



AD NOTES



President: Chris Francis Volume XXIX, Issue 3 November 18, 2009

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Employee Information System

All GGUSD employees have access to the Employee Information System (EIS), a secure web site through the Orange County Department of Education. EIS allows employees to view and print their time and attendance history, leave balances, W-2 forms, and paycheck stubs. This is especially important because **GGUSD will no longer be printing paycheck stubs**. It is as important now as ever to check your pay stub for accuracy in the amount paid and deductions that are taken out. It is also important to review the deductions for things like disability insurance. Ultimately, it falls on the employee to ensure everything is accurate.

To access the web site:

1. Go to: <https://eis.ocde.us>
2. In the "Employee ID" box, type in your ten digit district employee identification number
3. In the "Password" box, type in your eight digit password. For first time users, the password will be the last four digits of your district identification and the last four digits of your social security number
4. Click on the "Login" box when you are done
5. After changing your password and answering security questions, you will have access to your information

PN Days Reminder

GGUSD teachers are allowed to take up to ten days per year for reasons of personal necessity. Notification should be given at least 72 hours in advance when possible, unless an emergency makes such notice impossible. *A reason should not be given, only notice that you have a personal, compelling reason to be absent.* There is no District form for this absence and one should not be required at the school site. Administrators at each school site have no authority to deny these days if the reason is kept confidential.

Attorney available at the GGEA Office

GGEA provides its members with the opportunity to meet with an attorney for 30 minutes about non-job related issues free of charge. This is on a first come, first served basis. There are 4 spaces per day available on Wednesday, December 16th starting at 3:00 pm. Call the GGEA Office if you wish to schedule an appointment.

Contract Misprint

On page 32 of the newly printed September 1, 2008- August 31, 2009 GGUSD/GGEA Contract, the plan maximum for the EPO reads "\$1,500,00". This is a misprint and should read "\$1,500,000". A side letter has been signed to this effect and the error will be corrected in the next printing of the contract.

GGEA Holiday Open House

GGEA will be hosting our annual Holiday Open House on December 15, 2009 from 3:30 to 6:00. All GGEA members are invited to come enjoy some good company and holiday food. This is a great opportunity to meet other teachers and District Office representatives. No need to RSVP, just stop by and stay for as long as you like!

Get Involved

There are many different ways to get involved in GGEA, your professional teachers association. One easy way to do so is to be a part of the Site Rep Team at your school site. Another easy way to contribute is to participate on a GGEA Committee. Committees usually meet once a month and are a key part to keeping GGEA vibrant at schools and in the community. A wide variety of areas are covered, leaving something for everyone. Descriptions of each committee can be found on the GGEA website under the "Committees" tab. Listed below are all GGEA Committees:

- Organizing
 - Scholarship
 - Community Action
 - Human Rights/IPD
 - New Teacher
 - Political Involvement
 - Retirement
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T.E.A.M. GGEA: "Together Everyone Achieves More"