

# Human Resources & The Business Office

Presented by:  
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## Business Office (Numbers and Figures)

- Budgets
- Journal Entries
- Audits
- Cash Management
- Accounts Payable
- Payroll?
- Benefits?
- Purchasing
- Reporting



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## HR (People and Issues)



- Employee Classification
- Job Descriptions
- Posting/Recruitment/Interviewing/Hiring Staff
- Criminal history background checks
- Certifications/Licenses/SE Approvals/Permits
- Onboarding New Staff
- Mentoring
- Retaining Staff
- Required Annual Trainings

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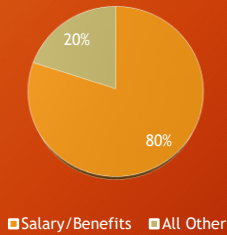
## HR (People and Issues)

- Maintenance of personnel files
- Registry of Educational Personnel (REP)
- Employee discipline/evaluations/dismissal
- Labor Relations, Negotiations and Contract Management
- Leaves of Absence
- Workers compensation
- Accommodations - ADA
- Payroll?
- Benefits?

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# Why care what is happening in Human Resources?

- People costs are at least 80% of budget



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# Where does Payroll and Benefits report in your district?



## Employee Benefits



Medical



Vision



Dental



Prescriptions



Health & Wellness



Flex Spending



Learning

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## Employee Classification

- Employee or Contractor
- Exempt or non-exempt
- Fair Labor Standards Act Requirements

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## Hiring Staff

- One of the most critical functions in the District!
- Posting and Recruiting
- Job Application
- Consistent, fair and rigorous process
- Who participates in the hiring process?
- What is considered besides the interview?
- Reference checks



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## Staff Credentials

- Certifications
- Highly Qualified
- Licenses
- Special Education Approvals
- Substitute Permits
- What is the process for monitoring?
- What happens if certification/license lapse?
- State Aid penalties

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## Keeping Staff

- Onboarding new staff
- Mentoring new staff
- Training staff
- Retaining staff
- Generational differences



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## Documentation and Reporting

- Personnel files
- Medical files
- I-9's
- Criminal History
- Registry of Educational Personnel



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## Employee monitoring

- Discipline
- Evaluations
- Dismissal

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# Labor Relations

- Relationship with Unions
- Negotiations
- Contract Administration



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# Leaves

- Workers Compensation
- Family Medical Leave Act (FMLA)
- American with Disabilities Act (ADA)
- Other contractual leaves

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# Payroll

- Authorization/Approval
- Fair Labor Standards Act
- Contracts
- Accuracy
- Consistency
- Retirement Reporting
- Cross-training and Back-up

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# Payroll

## New Employee/Change of Status

### Human Resources Information:

Employee Name: \_\_\_\_\_ Emp #: \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_ Job Class: \_\_\_\_\_  
 FTE: \_\_\_\_\_ Department: \_\_\_\_\_ Location: \_\_\_\_\_  
 Start/Effective Date: \_\_\_\_\_ Emp PIC: \_\_\_\_\_  
 Position (Job Title): \_\_\_\_\_  
 Supervisor: \_\_\_\_\_  
 Affiliation: \_\_\_\_\_

Position Tenure: Yes? No?		SUPPORT STAFF:	
Probationary: 2 Yr	_____	Projected Probationary End Date:	_____
Probationary: 5 Yr	_____	Sick Leave Date:	_____
Tenure projected to Board: _____			

Pay Grade: \_\_\_\_\_ Base Salary: \_\_\_\_\_  
 Step: \_\_\_\_\_ Longevity: \_\_\_\_\_  
 Hourly Rate: \_\_\_\_\_ Bi-Weekly Hours: \_\_\_\_\_  
 Weeks Per Year: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

New Employee  
 Change of Status

Approval Section:  
 \_\_\_\_\_  
 Superintendent

### Payroll Information

Retirement Type: \_\_\_\_\_ Pays Per Year: \_\_\_\_\_  
 MP/SERS Hours: \_\_\_\_\_ (As Forwarded)  
 Allocation Code: \_\_\_\_\_  
 Account Number: \_\_\_\_\_  
 Account Number: \_\_\_\_\_  
 Account Number: \_\_\_\_\_

**Benefit Section:** Effective Date: \_\_\_\_\_

% of Benefits: _____	Cash For Health: _____
Sick Days: _____ add on: _____	Health: _____
Personal Days: _____ add on: _____	H.S.A. _____
Vacation Days: _____ add on: _____	Dental: _____
	Vision: _____
	Life: _____
	LTD: _____
	GTL: _____

Notes: \_\_\_\_\_

Approval Section:  
 \_\_\_\_\_  
 Payroll and Benefits Coordinator

ORS Maint  
 Sub Exception List



## Benefits

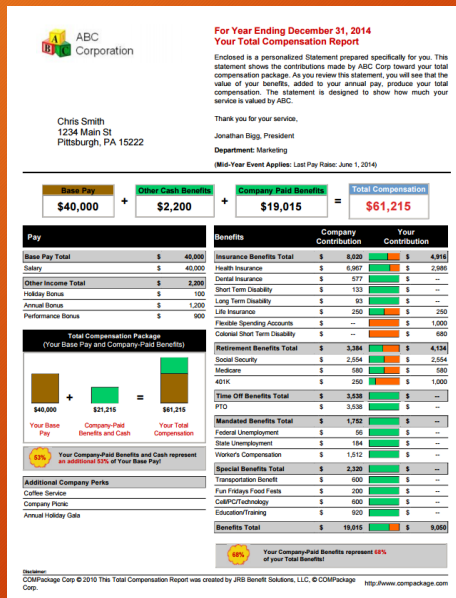
- 80/20 or Hard Cap?
- Options for staff
- Affordable Care Act (ACA)
- Flexible Spending Accounts (FSA)
- Health Savings Account (HSA)
- COBRA
- Bidding out benefits

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## Benefits

- How do you communicate the value of employee benefits?
  - Annual Compensation Statements

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## How do HR and Business Office work together?

### COMMUNICATION!!!!

- 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.
- Reporting requirements for FID and REP need to match (or else you get the phone call from MDE).
- Business Office and HR needs to work together on financial facts for negotiations. Need to be on the same page at all times!

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## How do HR and Business Office work together?

### COMMUNICATION!!!!

- 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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## Contact Information

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