

Accessing your employment documents

To access your employment document you will need an active Single Sign On (SSO) security account. If you already use Hampton City Schools email you can access your documents at any time. You will need two things to access your document: Username and Password. If you do not know these things, please review the later portion of these instructions for how to proceed.

Your Username is typically the first part of your email address. For example if your email address is jdoe@hampton.k12.va.us, then your Username is "jdoe". The Password used is the same as the one you use for email and other SSO systems.

Accessing your employment documents from work

Use the following steps:

1. Open your internet browser
2. Go to the main Hampton City Schools web page (<http://www.hampton.k12.va.us>)
3. Select "Staff" from the blue bar near the upper portion of the screen
4. Select the "My Employment Documents" link in the middle column
5. At the login box enter your SSO Username and Password
6. Review the informational text and then follow the onscreen prompts

Accessing your employment documents from home

Use the following steps:

1. Open your internet browser
2. Go to the main Hampton City Schools web page (<http://www.hampton.k12.va.us>)
3. Select "Staff" from the blue bar near the upper portion of the screen
4. Select the "WebVPN Login" link in the right hand column
NOTE: If you receive a "Certificate Error" page, closely review the page and look for the option to accept the risk, proceed, or add an exception (language will vary depending on if you are on a Mac or Windows machine and what browser you are using). Step through the option for your browser to continue.
5. On the WebVPN login page, use your SSO Username and Password to log into WebVPN to establish a secure connection between your home computer and the Hampton City Schools network
6. On the WebVPN page select the "My Employment Documents" link in the center of the screen
7. In the login box enter your SSO Username and Password to log into the documents system
8. Review the informational text and then follow the onscreen prompts

Identifying a SSO Username

If you don't know your SSO Username, another HCS employee can assist you.

1. The person assisting the employee goes to the main HCS webpage
2. Select "Staff" (middle of the blue bar)
3. Select "Oracle Self-Service Console" in the middle column
4. The person assisting logs in using their own Username and Password
5. Once logged in, click the "Search" link in the upper right portion of the page
6. On the search page conduct a search by name for the employee being helped (I recommend entering "Last Name, First Name") as the means of searching. Just entering "Smith" can return a long list of names because it will include everyone named Smith and everyone working at Smith Elementary. So "last name, first name" will give a smaller list of results.
7. Click "Go" to initiate the search
8. For the person needing assistance, identify the Username and email address and supply this to the individual
9. The assisting employee then clicks the "Logout" link to close the session.
10. The employee who needs to access their account now follows the instructions below.

Setting an SSO Password (First Time)

If you have not activated your Hampton City Schools account before:

1. Go to the main HCS webpage
2. Select "Staff" (middle of the blue bar)
3. Select "Oracle Self-Service Console" in the middle column
4. Click the "Forgot Password?" link in the lower right corner of the login box.
5. The next page will ask you to enter the Username (Usernames are not case sensitive)
6. Click "Next"
7. The system will ask for the last 4 digits of the employees Social Security Number
8. Enter those and go to the next step
9. On the security console page enter a new Password (must be at least 8 characters and at least one of those must be a number, longer Passwords are OK) and select and answer 3 security challenge questions. Passwords are case sensitive. (The challenge questions are used if the individual forgets their Password and needs to reset it themselves.)
10. Click "Save" to accept the changes and logout.

Setting an SSO Password (Active Account But Forgotten Password)

If a Password and security questions have already been set, the process is similar but using the challenge questions instead:

1. Go to the main HCS webpage
2. Select "Staff" (middle of the blue bar)
3. Select "Oracle Self-Service Console" in the middle column
4. Click the "Forgot Password?" link in the lower right corner of the login box.
5. Enter the Username supplied above (Usernames are not case sensitive)
6. Click "Next"
7. The 3 security questions the individual selected when they first activated the account will be displayed so simply supply the same answers (answers are not case sensitive)
8. Go to the next step
9. On the security console page enter a new Password (must be at least 8 characters and at least one of those must be a number, longer Passwords are OK. Passwords are case sensitive.
10. Click "Save" to accept the changes and logout.

What happens when I activate or change my Password?

Activating or changing your Password updates all SSO related systems with the new Password including Oracle e-Business Suite, Oracle Self-service, PowerSchool, FileMaker Databases, email, etc.

- Local Systems – Access to all local systems using the new Password is immediate.
- Email – HCS email is hosted by Google, at the top of each hour the email system is updated with any Password changes. Once you change your Password, shortly after the top of the next hour that Password will also be your email Password for access.



Hampton City Schools Administrative Center

ONE FRANKLIN STREET
Hampton, Virginia 23669-3570

Office of Human Resources
757-727-2300

TO: ALL INSTRUCTIONAL PERSONNEL
FROM: Robbin Ruth, Executive Director of Human Resources
DATE: May 22, 2015

RE: **Contracts and Other Information for School Year 2015/2016**

Thank you for your continued dedication to our students and to Hampton City Schools.

The information on your contract reflects all changes (e.g., transfers, promotions) received by HR as of May 9, 2015.

Please login and electronically sign your contract by Monday, June 8, 2015 by clicking the "Accept" option. If you do not intend to accept a position, please use the "Decline" option and complete SBO Form #46 (resignation form). Return the resignation form to your principal or supervisor. **If the contract is not electronically signed by Monday, June 8, 2015, we will consider your position vacant.**

Hampton City Schools will not release employees under an education contract to sign a contract with another division after June 30, 2015, without approval from the Superintendent.

The 2015/2016 Teacher Salary Scale and General Salary Scale can be found on the HCS web site (www.hampton.k12.va.us). The list of work schedules are also on the web site. Pay dates for the next school year will be posted by July 1st. Please use the schedule code located in your email notification to access your work schedule for SY 15/16.

If you have questions or concerns about any of the information in this packet, please contact the Human Resources Department at 727-2300.



Contract/Letter of Employment Issues Points of Contact

If you have a question about your contract/letter of employment, or if you did not receive a contract/letter of employment, please contact the appropriate Human Resources Representative listed below. You will receive a faster response by making an initial inquiry via e-mail to determine what information/documents you may need and/or to schedule an appointment.

Point of Contact	Issues
Susanne Marcella , HR Manager (smarcella@hampton.k12.va.us) OR Carlise Hopson , HR Specialist (chopson@hampton.k12.va.us)	<ul style="list-style-type: none"> ➤ Continuing Contract Status ➤ Provisional License Requirements ➤ Not Reelected in Position ➤ RIF ➤ Job Share ➤ Unassigned
Nicole Samuelson , Compensation & Benefits Analyst (nsamuelson@hampton.k12.va.us) OR Sally Seidnitzer , HR Specialist – Secondary (sajones@hampton.k12.va.us) OR Sharmaine Alexander-Riggins , HR Specialist – Elementary (sriggins@hampton.k12.va.us)	<ul style="list-style-type: none"> ➤ Teacher Scale ➤ Compensation Issues ➤ Previous Outstanding Contract ➤ Supplement Change ➤ Work Schedules ➤ Retired Employee
Shari Huggar , FMLA Specialist (shuggar@hampton.k12.va.us)	<ul style="list-style-type: none"> ➤ Leave of Absence
Mark McGrath , HRIS Administrator (mmcgrath@sbo.hampton.k12.va.us)	<ul style="list-style-type: none"> ➤ Access your documents online ➤ Other errors or omissions on the Contract or Letter of Employment
Carlise Hopson , HR Specialist (chopson@hampton.k12.va.us)	<ul style="list-style-type: none"> ➤ License Renewal



Hampton City Schools Administrative Center

ONE FRANKLIN STREET
Hampton, Virginia 23669-3570

Office of Human Resources
757-727-2300

TO: ALL HAMPTON CITY SCHOOLS EMPLOYEES
FROM: Robbin Ruth, Executive Director of Human Resources
DATE: May 22, 2015

RE: **MAINTENANCE OF A DRUG-FREE WORKPLACE**

As a part of the enacted Drug-Free Workplace Act of 1988, Public Law No. 100-690, employers seeking federal contracts and funding in excess of \$25,000 are required to certify that they will provide a drug-free workplace. Pursuant to the Act, HCS provides the following notification to its employees:

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace is prohibited. Violations of this policy will subject an employee to disciplinary and/or remedial action as specified in our personnel policy up to and including discharge.

The school system has programs to inform employees about

- 1. the dangers of drug abuse in the workplace;*
- 2. the policy of maintaining a drug-free workplace;*
- 3. available drug counseling, rehabilitation and employee assistance programs;*
- 4. the penalties that may be imposed upon employees for drug abuse violations.*

Employees must, as a condition of employment, abide by the terms of this policy. Employees must notify their immediate supervisor of any conviction under a criminal drug statute for violations occurring in the workplace no later than five (5) days after such a conviction.

This Notice is given in compliance with the requirements of the Act. Other policies, rules, procedures or agreements regarding drug use remain in full force and effect.

Your strict observance of this federal regulation is required.



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Hampton, Virginia 23669-3570

Office of Human Resources
757-727-2300

TO: ALL HAMPTON CITY SCHOOLS EMPLOYEES
FROM: Robbin Ruth, Executive Director of Human Resources
RE: **EMPLOYEE INFORMATION BULLETIN**
DATE: May 22, 2015

The Hampton City School (HCS) Division is committed to maintaining a working environment free from sexual harassment and harassment based on race, color, religion, national origin, sex, disability, age or other protected classes (hereafter referred to as "protected group status"). Therefore, Hampton City School Division prohibits sexual harassment and harassment based on protected group status of any student or of any school personnel at work or at any school sponsored activity. The following information will be sent out on an annual basis as a reminder to all employees of Hampton City Schools' dedication to providing an appropriate work environment for each employee.

All employees are encouraged to promptly report any incident they believe to be harassment of any type to the Compliance Officer. The School Division shall: (1) promptly investigate all complaints of sexual harassment and harassment based on protected group status; (2) promptly take appropriate action to stop any harassment and (3) take appropriate action against any school personnel who violate this policy and take any other action reasonably calculated to end and prevent further harassment of school personnel or students.

It is the purpose of this policy to maintain a healthy work environment and to provide procedures for reporting, investigating, and resolving complaints of harassment, sexual or otherwise for all employees, including part time. It is the policy of the Hampton School Board that all employees have the right to work in an environment free from all forms of harassment. The Board does not condone nor will it tolerate any harassment; therefore, the Board directs the administration to take direct and immediate action to prevent such behavior and to remedy all reported instances of harassment. The full Discriminatory Harassment Policy (GBAB) and Discriminatory Harassment Complaint Procedure (GBAB-R) are available on the Board Docs section of the HCS website.

Hampton City Schools does not discriminate on the basis of race, color, national origin, sex, disability, age or other protected classes in its employment practices, programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Robbin G. Ruth, Executive Director of Human Resources
One Franklin Street, Hampton, VA 23669, 757-727-2300