TO: Classified Staff, Principals, Administrators, and Office Personnel

FROM: Debbie Leighton

DATE: June 17, 2015

SUBJECT: Classified In-service Time Reminder

Just a reminder that classified in-service time for the 2014-15 school year will need to be received at human resources by Friday, September 11, in order for the business office to close their accounts for the 2014-15 school year. Please submit your hours to your office manager well before the September 11th deadline, so the timesheet can be created and it can be signed off by an administrator. All in-service hours for the 2014-2015 school year must be completed by August 31, 2015. Please forward the in-service timesheets, with appropriate documentation, to Valerie Burkhauser, human resources.

Please remember that if a claim is not made by this September deadline, all remaining hours will be forfeited.

Don’t forget to attach verification of course completion to the in-service timesheet. If you have any questions, please contact Valerie at 4918.

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Copy to:
Valerie Burkhauser