

Human Resources & The Business Office???

Presented by:

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Introduction To School Business

Opposites Attract...

- Business Office (Numbers and figures):
 - Budgets
 - Journal Entries
 - Audits
 - Cash Management
 - Accounts Payable
 - Payroll
 - Purchasing
 - Reporting



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Opposites Attract...

- Human Resources (People and Issues)
 - Posting/Recruitment/Interviewing/Hiring Staff
 - Maintenance of personnel files
 - Employee discipline/evaluations/dismissal
 - Labor Relations, Negotiations and Contract Management
 - Registry of Educational Personnel (REP)
 - Workers compensation
 - Criminal history background checks/Reference checks
 - Employee handbooks
 - Training Courses:



Bloodborne Pathogens (30 min.)
Sexual Harassment (120 min.)
Fall Protection (25 min.)
Bullying (64 min.)
Right to Know--Hazard Communication (25 min.)
Back Injury and Lifting (20 min.)

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COMMUNICATION

(the glue that brings the opposites together)

- Business Office needs to know who is being hired and where to expense it to/HR needs to know how much is available in budget to hire employee with. Especially in these times when people are split multiple ways. Business office needs to know when somebody is changing lanes on salary schedule.
- Reporting requirements for FID and REP need to match (or else you get the phone call from MDE).
- Business Office needs to provide financial facts for negotiations/HR needs to protect the financial stability of the District. Need to be on the same page at all times!
- During negotiations MEA will try to conquer and divide if not the same person.

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COMMUNICATION

(the glue that brings the opposites together)

- Pay level changes – make sure you have a system in place to notify payroll of changes in lanes/contracts/longevity.
- Payroll adjustments for leaves of absence, sick/disability.
- Maternity Leaves – communicate to staff ahead of time financial impacts regarding eligibility for FMLA, unpaid leave, etc...
- Accident reports – both HR and Business office will need these for workers comp and possible maintenance or liability issues.

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Welcome to the World of Acronyms

- ADA- The Americans with Disabilities Act
- COBRA- The Consolidated Omnibus Budget Reconciliation Act
- EEOC- The Elliot-Larsen Civil Rights Act
- HIPAA- Health Insurance Portability and Accountability Act
- FMLA- The Family Medical Leave Act
- FOIA- The Freedom of Information Act
- FLSA- The Fair Labor Standards Act
- REP- Registry of Educational Personnel

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More selected, important laws and regulations

- The Bullard-Plawecki Employee Right to Know Act
- Section 504 of the Vocational Rehabilitation Act
- Workplace Hazards and Right to Know
- Blood-Borne Pathogens
- The Age Discrimination in Employment Act
- Uniformed Services Employment and Reemployment Rights Act - USERRA

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Top 10+ HR Topics You Can't Afford to ignore:

- 1. Fair Labor Standards Act – FLSA
- 2. Documentation
- 3. Anti – Harassment
- 4. Consistency

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Top 10+ HR Topics You Can't Afford to ignore:

- 5. FMLA Leave
- 6. Poor Performers
- 7. Playing Politics
- 8. ADA Accommodations

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Top 10+ HR Topics You Can't Afford to ignore:

- 9. Board Policies
- 10. Right To Work
- 11. Title IX

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