

## **Summary of Human Resources Office Tasks**

### **July**

- Provide written notice of the date, time and location to the PGTA and CSEA president and vice president no later than twenty-one (21) calendar days in advance of the annual New Hire Orientation.
- 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**

- Personnel Recommendations (new hires and substitutes)
- 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)
- BY MAY 1- Supply a complete seniority roster of all bargaining unit employees to CSEA
- **Certificated**
  - BY APRIL 15– Send professional growth notification forms to Unit Members for Salary Schedule advancement
- **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**

- Teacher Appreciation Week, 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
- Prepare for fiscal year roll
- Reasonable assurance letters sent to substitute teachers
- Retiree Recognition

## **June**

- Memo to Administrators re: calendars for next school year
- Collect data on completed certificated and classified evaluations—provide to Superintendent
- Prepare personnel action form 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 'notice, end employment
- 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