

Human Resources & The Business Office???

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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



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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.
- 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!

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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
- HIPPA- Health Insurance Portability and Accountability Act
- FMLA- The Family Medical Leave Act
- FOIA- The Freedom of Information Act
- FLSA- The Fair Labor Standards Act
- NCLB- No Child Left Behind
- 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

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