reminder that documentation of units earned that would advance an ETA member to a new column on the salary schedule must be submitted to the District no later than October 15th (for advancement that year retroactive to the beginning of that year).

VACATION REMINDERS

For classified employees, please note that while your yearly sick leave is allocated all at the beginning of your work year, your vacation leave is allocated monthly as aligned with your service years (see Article IX.A.).

With 10/11 month classified employees paid out their remaining vacation balance each June, please ensure (especially early on in the school year) that your current vacation leave balance can cover your requested vacation time before requesting the time off; this will help ensure there are no unexpected deductions in pay.

HR WEBPAGE: BENEFITS RESOURCES

With an ongoing need to access information related to our medical benefits, including our dental and vision plans, this is a friendly reminder that within the HR webpage the "Benefits" tab includes direct links to flyers, resources and links including the:

- **My CVT portal (allows you to make updates online)**
- **Dental and Vision Plan Flyers**
- **Direct Resource Phone Numbers and Website Links**
- **EAP Resources**

EAP PROGRAM AND RESOURCES

Carelon Wellbeing

Support for better living

No issue is too big or too small. Receive no-cost confidential assistance today.

Counseling
Schedule an appointment with a licensed counselor. Help is available online or in-person at times that work for you. You and your household members each receive **6** visits per issue, 2 issues per year.

Legal and financial services
Connect with legal and financial experts for free, private consultations on real estate, financial advice, family law, investing, and planning for the future.

Support for work-life balance
Access resources and receive referrals to help with child and elder care, education, consumer resources, home maintenance, pet care, and daily living.

Health Tip
Saying thank you may improve your mood. Researchers have found that gratitude helps you recognize the good in your life, which reduces the likelihood that you'll be sad or depressed.

Reach out at any time — help is available 24/7.
Call: 877-397-1032
Text: 877-397-1032
Chat:
carelonwellbeing.com/cvt