Seeking early adopters for our Office 365 migration

The Technology & Data Services Division is excited to announce that in early January, we will start migrating our email and calendar systems “to the cloud” with Office 365. To ensure a smooth transition and minimize the impact to daily operations, we need your help.

**Why we need your help:** For Office 365 to flourish we need a small group of volunteers to ensure everything is running smoothly and identify issues or odd questions that might pop up. It won’t be a daunting task, as you’re probably doing some of this stuff already, and we’ll be there to support you the entire way. Mac users are also encouraged to participate. [Learn more](https://tinyurl.com/vs4nxbl).

If you are interested in volunteering, please complete the following short form **no later than December 20:** [https://tinyurl.com/vs4nxbl](https://tinyurl.com/vs4nxbl)

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**Important End-of-Year Information**

**Budget Wisely!**
Just a reminder, all salaried employees will receive their December paycheck on **Friday, December 20, 2019.** Please keep in mind that the next end-of-month paycheck will be issued on Friday, January 31, 2020. Please budget accordingly.

**Distribution of 2019 W-2s**
SCCOE will be processing the 2019 W-2 Wage and Tax Statement in January. The Form W-2 is an annual form that reports taxable income and other tax related information required by Federal and State agencies. It is also used by Social Security Administration as a verification document to ensure individuals are properly credited for future Social Security and Medicare Benefits.

Your 2019 W-2 will be mailed to your address on file no later than January 31, 2020. For more information visit: [Payroll Details](https://mvapp.marketvolt.com/Mailing/Preview/703221/12/3/2019)

*Internal Payroll Services will be closed on December 24, 25, 31, and January 1.*
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: Arranger (Executing)**

Arrangers are conductors. When faced with a complex situation involving many factors, people with strong Arranger talents enjoy managing all of the variables, aligning and realigning them until they are sure they have arranged them in the most productive configuration possible. They are shining examples of effective flexibility, whether they are changing travel schedules at the last minute because they found a better fare or are mulling over just the right combination of people and resources to accomplish a new project.

From the mundane to the complex, they are always looking for the perfect configuration. They are at their best in dynamic situations. Confronted with the unexpected, they jump into the confusion, devise new options, hunt for new paths, and figure out new partnerships - because, after all, there might just be a better way. Its power and edge: Arrangers have a natural ability to orchestrate people and resources for maximum effectiveness.

If Arranger is a dominant theme for you: Help keep all of the balls in the air, but remember that sometimes you can do more with less.

**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-1:30pm at Ridder Park. The cost is FREE. To register, speak with your supervisor then sign up at bit.ly/ISW0919.

**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.

**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 Brenciaglia 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.

**’Tis the season for giving**

**Winter Clothing Drive**
The Migrant Education Department at SCCOE would like to invite you to join our Warm Winter Clothing Drive. Donate clean, new or slightly used outerwear that will keep someone warm: coats, sweaters, jackets, and sweatshirts. Blankets, hats, beanies, earmuffs, mittens, and scarves are also much appreciated. Your donation will benefit migrant families. We hope to provide each of our Out of School Youth (14 to 21-year-old migrant workers) and migrant
families with a warm coat and accessories. Please bring your deliveries to any Migrant Education staff member by December 16.

The SCCOE Human Resources department is holding its Annual Toiletry Charity Drive. The department is collecting shampoo, conditioner, soap, toothpaste, toothbrushes, mouthwash, tissues, combs, feminine products, deodorant, and more. The items are assembled into kits and distributed to charities that provide shelter and aid to people of all ages. Please bring or send in any unused, travel-sized toiletries to Ridder Park to assist those in need.

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**Eat Nourish and Thrive with Diet ID!**

SCCOE is proud to introduce a new wellness tool that makes healthy eating simple, sustainable and fun. Earn 35 Vitality Points when you register, and hundreds more when you participate daily. Visit [www.dietid.com/sccoe](http://www.dietid.com/sccoe) and take meaningful steps toward better eating.

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**Walk-n-Connect**

Walk-n-Connect empowers us to connect with others and bring more energy into everyday life through walking. Connect with your well-being, others, and nature. All fitness levels welcome. Earn 250 points per walk. Sign up to be included on this walk or future walks. For more information, email Tricia Zamora or call (408) 705-3332, if you plan to join. Carpool options from Ridder Park will be available that morning.

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**New Wellness Reward Option**

Starting 2020, in addition to earning Vitality bucks, SCCOE will offer a $200 Wellness incentive towards a flexible spending account (FSA) or a $200 gift card on the Vitality Mall. All members are encouraged to choose their preferred $200 reward by January 31, 2020.

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

Discounts and Deals - 49ers, Sharks Tickets, and More!

Enjoy a fun afternoon with friends and family at Levi’s Stadium while supporting the San Francisco 49ers!

**Saturday, December 21, at 1:05 p.m.**
San Francisco 49ers vs. Los Angeles Rams

Purchase tickets at [http://offer.fevo.com/santa-clara-county-office-of-education-6918c05](http://offer.fevo.com/santa-clara-county-office-of-education-6918c05)

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](http://) .

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

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

Certificated Positions
**Director III - Creative Impact**

Classified Positions
**Contracts Analyst**
**Teacher Assistant - Educare**
**Substitute/Relief Account Technician**
**Substitute Education Interpreter I/II**
**Substitute/Relief Technology Assistant I**
**Educational Interpreter I/II**
**Director III - Human Resources**

Online Transfer Request
The transfer request process for classified employees is available [online](http://). 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.