



NEW EMPLOYEE ORIENTATION

WELCOME TO THE TEAM!

2025-26

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OUR SUPERINTENDENT

I want to share with you my “why”: to be a human-centered leader who helps SOESD become a people-first organization, where the care we extend to one another within the agency fuels our ability to better care for and serve those outside the agency.

This belief guides my decisions, my communication, and my leadership. I know that when we take care of each other, we’re better able to support the students, families, and communities we serve. To help us stay connected, you will receive a weekly email called “Blueprint & Beyond.” It will include updates from across the agency, opportunities to share your story, offer feedback, and more. This is how we grow: together, with clarity, care, and shared purpose.



Mark Angle-Hobson
Superintendent

Thank you for the trust, the heart, and the hope you bring to your work. I’m excited for what’s ahead.

With gratitude and optimism,

Mark Angle-Hobson
ED.D.

THE HR TEAM

The Human Resources team is here to support you throughout your employment journey. We handle recruiting, onboarding, payroll, benefits, leaves, professional development, and employee relations. Whether you have questions about pay, policies, or workplace expectations, HR is a resource you can rely on. We're committed to fostering a positive, inclusive, and responsive environment where all employees can thrive.



Stephanie Cossey

HR Manager

Payroll
Benefits
Leaves

Bobbi Charley

HR Specialist

School Improvement
& Administration

Wendy Darrough

HR Specialist

Substitute Services
& Student Services

Ryan Swearingen

Chief HR Officer

Title IX
Civil Rights
Investigations
Bargaining

EMPLOYEE RESOURCES & INFORMATION

Staff Portal Website



The SOESD Staff Portal is your central hub for essential agency resources. Located directly on our public agency website, this portal is accessible to all employees and houses the vital information and tools you need to navigate your employment successfully.

Visit the Staff Portal to access:

- IT Help Desk Ticket System
- Insurance & Open Enrollment Information
- SOESD Employee Handbook
- Collective Bargaining Agreements

and more!

Agency Wide G-Drive



The Agency Wide G-Drive serves as our internal intranet—a collaborative space where departments share resources applicable to every staff member across the agency. It is designed for flexibility and can be accessed directly through Outlook or Google.

Visit the G-Drive to find:

- Mileage Reimbursement Information
- Payroll Schedules
- Parking & Facility Information
- Evaluation Templates

and more!

BUSINESS SERVICES

Travel & Reimbursements



Any employees in a position that will receive mileage reimbursement or travel in an SOESD vehicle are required to submit their Driver's License and Proof of Insurance to the Business Services office annually.

- **Mileage Reimbursement**

Reimbursement for actual miles traveled on SOESD business shall be at the current IRS-approved rate per mile. Mileage reimbursement must be submitted at least every three months. Mileage reimbursement to and from the worksite will not be granted unless otherwise stipulated.

- **Fleet Vehicles**

Only SOESD employees are authorized to drive SOESD-owned vehicles. Checking out a vehicle requires a reservation. The vehicle and keys are to be returned promptly at the end of the trip.

- **Purchase Cards**

Active and eligible employees are responsible for the security of the card and all transactions made against the card. Any unapproved card uses will require reimbursement from the card users. You must have a receipt for all items purchased.

Facilities & Courier



- **Facilities**

SOESD strives to provide facilities that support a safe learning environment for all students and Staff, maintaining 15 buildings!

- **Mail & Courier Services**

The SOESD courier service provides pick-up and delivery services for inter-office or inter-district mail in our three-county region. Our Courier visits each SOESD building and each school district that purchases the service at least once a week.

COMPUTER INFORMATION SERVICES

Computer Information Services (CIS) provides technical support for computers, software, and peripherals, including assistance with email and server access; purchase and installation or relocation of computers and peripherals; and installation or removal of software. CIS purchases all computer hardware and software for the agency, consults with staff regarding their computer hardware and software purchases and manages the agency's computer software licensing. CIS also provides custom web and data solutions and delivers computer training.

Help Desk

Computer Information Services operates a technical support Help Desk providing phone support; remote and on-site troubleshooting; diagnosis and repair of servers/desktop computers/peripherals; remote training; and advice on planning and purchasing.

To contact the Help Desk:

- Phone: 541 776-8590 Ext 1106
- Email: support@soesd.k12.or.us
- Web: www.soesd.k12.or.us/helpdesk

When contacting the Help Desk, communication should include your name, department, worksite, phone, email address, a brief description of the problem, and equipment tag number or serial number.

Computer & Software Usage

All ESD employees will sign a "Computer, Network, and Internet Use Agreement" informing them of Southern Oregon ESD's policies and procedures as stated in the agreement. SOESD reserves the right to monitor or examine all computer and network activities including electronic mail and the content of your computer's hard drive. Note: Email is not confidential.

PAYROLL

UNDERSTANDING YOUR PAYCHECK

Even Pay

Hourly Rate \times Hours/Day \times Days = **Annual Salary**

Annual Salary \div 12 Pay Periods = **Monthly Paycheck**

Academic

190 Work Days

Sept - June (3 Checks in June)



Year-Round

220+ Work Days

July - June

Note on Calculating Pay: Because your annual salary is divided into equal payments regardless of the number of workdays in a month, multiplying your hourly rate by the specific hours worked this month will not match your paycheck amount.

Pay Schedule

Our payroll schedule ensures you are paid for the current month, while allowing time to process specific details like hourly logs and leave requests.



Here is how the breakdown works:

- 1. Monthly Pay:** Your monthly paycheck is paid current. This means the paycheck you receive on the 20th covers your base pay for that entire month.
- 2. Timesheets & Leaves:** Because we need time to process hours and time-off requests, these items run on a slightly different schedule (from the 6th of the previous month to the 5th of the current month).
 - The Cycle:** 6th of prior month – 5th of current month.
 - What this means:** Any overtime, hourly timesheets, or time-off requests submitted for this period will appear on the paycheck issued on the 20th.

Pay days for regular employees is on or before the 20th of each month.

INSURANCE & BENEFITS

Medical, Dental & Vision Insurance

SOESD offers a variety of insurance options through the Oregon Education Benefits Board (OEBB).

Medical

Moda Plans 1-7
Plans 6 & 7 are HDHPs

Dental

Delta Dental
Willamette Dental

Vision

Moda Vision
VSP

District Tiered Contribution

Tier	Contribution Amount
Employee Only	\$680.00
Employee & Spouse	\$1,478.00
Employee & Children	\$1,308.00
Family	\$2,114.00

Supplemental Insurance Options

Supplemental insurance is additional insurance coverage that you can use to help with out-of-pocket expenses that may not be covered by your major medical insurance. For up to date information on vendors, rates, and plans available, please refer to the Staff Portal, located on the SOESD website.

Employee Assistant Program

The Employee Assistant Program (EAP) is a free and confidential benefit for you and your family members. Personal and professional development videos, webinars, self-assessments, legal tools and more are at my.canopywell.com. Register as a new user or log-in with organization name: OEBB.



QUESTIONS?

Please contact the Human Resources Department

LEAVES

Most leave categories are front-loaded at the beginning of each year, with the exception of vacation leave. Leave amounts are prorated based on FTE. Mid-year hires will have their leaves prorated based on the remaining months in the year.

	Calendar Days	Sick Leave Days
Sick Leave	190	10
	220	11
	258	12

Discretionary & Bereavement Leave

Position Category	Discretionary Days	Bereavement Days
Licensed	5	2
Classified	4	5
Administrator	5	5

Vacation Leave

Year-round employees who work 258+ days are eligible for vacation accrual. Vacation leave is accrued monthly based on years of service.

For specific rates and information, please refer to the applicable Collective Bargaining Agreement.

Need information on protected leave options?
Contact the Human Resources Department for more information

RETIREMENT

Public Employees Retirement System (PERS)

SOESD is a public educational agency and, therefore, a participating entity in the Public Employees Retirement System (PERS).

How does PERS work?

- Determination of a qualifying member is done by PERS.
- 6-month waiting period for new employees in the PERS system.
- Employee Contribution: 6% of the employees' wages > IAP
- Employer Contribution: 6% of the employee's wages > Pension



Additional Retirement Options

SOESD offers 403(b) and 457(b) deferrals to all active employees. In addition to your PERS retirement funds, you can elect to participate in any of the following vendors with active payroll slots.

403(b)

AIG Retirement
American Fidelity
Ameriprise Financial

Invesco Oppenheimer
PenServ

The Vanguard Group
Voya Retirement & Annuity

457(b)

Oregon Savings Growth Plan

What do I need to do?

1. Open an account with any one of the vendors named above. You will do this directly with them.
2. Complete the Salary Reduction Agreement in Frontline Central.



SOESD

Southern Oregon Education Service District



MISSION STATEMENT

Southern Oregon Education Service District, as a responsible partner, provides services and leadership to optimize educational opportunities for the children, school, and communities it serves.

WE VALUE...

Open communication and demonstration of mutual respect.

The necessity to continually modify programs, services, and projects to effectively accommodate changes in the educational needs of those we serve.

Responsiveness and accountability to the needs of the educational community.

Positive interaction of staff, family, students, and community to increase the potential for learner success.

Integrity in all that we do.

Credibility and the belief that on-going evaluation is necessary to monitor quality, goal attainment, and informed decision-making.

