



# CONWAY PUBLIC SCHOOLS

## ADMINISTRATION OFFICE

### MEMORANDUM

DATE: October 31, 2016


TO: CPSD Employees

FROM: Zinnia Clanton, Business Manager

SUBJECT: Contracts for 2016-17 New Hires / Revised Contracts for Employees with Contract Changes

The purpose of this memo is to notify you that an employment contract (either new or revised) has been downloaded to your Greenbox. No paper contracts will be issued.

You can easily access the Greenbox from the District's website by clicking on the "Employee" tab and selecting "Greenbox". Use the same login and password that you use to access your school computer. For login problems, please contact Suzanne Klug, [klugs@conwayschools.net](mailto:klugs@conwayschools.net).

- Employees will use the Greenbox to electronically accept, electronically "sign", and electronically return ("send") the contract to the District's "Contract Clerk".
- To access your contract, click the "Received Items" icon: 
- **ALL EMPLOYEES:** Please carefully review the information shown on your contract. If you feel there is an error in your *salary* amount, please "**deny**" the contract; use the comments section to note the error and "**send**" the contract back to the Contract Clerk.
- **NEW EMPLOYEES:** As stated in the contract you have thirty (30) days to electronically accept, sign, and return your contract through the Greenbox. ***Failure to complete the Greenbox process by November 30, 2016, will be considered a resignation from the District.***
- **Important information for employees who receive two contracts:** There are three possible contract options in the Greenbox (Teacher Contract; Classified Primary; and Classified Secondary). Teacher contracts are for licensed employees. Classified Primary contracts are for classified employees who hold only one position (primary) in the District and therefore have only one contract. Classified Secondary contracts are for any employee who holds two separate positions in the district. Examples are a teacher who has a second job driving a bus (teacher primary, bus driver secondary); a custodian who has a second job driving a bus (custodian primary, bus driver secondary); a para (primary) who is a transportation attendant (secondary); employees with a primary position who also work at Adult Ed in the evening (secondary). ***Each contract must be separately accepted, signed and "sent" to the Contract Clerk.***

#### Some Common Questions:

I think there is an error in the years of service shown on my contract. What should I do?

Please choose the "**Accept**" button and make a notation in the comments section. A new contract will not be issued, but the correction will be made to your records.

My college (or degree) information is not correct.

Please choose the "**Accept**" button and make a notation in the comments section. A new contract will not be issued, but the correction will be made to your records.