2009 W-2 Information
On or about January 29, 2010, Stafford MSD will mail all W-2's to the current employee addresses in our financial system. Employees can update your current address by completing a change of address form. You can obtain this form at the HR Office at 281-261-9342. Please return the form to the HR Office by January 8, 2010 to ensure the W-2 reaches your current address (a fee is assessed when the Business Office has to reprint your W-2). Your assistance in this matter is greatly appreciated.

Employee Incentive Plan
During the 2008/09 school year, the Stafford MSD Board of Trustees approved a local Employee Incentive Plan (EIP). Essentially, the plan provides two stipends to eligible employees - 1) a matching stipend and all employees are eligible for this and 2) a teacher attendance stipend. The next "pay out" date is March 10, 2010 and employees who have earned a stipend amount will be compensated through their regular payroll check. For more information on the EIP, please see the Business Office website.

Local Board Policy DEC - Leaves and Absences
During the December 14, 2009 regular meeting, the Board of Trustees approved the local board policy DEC revisions. Some of the key provisions included: providing supervisors with the flexibility to allow employee leave requests before a holiday, last day of school, TAKS administration, etc.; allow employees to accumulate local days of leave without limit; and provide employees with a bereavement policy!!!

Absence from Duty Form
A new form has been devised to include military leave as a reason for absence. This revision is necessary to comply with the military family leave under the provisions of the Family and Medical Leave Act. The updated form will be e-mailed out in early January and posted to the District and Business Office websites as well.

Upcoming Dates and Reminders
* Campus/Department Secretaries - Payroll is due on January 4, 2010.
* Time Clock Managers - Please post a holiday entry for MLK day. Also, the posting of holiday entries for the break is not needed unless an employee works during that time.
* Faculty and Staff - The Business Office will be closed from 12/19/2009 to 01/03/2010.