

Summary of Human Resources Office Tasks

July

- Personnel Recommendations (accept resignations, retirements, new hires)
- Generate evaluation lists and timeline for certificated and classified staff and send to supervisors with all templates/forms
- Distribute administrative work year calendar for the coming year
- Records management- identification of Class 1 – Permanent records to be archived/stored; identification and disposal of Class 3 records
- Review, revise, new employee orientation presentation
- Memo to principals re: Certificated Stipends
- Assignment audit
- Prepare Annual Legal Notices Packet (Keenan)
- New hire contracts

August

- Personnel Recommendations (new hires and substitutes)
- Mandated Employee Training Link (Keenan)
- Credential Monitoring
- Provide Governing Board with staffing update
- Declaration of Need for Highly Qualified Educators if needed
- Committee on Assignments (Education Code Section [EC §]44258.3) if needed
- Teacher Consents (EC § 44258.7) if needed
- Process University Agreements
- Schedule new employee orientations (certificated, classified, management and non-management)
- Certificated and classified recruitment and hiring
- Use comparability data, input from administrators to draft classified contract reopeners
- Personnel Action Forms for new hires, voluntary and involuntary transfers
- New hire orientations
- CALSAAS Reporting Exception Window
- Annual Notices reviewed and addresses updated, Emergency Cards
- BY AUGUST 31- Prepare and distribute Annual Notices to Employees (E10 Report) Employment /Pay
- **Certificated**
 - BY AUGUST 31- Provide the PGTA President with a projected list of the stipend assignments/extra duty assignments and stipend amount for each position
- Review of Bargaining agreements, discussions of sunshine list
- Schedule Calendar meeting

September

- BY September 15- Distribute to all Classified employees an annual statement indicating the number of days accumulated for vacation and sick leave. (Prepared the previous July)
- Personnel Recommendations (new hires and substitutes)
- Involve administrators in identifying priorities for classified contracts negotiations
- Update and Verify seniority list for certificated and classified personnel
- California Basic Educational Data System (CBEDS) preparation and planning
- Review and revise List of Employees on Leave and List of Temp Assignments
- Credentials Audit
- BY OCTOBER 1- Calendar Committee begins meeting

October

- Review Prior-year Attendance and Absence Trends report
- Follow up with payroll regarding AIRP eligibility for certificated unit members
- Personnel Recommendations (new hires and substitutes)
- CBEDS Reporting
- Organizing New Hire Certificated personnel information for CALPADS Fall II Reporting (due February)
- Review and update department operations and procedures manuals
- Counsel with principals regarding probationary certificated employee evaluations and observations
- Identify comparable districts, obtain copies of certificated and classified contracts, and conduct analysis
- Assess efficiency of EDJOIN and the paperless application process

November

- CBEDS Reporting
- Organizing New Hire Certificated personnel information for CALPADS Fall II Reporting
- Review and update department operations and procedures manuals
- Review first semester evaluations

December (by Winter Break)

- Personnel Recommendations (new hires and substitutes)
- Consult with principals regarding remediation plans for teachers needing improvement. (Case by Case)

- Begin work on enrollment and staffing projections and anticipated changes to the instructional program that could impact staffing
- Review staffing data
- Update desk Manuals
- Prepare annual spreadsheet for resignations, retirements, employees returning from leave of absence, job shares, intent to return
- BY JANUARY 1– Annually review all vacation records

January

- Personnel Recommendations (new hires and substitutes)
- Review/revise Teacher Recruitment Plan, Marketing Plan, and budget
- Identify hiring/layoff needs based on enrollment projections, changes to the instructional program and budgetary constraints
- Work with principals to identify potential certificated non-reelections
- BY FEBRUARY 1– Notify teachers who will be eligible for retirement or early retirement for the following school year
- BY FEBRUARY 14—decisions re-certificated non-reelection sent to HR from sites
- Create particular kinds of service list and begin work on layoff resolution
- Prepare certificated and classified seniority lists as needed (guidelines determined for "Same Date of Hire" criteria)
- Monitor Classified Vacation totals with site admin
- Employee recognition reception
- New Teacher Lunch

February

- Prepare Board resolution/action item for March 15 reassignment, transfer, release of principals/administrators if needed
- Prepare Board resolution/action item for March 15 service of letters of possible layoff/reassignment of certificated and classified employees if needed
- Prepare Board resolution/action item for certificated employees recommended for non-reelection
- Personnel Recommendations (new hires and substitutes)
- Prepare classified layoff Board resolutions (Elimination of categorical programs and for lack of work, lack of funds) if needed
- Sunshine Contract Reopeners
- Train members of the district's Teacher Recruitment Team
- Solicit feedback from administrators regarding proposed draft contract reopeners
- Review new employee handbooks (certificated, classified, and substitute teachers) and make necessary revisions
- Begin Advertising Certificated vacancies and managing reassignments and voluntary transfers

- Finalize and post seniority list for certificated and classified personnel
- Prepare layoff/reassignment letters
- Summer school advertising
- Recruitment fairs
- BY MARCH 1- Prepare to present recommendations to the Board for consideration of any Professional Growth Sabbatical Leave that has been approved by the Superintendent

March

- Board Policy Maintenance Updates
- Personnel Recommendations (new hires and substitutes)
- **Certificated**
 - BY MARCH 1— Leave requests, intent to return from leave or continue leave due for subsequent school year
 - BY MARCH 15— Probationary teacher evaluations due
- **Classified**
 - Sunshine Contract Reopeners
- Plan to attend any recruitment fairs
- BY APRIL 1- send out information about Summer School applications.

April

- Personnel Recommendations (new hires and substitutes)
- **Certificated**
 - BY APRIL 15– Send professional growth notification forms to Unit Members for Salary Schedule advancement
- BY MAY 1- Supply a complete seniority roster of all bargaining unit employees to CSEA
- BY MAY 1-
- **Certificated**
 - BY MAY 1— Temporary and Permanent teacher evaluations due
- **Classified**
 - BY JUNE 1— Complete all classified evaluations due in the current year
- Prepare for fiscal year roll
- Send intent to return notice to Substitutes
- Generate personnel action form for new hires
- Generate personnel action form for voluntary and involuntary transfers
- Generate personnel action form for Certificated Job Share Agreements

May

- Day of the Teacher and Classified School Employees Week Resolutions Recommended
- Resolution to affirm certificated layoffs

- Monitor enrollment and finalize staffing by school site
- BY MAY 15—Issue final certificated and classified layoff notices
- Staff Appreciation—Day of the Teacher and Classified School Employees Week
- Prepare for fiscal year roll
- Reasonable assurance letters sent to substitute teachers
- Employee Recognition Reception

June

- Memo to Administrators re: calendars for next school year
- Collect data on completed certificated and classified evaluations—provide to Superintendent
- Prepare personnel action forms for certificated and classified positions with 6/30 end dates identified in January as continuing positions
- Identify substitutes who haven't worked in more than six months
- Check in with the Fiscal Department about contract and new fiscal year updates
- BY JULY 1– Prepare for each Classified employee an annual statement indicating the number of days accumulated for vacation and sick leave (to be distributed by September 15)

Ongoing Human Resources Duties

- ❖ Frontline Absences Monitoring
- ❖ Administrative Meetings
- ❖ Application Process
- ❖ Board Agenda Preparation
- ❖ Board Policy/ Administrative Regulations-Review, Revise
- ❖ Classroom Visitations
- ❖ Complaints Against Employees
- ❖ Credential Audits and Monitoring
- ❖ Disciplinary Action-Certificated and Classified
- ❖ Dismissal Hearings
- ❖ Certificated and Classified Collective Bargaining Unit Meeting Issues
- ❖ Employee Counseling
- ❖ Employee Retention Activities
- ❖ Employment Process
- ❖ Fingerprint Clearance
- ❖ Follow-up from Board Meeting
- ❖ Grievances
- ❖ Interview Process
- ❖ Leaves of Absence Approval and Meetings

- ❖ Job Description- New and Updates
- ❖ Legislative Updates
- ❖ Mandated Costs Reimbursement
- ❖ Posting Units
- ❖ Professional Development for Personnel Staff
- ❖ Reasonable Accommodations for Employees in compliance with ADA.
- ❖ Re-employment Lists (39 months)
- ❖ Resignations and Retirements
- ❖ Sexual Harassment In-services
- ❖ Student Teacher Placements
- ❖ Substitute Recruitment and Orientation
- ❖ Superintendent's Cabinet Participation
- ❖ Unfair Labor/Employment Practices
- ❖ Vacancy Announcements
- ❖ Viewing of Personnel Files
- ❖ Scanning/Destruction of Files
- ❖ Worker's Compensation Claims