

Welcome to WRSD!



New Hire Orientation 2023-2024



Welcome to Wachusett

We are excited to have you as part of our team and community!

As an employee, you are an ambassador for the Wachusett Regional School District. Our School Committee approved policies have been put in place to help promote safety, fairness and respect amongst each other within our community. Together we can foster the best learning environment for our students by the examples that we set.



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

Wachusett is a regional school district that is comprised of 5 towns and has a total of 13 schools.

- Holden: 1 PK/Early Intervention, 3 Elementary, 1 Middle, and houses the 1 regionalized High School for all towns
- Paxton: 1 K-8
- Princeton: 1 K-8
- Rutland: 2 Elementary, 1 Middle
- Sterling: 1 Elementary, 1 Middle

- As a regionalized school, we have approximately 6,800 students attending school in the District. Roughly 2,000 of these students alone are at the high school.
- WRSD employs over 1,200 staff members.
- The District houses its Administrative Offices within the Central Office here in Holden. Normal hours of operation are full year Monday through Friday, 8am-4pm (except holidays).

William Beando – Interim Director

william_beando@wrsd.net

Maria Soloperto

Human Resources Generalist - Recruiting, Employee Relations, Policy Interpretation, Compensation

maria_soloperto@wrsd.net

(508) 829-1670, extension 225

Gail Lemoine

Administrative Assistant - Onboarding, Accruals

gail_lemoine@wrsd.net

(508) 829-1670, extension 228

Gerry Conley

Administrative Assistant - Benefits, COBRA, HRA, Name Changes

gerry_conley@wrsd.net

(508) 829-1670, extension 231

Kristin Hetzel

HR Assistant - Leave of Absence, Retirement, Employment Verification

kristin_hetzel@wrsd.net

(508) 829-1670, extension 229

Roger Cormier

HR Analyst - General HR Support, CORIs

roger_cormier@wrsd.net

(508) 829-1670, extension 235



HUMAN RESOURCES

www.wrsd.net click For Staff,
Employee Resources, Human Resources

We also have the [HR/Payroll Help Form](https://www.wrsd.net/hrprhelp) <https://www.wrsd.net/hrprhelp>
where you can submit your requests to ensure they are directed to the most appropriate person.

Michelle Grise - Director

michelle_grise@wrsd.net

Marcia Bissell

Accounting Secretary

marcia_bissell@wrsd.net

(508) 829-1670, extension 236

Cecelia Lowe

Payroll Manager

cecelia_lowe@wrsd.net

(508) 829-1670, extension 243



In an effort to streamline processes and improve the employee experience, please submit your payroll request through the HR/Payroll Help Form: <https://www.wrsd.net/hrprhelp>

Forms found on our page, www.wrsd.net For Staff, Employee Resources, Payroll

General Information

[Guide to your Paycheck](#)

[Direct Deposit Form](#)

[Federal \(W4\) Federal \(W4\) and State \(M4\) Withholding Forms](#)

[Time Sheet for Hourly Employees](#)

[Employee Reimbursement Form - Travel \(mileage\)](#)

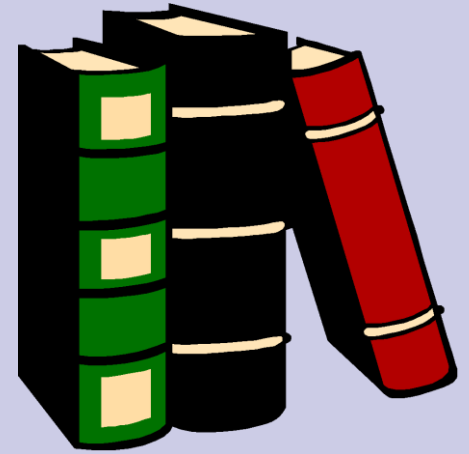
[Employee Reimbursement Form - Non-Travel](#)

[Custodian Reimbursement Form](#)

www.wrsd.net

- Our website has many valuable resources including, but not limited to:
 - School Year Calendar
 - Bargaining Unit Contracts
 - Employee Handbook (containing School Committee approved Policies)
 - Benefits Information
 - HR/Payroll Help Form
 - New Hire Orientation slide presentation
 - Educator Evaluation
 - Professional Development
 - Staff Directory
 - Links to each District school
 - ... and so much more

Highlights of the Employee Handbook

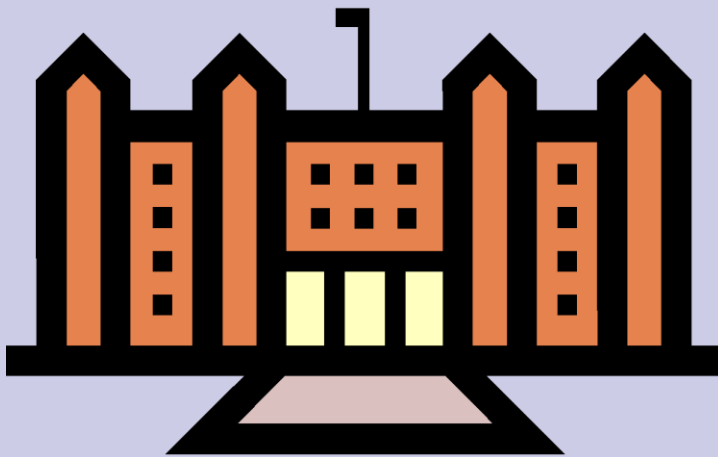


- General guidelines for employees
- Designed to provide information about working conditions, benefits, policies
- Designed to provide training on critical aspects of employment
- Includes School Committee approved policies

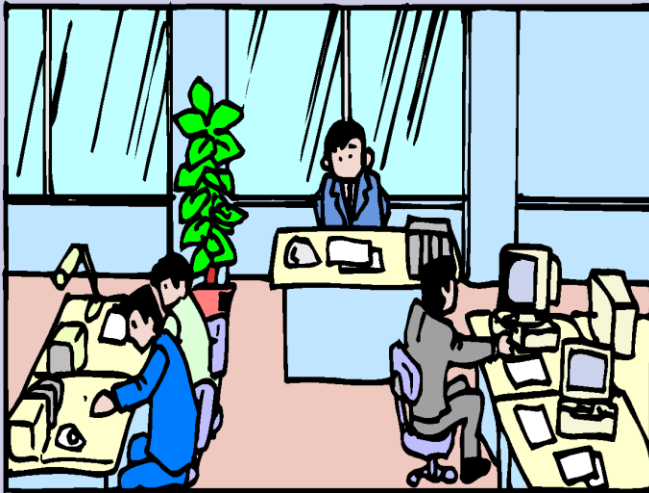


District Goals

- High quality curriculum
- Student-centered
- Promote active learning
- Safe and secure environment/tolerance and equal opportunity
- Responsible social behavior
- Individual flexibility/global view
- 'Cutting Edge' technology
- Sense of community



Employee Conduct



- Be courteous
- Dress appropriately for your position
- Be punctual and maintain good attendance
- Treat each parent/student as a client
- Maintain drug-free/smoke-free environment
- Respect District property
- Maintain accurate records
- Observe all safety rules
- Abide by all policies, including but not limited to:
 - **Sexual Harassment Policy**
 - **Bullying Policy**
 - **Use of Equipment Policy**
 - **Use of Technology Policy**
 - **Fraud Prevention Policy**

Confidentiality of Student Records

- Information access and disclosure are specified in this law.
- Schools may release 'directory' information (names, addresses, honors, etc.) as long as the student has an opportunity to withhold his or her data.

The following persons may also have access to the student's educational records:

- School employees on a need to know basis
- Transfer institutions
- Law officials and/or persons with court orders or subpoenas
- Financial aid personnel
- Accrediting organizations
- Persons involved in a health or safety emergency
- Researchers in connection with institutional studies

In any other circumstances, the parents must consent to the release of the information.

Parents have the right to review their child's educational record and to request changes if there are inaccuracies. Teaching grade books are exempt.



Inclement Weather

School Delays and Closings are generally posted on the District website, and automated calls are sent out to employees.



- Employees should check their local news stations for updated information on school delays and cancellations.
- Employees should also check with their Supervisor or building's main office to determine District and/or school protocols.
- Employees can also refer to the Employee Handbook, or bargaining unit contract as eligible.

State Ethics Training



STATE
ETHICS
COMMISSION

Conflict of Interest Law
Online Training

Welcome to the State Ethics Commission
Conflict of Interest Law Training

Email address

Password

Log In

Create Your Account

Forgot your password?
Need help?

We highly recommend using the Chrome browser
(on laptop and mobile) to access this service.

Direct Deposit

The District requires employees to enroll in direct deposit. Employees will have their pay deposited directly into banks of their choice, in up to four different accounts. **Paychecks are issued on a bi-weekly basis.**

- Employees should be aware that each and every paycheck will be directly deposited into all accounts authorized, in the amounts authorized. The Payroll Office will not process changes to direct deposit authorizations without a new, signed enrollment form.
- There is a one pay period delay for account verification purposes.
- Once in place, pay through direct deposit is normally available in your account on the Friday of the week of payroll distribution.
- Electronic pay stubs will be available in the Employee Self Service (ESS) portal found on the District's www.wrsd.net website.
- Employees are paid on 21 or 26 pay cycles depending on the position.

Sample Paycheck

Wachusett Regional School District							Advice Amount: \$			
EMP NO	EMPLOYEE NAME	DEPARTMENT	TYPE	ADVICE DATE	PERIOD ENDING	ADVICE NO				
		CENTRAL OFFICE ADMINISTRATION (91)	PAYROLL	05/26/2023	05/27/2023					
EARNINGS		RATE	DAYS / HOURS	CURRENT	YTD	DEDUCTIONS		CURRENT	YTD	
SAL-ADMIN		\$0.00	0.00	\$	\$	MEDICARE		\$	\$	
TOTAL			0	\$	\$	BCBS HMO I26		\$	\$	
						DENTAL-H-I26		\$	\$	
						LIFE-26		\$	\$	
						FEDERAL		\$	\$	
						MASS TAX		\$	\$	
						WC2-26 PP		\$	\$	
						WC9		\$	\$	
						HEALTHFLEX26		\$	\$	
						BMV		\$	\$	
						LTD HART		\$	\$	
						TOTAL		\$	\$	
DEPOSITS		CURRENT	YTD							
	BANK	\$20.00	\$							
	CREDIT UNION	\$40.00	\$							
	CREDIT UNION	\$350.00	\$							
	BANK	\$	\$							
LEAVE	EARNED	USED	BALANCE	WITHHOLDING ALLOWANCES						
VACATION	0.0000	4.0000	8.2500	FILING STATUS			EXEMPTIONS	EXTRA AMOUNT		
SICK	0.0000	0.0000	34.3892	Federal	\$	0	0	\$0.00		
PERSONAL	0.0000	0.0000	2.0000	State	\$	0	0	\$0.00		
				ADVICE TOTALS						
TYPE		CURRENT	YTD							
Taxable Pay		\$	\$							
Gross Pay		\$	\$							
Deductions		\$	\$							
Net Pay		\$	\$							

Pay Code Section

Deduction Codes

**REFER TO THE
GUIDE TO YOUR PAYCHECK
DOCUMENT ON PAYROLL'S
WEBPAGE FOR DETAILS**

Bank Deposits

Accrual Balances

Tax Info

Retirement Benefits & 403b

Municipal employees do not pay F.I.C.A., (Social Security Income Tax). However, all employees are required to pay a percentage of their gross wages towards a retirement program unless they are already receiving a retirement benefit. The retirement program that an employee is eligible for is determined by their position and/or total number of hours worked per year and the position the employee holds. The following retirement programs are available:

- Massachusetts Teachers Retirement System (MTRS):
 - up to 11% is withheld from gross salary (rate may vary depending upon service history)
- Worcester Regional Retirement System: (employees working 1040+ hours/year)
 - 9 -11 % is withheld from gross salary
- OBRA: (employees working <1040 hours/year)
 - 7.5% is withheld from gross salary

In addition to mandatory retirement plans, 403(B) plans are also offered through the District's third party administrator, TSA Consulting.

Please visit www.wrsd.net for more details.

Health & Wellness Benefits

- Health Insurance
- Dental Insurance
- Vision Benefits
- Life Insurance
- Long & Short Term Disability
- Flexible Spending Accounts (HCA, DCA)
- Employee Assistance Program

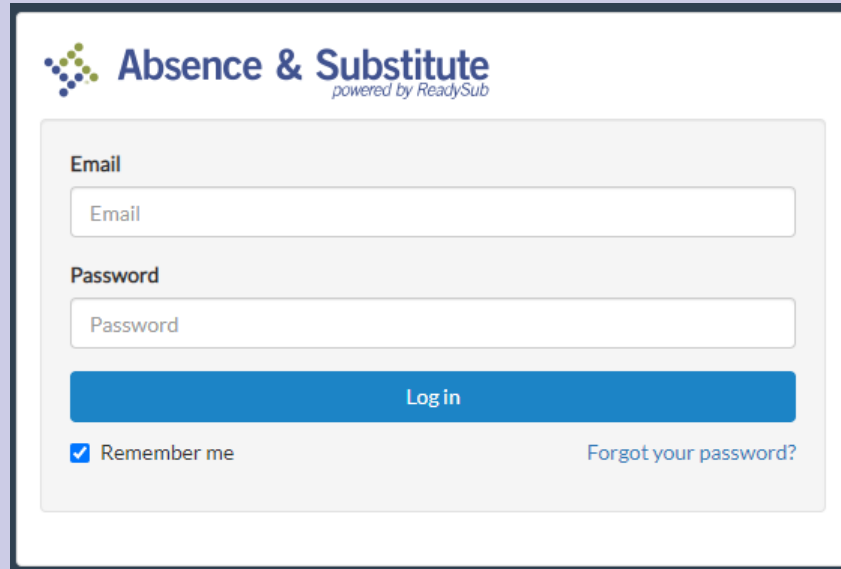


Leave of Absences & Paid Time Off

- FMLA
- Parental Leave
- Small Necessities Leave
- Bereavement
- Sick
- Personal
- Vacation
- Holidays

The District has 9 collectively bargained unions, as well as individual contracted and unrepresented employees. All absences are listed in each unit's contract, or in the case of an unrepresented employee, the Employee Handbook. Please reference these documents on www.wrsd.net to find out what time is applicable to your position.

ReadySub



The screenshot shows the login page for the 'Absence & Substitute' system, which is powered by ReadySub. The page features a logo at the top left consisting of a cluster of colored dots. Below the logo, the text 'Absence & Substitute' is displayed in a blue font, with 'powered by ReadySub' in a smaller, lighter blue font underneath. The main content area is a light gray box containing two input fields: 'Email' and 'Password'. Below these fields is a prominent blue 'Log in' button. At the bottom left of the form, there is a checked checkbox labeled 'Remember me'. At the bottom right, there is a link that says 'Forgot your password?'.

- The District utilizes the online system ReadySub to obtain Substitute coverage for applicable positions.
- Employees are entered into ReadySub by the IT department as needed should they be absent and need to post their position for coverage.
- Substitutes are entered into ReadySub by the HR department upon their hire so they can obtain open positions across the District.
- School Secretaries or other staff may also organize sub coverage as needed, but all sub time is reported with the bi-weekly payrolls.

General Info for Subs

Town	School	Phone#	Grades	Starting Time	Closing Time
Holden	Davis Hill Elementary School	(508) 829-1754	K-5	9:00 AM	3:30 PM
Holden	Dawson Elementary School	(508) 829-6828	K-5	9:00 AM	3:30 PM
Holden	Early Childhood Center (ECC)	(508) 829-4766	PK	9:00-11:20AM	12:30-2:50PM
Holden	Mayo Elementary School	(508) 829-3203	K-5	9:00 AM	3:30 PM
Holden	Mountview Middle School	(508) 829-5577	6-8	8:15 AM	2:45 PM
Holden	Wachusett Regional High School	(508) 829-6771	9-12	7:35 AM	2:10 PM
Paxton	Paxton Center School	(508) 798-8576	K-8	8:20 AM	2:50 PM
Princeton	Thomas Prince School	(978) 464-2110	K-8	8:25 AM	2:55 PM
Rutland	Central Tree Middle School	(508) 886-0073	6-8	8:15 AM	2:45 PM
Rutland	Glenwood Elementary School	(508) 886-0399	3-5	9:10 AM	3:40 PM
Rutland	Naquag Elementary School	(508) 886-2901	K-2	9:00 AM	3:30 PM
Sterling	Chocksett Middle School	(978) 422-6552	5-8	8:30 AM	3:00 PM
Sterling	Houghton Elementary School	(978) 422-2333	K-4	9:15 AM	3:45 PM

Sub Cafeteria Information:

*Clothing:

- Black or Tan pants, no jeans or leggings
- Short sleeved solid color polo shirt, any color (can wear long sleeves under polo shirt if cold)
- Comfortable slip-proof, closed toed shoes (sneakers ok)
- Aprons and Hair nets provided
- Hat or visor optional

Food Service Manager: Margaret Barton (508) 829-1670 x278

Sub Custodial Information:

*Basic knowledge of house keeping and cleaning skills

*Clothing:

- Comfortable clothing and shoes
- T-Shirt and Jeans allowed (neat in appearance, no distasteful slogans or wording please)

Facility Manager: Mark Wilde (508) 829-1670

District Technology

Email

- Employees are issued a google (gmail) email address:
 - FirstName_LastName@wrsd.net (Jane_Doe@wrsd.net)
 - Initial Password is wrsd2324 (current fiscal year)
- Upon hire, your email address will be created. You will be able to login in to your account immediately. Google mail allows access to your account from work or home to make communication easier.
- Your email will be categorized by location and/or position in order to be added to the proper District contact list(s) for news and information that pertains to you.
- Notification of your email account set up will be sent to your Principal and/or Supervisor, who will in turn notify you.



Wachusett Regional School District

Employee Self-Service Portal

The District's employee self-service (ESS) portal is now open. Using ESS, employees can access the following information:

- Pay Stubs
- W2 Forms
- W4 Information
- Time-Off Accruals and History
- and soon to come, links to the HR/PR Help Form and New Hire Orientation presentation!

Follow the steps below to initialize your account

1. Go to: <https://wachusett.munisselfservice.com/> to log in
2. Enter your username, which is **your last name followed by the last 4 digits of your Social Security Number (Ex. smith1234)**
3. Enter your temporary password, which is **the last 4 digits of your SSN**



Wachusett Regional School District Employee Self-Service Portal

4. When you first log in, you will be prompted to choose a new password

Before proceeding you must change your password.

Current password

New password

Password strength **Unacceptable**

Confirm new password

New password hint

- Read the information in the box carefully as the order of the input fields can be confusing
- Remember, your “current password” in this case will be the last 4 digits of your SSN
- You must enter a password hint

5. Upon successfully submitting your new password, you will be logged into the system

6. Click “Employee Self Service” in the left hand menu to view the information available

The screenshot shows the top navigation bar with the district logo and the text "Wachusett Regional School District Employee Self-Service Portal". Below this is a header area with "WRSD Self Service". On the left is a vertical menu with three items: "Home", "Administration", and "Employee Self Service". An orange arrow points to the "Employee Self Service" menu item.



Wachusett Regional School District Employee Self-Service Portal

- Employee Self Service
- Benefits
- Pay/Tax Information
- Personal Information
- Time Off

Welcome to Employee Self Service

Announcements

Welcome to ESS!

Personal information

[VIEW MORE](#)

(Name & address)

Phone: CELL PHONE
 Email: @wrsd.net

Time off

[REQUEST TIME OFF](#)

	Current Available	Hours
VACATION	8.25	30.00
SICK	35.63	63.88
PERSONAL	2.00	3.00
JURY DUTY	0.00	0.00
BEREAVE	-6.00	0.00
PROF DEV	0.00	0.00

SHOW TIME OFF TAKEN



◀ J F M A M J J A S O N D ▶
2023

Paychecks

[SHOW PAYCHECK AMOUNTS](#)

██████████
 Last Paycheck: 5/26/2023
 ██████████
 Year to date

Previous paychecks			
5/26/2023	←	DETAILS	⚙️
5/12/2023	←	DETAILS	⚙️
4/28/2023	←	DETAILS	⚙️
4/14/2023	←	DETAILS	⚙️
3/31/2023	←	DETAILS	⚙️

Tools
[VIEW LAST YEAR'S W2](#)
[VIEW YOUR W4](#)



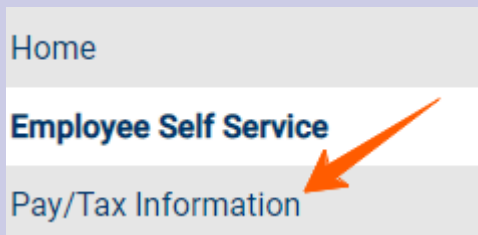
Wachusett Regional School District

Employee Self-Service Portal

Accessing Pay Stubs and Tax Documents

Pay Stubs

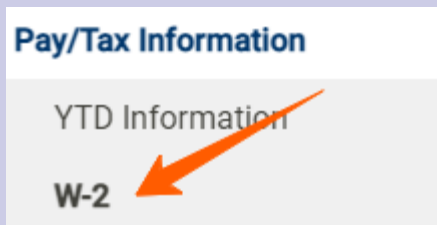
1. Click “Pay/Tax Information” in the left-hand menu.



2. The resulting page will list pay periods for the current year. Click “DETAILS” at the far right to view the Check Detail page of any pay period.
3. From the Check Detail page, click “View paycheck image” to access the pay stub.

W-2 Forms

1. Click W-2 under Pay/Tax Information in the left-hand menu.





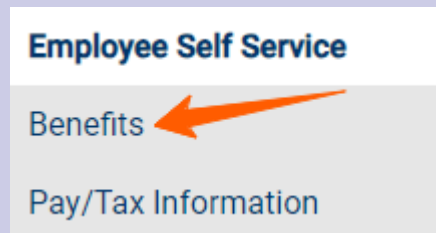
Wachusett Regional School District

Employee Self-Service Portal

2. By default, the most recent available tax year will be displayed. You may select prior years from the dropdown menu at the top of the page.
3. Click “View W-2 image” in the top-right corner to display, print, or download your W2.

Accessing Benefits

Choose “Benefits” under the Employee Self-Service menu to display your current selections as well as any currently available options for enrollment.



Final take away notes: visit our website www.wrsd.net and click the **For Staff** menu. From there you can find the majority of what you need; the ESS, HR and Payroll pages, the HR/Payroll Help Form, Union Contracts, this PowerPoint and more, it's all there for you!

Thank you for coming today. We hope you found this session informational and of great value. It is great to have you with us, we hope you have a wonderful first year!