Happy New Year! Start the year off right with these resolutions!

**Resolution #1**

Celebrate your colleagues! Amazing things are happening every day throughout the organization.

Take time to acknowledge your teammates and co-workers by nominating them for an employee of the month! It's easy just press the button below!

[ NOMINATE ]

**Resolution #2**

Stay informed! Be sure to catch the State of Education address, which will be broadcast via Livestream on our [YouTube page](https://www.youtube.com) at 7 a.m. on Thursday, January 23. Learn about our triumphs of the past year, and learn how our strategic plan will guide our actions and initiatives throughout 2020.

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**Employee Satisfaction Survey**

Each year the SCCOE administers the Employee Satisfaction Survey to collect feedback from employees related to their level of job satisfaction and identify areas of organizational strength and growth. The information collected is essential to helping the SCCOE improve as a premier service organization – one where every employee comes to work engaged and knows that they are valued, supported, and able to grow professionally.

For more about how you can participate including submission requirements visit: [SCCOE Employee Satisfaction Survey 2019](#). Please complete by [January 24, 2020](#).

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**Changes to the IRS Mileage Reimbursement**

According to the Internal Revenue Service, beginning on January 1, 2020, the mileage reimbursement rate has decreased to 57.5 cents from a previous year, the 2019 rate of 58 cents. The IRS calculates these changes from an annual study of fixed and variable costs of operating an automobile.

The updated [2020 form](#) is in the Intranet along with the 2019 mileage reimbursement form; the [2019 form](#), for any prior year expenses, will be available until the end of this month.

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**Professional Development Opportunities**

The Workforce & Organizational Development team is offering a workshop geared towards giving participants a better understanding of their strengths and how to make sense of their Strengths Insight Report. With Strength 101, participants will also gain a greater appreciation and understanding of their individual talents and will be able to visualize their talents in action. If you have already had an introduction to strengths, then Using Strengths To Improve Communication is...
a great way to build on that foundation.

These workshops are free and will be offered on Tuesdays and Saturdays at Ridder Park.

For questions about the workshops, contact James White. For assistance with registration, contact Alice Serraon.

Upcoming Interview Skills Workshop Understand SCCOE interviewing processes and explore strategies for preparing for interviews at SCCOE. Also, practice skills and techniques for your next interview. Attend January 17 from noon to 1:30 p.m. at Ridder Park. The cost is FREE. To register, speak with your supervisor, then register here.

1-1 Strengths Coaching The Workforce & Organizational Development team also offers 1-1 strengths coaching with a Certified Strengths Coach. If you are looking for more direct support leveraging your strengths at work or help leveraging the talents of your team, create better team cohesion, inspire innovative practices, and much more, please sign-up for strengths coaching.

This year, each Leader In You will feature a talent theme or theme combination. Increasing awareness of each talent’s unique power and edge helps us appreciate our own contributions and the power of strengths-based partnerships and teams.

Strengths Spotlight: Developer

Developers see the potential in others. They naturally see others’ capacity to change, grow, and develop for the better. And they are drawn to people for this reason. Being part of another person’s development is one of the best experiences in the world for them.

They look for ways to challenge others. They devise interesting experiences that can stretch people, help them grow, and experience success. All the while, they look for signs of growth - a new behavior learned or modified, a slight improvement in a skill, or a glimpse of excellence or of “flow” where previously there were only halting steps. Signs of growth in others are their fuel, bringing developers motivation and satisfaction.

Its power and edge: Developers see the raw potential and incremental progress of others, and they actively invest in furthering that development. Their help and encouragement enable others to learn, grow, and improve. As a result, they help groups develop bench strength and ensure a successful future for individuals and teams.

Real Mentorship Starts with Company Culture

Mentors-of-the-moment help to promote a mentoring culture where all members of the organization seek opportunities in daily interactions to develop or grow colleagues and peers.

Our Favorite Management Tips from 2019

Top 10 list of quick and practical pieces of work advice.

The Post-Holiday Funk Is Real

If you’re feeling sluggish and unmotivated, you’re not alone. There are several reasons for this kind of the post-holiday funk — and, fortunately, there are things you can do to get out of it as well.
Toastmasters International - Classy Toasters

Discover your voice!

Active SCCOE members, as well as non-SCCOE members, are invited to explore your potential and build your speaking skills, as Sandro Benciglia has in this #MyWhy video. Learn about the congenial club environment as well as tuition reimbursement for permanent SCCOE staff.

Open to all levels; Classy Toasters can help you communicate more effectively and develop better facilitation skills through their Toastmasters pathways program!

Ready to learn what Toastmasters is all about? Contact Nan Harn for more information or to RSVP as a guest for an upcoming meeting.

Join the GROOVE is in the HEART Campaign

Be part of this hip wellness campaign and DEEE-Lite in SCCOE’s Heart-Healthy Vibe. Earn bonus Vitality points and Vitality status, plus a chance to win prizes!

- Sign-up and get the full game-plan
- Learn how to earn up to 3,300 Vitality Points and a $25 Amazon code when you sign up for complimentary heart health screening with SISC onsite at a SCCOE location. Screenings are complimentary to all staff, including substitutes and contractors. The $25 Amazon gift is offered by SISC for SCCOE staff and dependents who are enrolled in an SCCOE medical plan.

- Save the Date: January 11, 7:30 to 11:30 am - Groove is in the Heart will kick-off with our only Saturday health screening opportunity at Ridder Park. Get a health screening, and learn how Diet ID and Headspace can support your health goals.

New Vitality Affirm and Consent Form

Continue to enjoy the benefits of vitality! Be sure to read the email with important details about your Vitality membership sent on January 6.

In the Gym

New Group Exercise Sessions begin in January:
- Beats and Barre: Fridays, noon to 12:45 p.m. four-week session begins Friday, Jan. 10
- Gentle Yoga: Tuesdays, noon to 12:40 p.m., six-week session begins Tuesday, Jan. 21

Walk-n-Connect meets 8:30 a.m. on Sunday, January 12, at Coyote Creek Trail Silver Creek Entrance in South San Jose: Connect with your well-being, others, and the outdoors. We meet at local parks or trails and earn 250 Vitality Points for each walk. This activity is suitable for all activity levels and staff need not be a Vitality member to join. Sign-up to get information for this walk or future walks.
Benefits Information: Access to Health Care Information Can Be Easy!

Want to view your benefits information, get answers to your medical questions, check costs, see your claim summary, and much more all from the palm of your hand?

Both Anthem and Kaiser have easy-to-use, downloadable apps for your smart phone.

Please visit these links for more details:

**Anthem Members:** [Anthem - Sydney Mobile App](https://custapp.marketvolt.com/cv.aspx?cm=1445518940&x=261291244)

**Kaiser Members:** [Kaiser - My Doctor Online Mobile App](https://custapp.marketvolt.com/cv.aspx?cm=1445518940&x=261291244)

Compliance Corner

The new **Employee Compliance Handbook** was distributed electronically in September to all permanent and substitute employees. This handbook applies to all employees of the SCCOE and serves as a reference tool, highlighting our continuous improvement efforts and outlines important employee benefits, programs, and services.

Thank you to those that have completed the form. If you have not completed the form, please review and complete the user agreement form as soon as possible. The link is below. You will need your employee ID number to complete this form, which can be found on your paystub or the SCCOE intranet Employee Self Service (ESS) page.

[https://forms.sccoe.org/Forms/EmployeeComplianceHandbook](https://forms.sccoe.org/Forms/EmployeeComplianceHandbook)

If you have any questions, please contact the Human Resources Department at (408) 453-6820 or send an email to [hr_recep@sccoe.org](mailto:hr_recep@sccoe.org).

Discounts and Deals - Sharks Tickets, and More!

Spend an evening at the SAP Center and support the San Jose Sharks. Bring your friends and family for a great night out.

**Sunday, March 8, 2020, at 7 p.m.**
San Jose Sharks vs. Colorado Avalanche


Check out the fantastic benefits you get as a member of #TeamSCCOE. Please stop by Human Resources or contact them at (408) 453-6820 for more information on how to receive discount offers from the Santa Cruz Beach Boardwalk, California Academy of Sciences, Golfland, Golden State Warriors games, Legoland, Universal Studios, Hollywood, and much more! Current year tickets are now available for local amusement parks. For even more employee discounts, visit [Tickets at Work](https://www.TicketsatWork.com).

Tell your friends, now is the time to join #TeamSCCOE

For a list of all job postings, visit [EdJoin](https://www.EdJoin.com).

**Certificated Positions**
- Coordinator (Computer Science)
- Director III - Creative Impact
- Speech Language Pathologist
Psychologist

Classified Positions
Migrant Education Program Advocate Bilingual Spanish
Manager - Facilities & Construction
Education Interpreter I/II
Substitute Paraeducator, Alternative Education
Substitute Paraeducator, Special Education

Online Transfer Request
The transfer request process for classified employees is available online. Should you have any questions about the transfer process, please contact Marisa Perry within Classified Personnel Services.

Want to share departmental events or news?

Is your team or department working on an interesting project or offering a service that you want to share? Submit a project request to Media & Communications for a social media post or campaign! We want to share the story of SCCOE with our audience, and that includes sharing what we all do every day.

Draft a brief memo (100 words or less), have it approved by your division chief, and complete a project request no later than the Thursday before the issue date or call (408) 453-6824 for questions and News Roundup event tips.