

Human Resources & The Business Office

Presented by:
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Ingham Intermediate School District

Introduction To School Business - 9/19/18

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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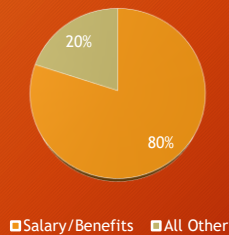
HR (People and Issues)

- 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. PEG: _____
 Position (Job Title): _____
 Supervisor: _____
 Affiliation: _____

Position Tenure: Yes? _____ No? _____
 Probationary: 2 Yr _____
 Probationary: 5 Yr _____
 Tenure projected to Board: _____
 Base Salary: _____
 Step: _____ Longevity: _____
 Hourly Rate: _____ Bi-Weekly Hours: _____
 Weeks Per Year: _____

Comments: _____

Approval Section: _____
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 Superintendent

Payroll Information

Retirement Type: _____ Pays Per Year: _____
 MP/RSRS Hours: _____ (As Formed 12/00)
 Allocation Code: _____
 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: _____
 _____ Notes: _____
 _____ GTL: _____

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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For Year Ending December 31, 2014
Your Total Compensation Report

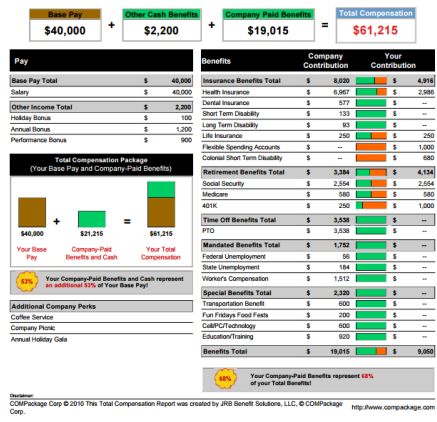
Enclosed is a personalized Statement prepared specifically for you. This statement shows the contributions made by ABC Corp toward your total compensation package. As you review this statement, you will see that the value of your benefits, added to your annual pay, produce your total compensation. The statement is designed to show how much your service is valued by ABC.

Chris Smith
 1234 Main St
 Pittsburgh, PA 15222

Thank you for your service.
 Jonathan Biggs, President

Department: Marketing

(Mid-Year Event Applies: Last Pay Rate: June 1, 2014)



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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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Q & A Time!



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Quiz Time!

Which of the following should be covered by the personnel department during a new employee orientation?

- A. Instructional methods to be used
- B. History of the School District
- C. Enrollment Trends
- D. Explanation of Insurance Benefits

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Quiz Time!

Which item may be asked for in a job application?

- A. Gender
- B. Year of birth
- C. Education
- D. Age of dependents

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Quiz Time!

When is it allowable to ask if a person needs accommodation to perform the essential functions of a job?

- A. In the job advertisement
- B. In the letter of hire
- C. On the application
- D. During the interview

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Quiz Time!

A computer technician who does repair and services to computers and reports to the director of technology is a non-exempt employee. What does this mean?

- A. The position must be paid based on a hourly rate and paid the overtime rate for over 40 hours in a week.
- B. This position may be paid on a salary basis, avoiding the need to pay overtime.
- C. Vacation and sick leave are required as part of federal law.
- D. If the employee works on Sunday, double the hourly rate.

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Contact Information

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