

Andrea Wise, MSA, HRS
Executive Director of Human Resources

Jennifer Grigg, MSA, HRS, SHRM-CP
Director of Human Resources



Human Resources for Beginners Section 150e

**MSBO Annual Conference
April 21, 2026**

Welcome from Saginaw ISD

Andrea Wise, MSA, HRS Executive Director of HR



- 22nd year in education
- BA/MSA - CMU (FIRE UP!)
- MSBO Certification, HRS
- HR Generalist, STCS (3 yrs)
- HR Coordinator, SISD (10 yrs)
- Assistant Director HR, SISD (4 yrs)
- Executive Director HR , SISD (5 yrs)
- Member of MSBO, MNA, MASPA, SHRM

Welcome from Saginaw ISD

Jennifer Grigg, MSA, HRS, SHRM-CP Director of HR



- 10th year in education/18th in HR
- BA in Psychology - SVSU
- MSA in HR - CMU
- MSBO Certification, HRS
- SHRM-CP Certification
- HR Generalist, City of Bay City (5 yrs)
- HR & Marketing Manager, Mahar Tool (2 yrs)
- Director of HR, Bay City Public Schools (5 yrs)
- CHRO, Warren Consolidated Schools (2 yrs)
- Director of HR - Saginaw ISD (3 yrs)
- Director of HR - Bay-Arenac ISD (2 days!)
- Member of MSBO, MNA, MASPA, SHRM

Purpose: Connecting People, Budget, and Strategy

- HR: The Budget Boss Behind 70-80% of the budget
- People = Money
- HR Essentials



HR Goal:

Spend time to build better, sustainable systems, so you can manage HR issues proactively to save time and resources.



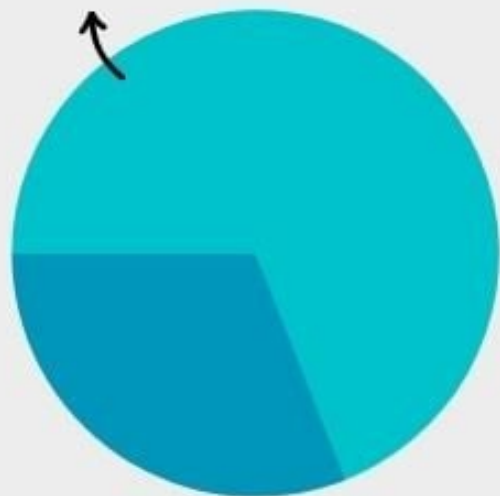
Onboarding and the Entrance Experience

- It's not just about the paperwork!
 - Sets the foundation for a positive work experience
- Importance of Effective Onboarding
 - Integrate new staff into the district culture and setting them up for success
 - Employee Engagement and Retention
 - Improve overall employee performance which improves student outcomes

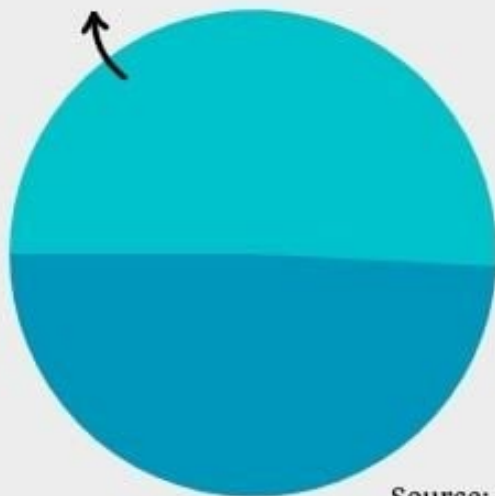


Why is Employee Onboarding Important?

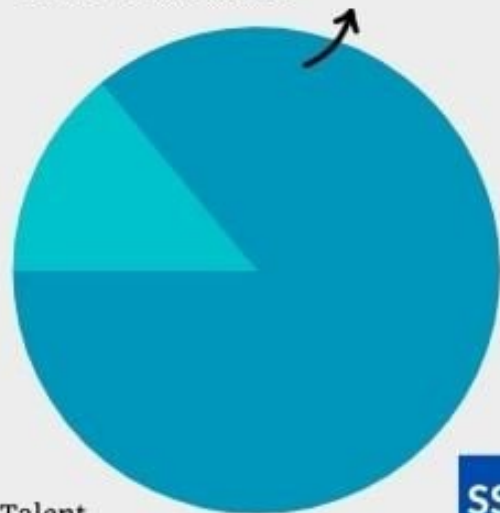
69% Of new hires decide whether they will stay at a new company based on their experience on the first day.



59% Said they will start looking for a new opportunity immediately if the onboarding experience was poor.



86% Of HR leaders said they believe new hires decide to stay at a company based on their first 6 months.



Source: ACA Talent

First Impressions Matter!

- Develop a comprehensive onboarding plan
 - How is paperwork completed?
 - Make sure their work space is welcoming
 - Do you have a new hire orientation?
 - What does that look like?
 - Is it for ALL staff?
 - Technology
 - Have logins and access ready to go on the first day
 - Provide training on technology platforms
 - Overview of district/school policies, procedures, and expectations
- Build connections
 - Assign mentor to provide guidance and support
 - Make sure they know where and who to report to on their first day
 - Introduce them to key staff members and colleagues



Ongoing Support: Building Connection & Engagement

CONNECTION!

- How are you providing those wrap around services?
 - Benefits
 - Retirement
 - Coaching
 - Technology
- Foster a sense of belonging
 - Regular check-ins



Background Checks

Requirements for School Employment:

When an individual is assigned to regularly and continuously work under contract at a school, officials **shall** request a criminal history check from the state policy and the FBI

- [Revised School Code, Section 380.1230](#)

Additional requirements for LARA-regulated areas (Preschool, Daycare, etc.)



Background Checks

Mandatory Exclusion for the following:

- Felonies (after verification of public record)
 - Unless approved by Superintendent AND Board
 - Must be in writing (think: board resolution)
- Listed Offenses
 - What the heck is that? - Check the “[Enumerated Offenses](#)” website from MDE
 - Major criminal offenses (ex: assault, abuse, kidnapping, larceny, possessions/distribution of certain drugs)



Background Checks

Additional Requirements:

- Unprofessional Conduct Check (PA 189/UPC)
 - Schools must solicit previous employers to disclose “unprofessional conduct” from employment records
 - Not necessarily criminal offenses
 - “1 or more acts of misconduct, immorality, moral turpitude, or inappropriate behavior involving a minor, commission of a crime involving a minor”
 - [MCL Section 380.1230\(b\)](#)
- Do you check references?
- What about volunteers?
 - Field Trips
 - Coaches



Bargaining for Efficient Administrative Processes

Key Strategies to Streamline HR & PR Operations

- Know the HR/Payroll Headaches BEFORE Bargaining
- Think about your system when you are bargaining
- Eliminate or Limit “Special Pays”
- Longevity Tracking (in-district or experience steps)
- Align Time Off Types and Reasons Across Groups
- Overtime 8 hrs/day or 40 hrs/week?
- Know the Contract - Follow It - Be Consistent!
 - Consistency in application protects all parties and supports efficiency



Bargaining for Efficient Administrative Processes

Reduce Complexity, Improve Consistency

- **Bus Driver Pay: Hourly vs. Per Run**
 - Hourly - compliance with labor laws, provides clarity around overtime, and works with time-tracking system in place
 - Per Run - incentivizing but can be a challenge with routes vary in length and time
- **Bereavement vs. Funeral Leave**
 - These mean two different things
 - Are they different in each Bargaining Group?
- **Pay Options 21 or 26 for Teachers**
- **Severance Pay Provisions**
 - Set clear maximum payout amount
 - Require minimum service years for eligibility
- **Consistent Application Across Groups**
 - Equitable practices reduce grievances and administrative burdens



Fair Labor Standards Act

- Minimum wage
 - \$13.73/hr - Michigan
 - \$7.25/hr - Federal
 - Spread pay...
- Overtime (actual hours worked over 40 / week)
 - What does your contract say?
 - Rules on blended overtime
 - Ex: Bus Driver (\$21/hr), also works in Food Service (\$14/hr), and Custodial (\$18/hr) to help out
 - Coaches?
 - [DOL Guidance for Overtime](#)



Fair Labor Standards Act

- Non-exempt - *eligible for OT*
 - Hourly
 - Salary basis
- Exempt - *NOT eligible for OT*
 - Salary basis; **and**
 - Salary threshold (\$35,568 or \$684/week); **and**
 - Duties tests
 - Executive
 - Administrative
 - Professional
 - Computer employee
 - Outside sales
 - What about your board secretary??



Compensation: Is this a priority?



- Where do you stack up?
 - Locally
 - Regionally
 - Statewide
- Where are your max and average salaries in comparison?
- Know your budget and what it can support
- To obtain resources for increased employee compensation, revisit budgets and expenditures, making compensation a priority through the budget process

Strategic Compensation Approaches

GOAL Attract, Retain, and Reward Educators Effectively

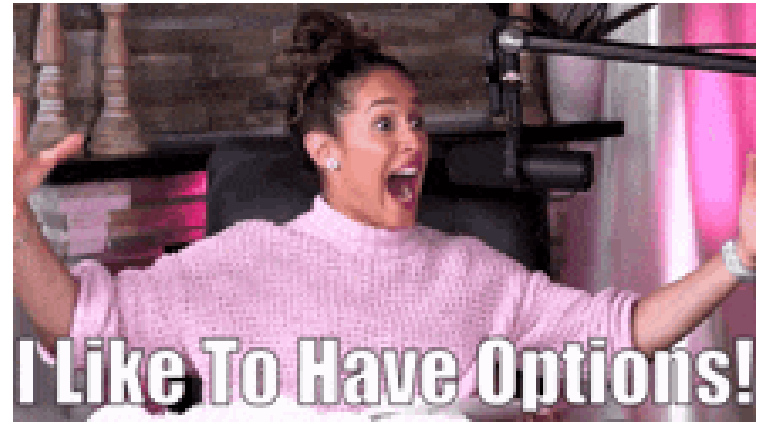
Salary Schedule Adjustments

- Remove lower salary steps to raise entry-level pay
- Compress the number of steps
- Remove longevity steps - placement based on years of experience and not YOS in district
- Explore salary wage bands for more flexibility
- Increase pay for those hard to fill positions
 - i.e. School Psychologist, Special Education Teachers
- Other compensation
 - Tuition Reimbursement
 - Sign-on Bonus
 - Certification bonus - Nationally Board Certified



Employee Benefits

- Health insurance options
 - PPO, HMO, HDHP...
- Optional insurance
 - Dependent life
 - Cancer
 - Short-term Disability
 - Pet insurance?
- Section 125 (cafeteria plan)
- ORS/MPERS
- Voluntary Retirement (457, 403(b), etc)
- Annuities
- Flex Spending Account
- Health Savings Account
- Health Reimbursement Account



Employee Benefits - Strategy

- Consistency across units
- Plan design creativity
 - Multiple plan choices
 - Adjusting Rx tiers
 - Adjusting deductibles
- Self-funding vs fully-insured
- Educating employees
 - Most expensive ≠ Better
 - ER vs Urgent Care
 - Rx Step Therapy & Brand Formularies
 - Out of pocket max vs. premiums
 - Discounts on auto insurance (maybe)



Employee Benefits - Compliance Requirements

- **Public Act 152**
 - Hard Cap & 80/20
 - Revisions coming?? 🤖
- **Public Act 106**
 - Requires plans to be bid every 3 years
- **Transparency Postings**
 - Must be posted on your transparency page
- **Do you have a Section 125 Plan?**
 - Outlines rules employer sets for their plans (plan year, eligibility, etc.)
 - Protects pre-tax benefits



Navigating the Complexity of Employee Time Off

Managing employee time off requires balancing policies, CBA's, legal requirements for paid and unpaid time off.

- Board Policy
- CBA PTO
- CBA UTO
- FMLA
- ~~PMLA-ESTA~~
- LTD
- Work Comp
- Funeral/Bereavement
- Different rules in different CBAs



Managing FMLA (and Paid Time Off)

- 1993
- Are you managing paperwork or managing the process?
- Paid leave concurrent?
- Streamline the process
 - Align all CBA's time off across all employee groups
 - Provide information on district website
 - Medical certification forms, FAQ's, leave request form, etc.
 - Electronic leave request
- Leave beyond FMLA (under ADA or CBA)?

Staff Discipline

- Purpose: modify behavior
- Due Process Required!
 - Public school employment = property interest
 - Proportional
 - Investigation
- Standards of Discipline
 - Just Cause ([7-point test](#))
 - Arbitrary and Capricious
 - At-Will
 - What do your CBAs or Handbooks say?
 - *Weingarten* Rights - right to union representation



Staff Discipline - Compliance

- Board Policy
 - Procedures, handbooks, etc
 - Board action
- State Law
 - Tenure charges or hearing
 - Non-Renewal
- Collective Bargaining Agreement
 - Schedule of Offenses?
 - Mandatory/Automatic dismissal?



CONSISTENCY IS KEY!

Staff Discipline - Best Practices

- Document, document, document!
- Review board policy, handbooks, written directives
- Personnel file - Did it make it to the file?
- Paid administrative leave
 - No contact directive
- Disciplinary action
 - Document - even the verbal warning
 - Have employee sign & date; union rep too
 - PUT IT IN THE FILE, employee may attach a rebuttal
 - Consider alternatives: LCA, Resignation agreements



Understanding the Difference: Permits & Certifications

- Permit
 - District “owns”
 - Short-term
- Certificate
 - Employee “owns”
 - Long-term
 - Contains endorsement



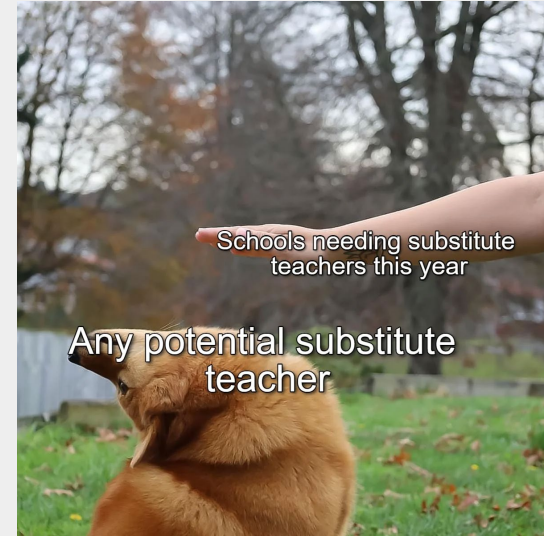
Teacher Certification What's the Big Deal?

- Teacher uncertified or improperly placed?
 - State aid deduct = days x student FTE x state aid
 - Teacher has no tenure protection
 - Teacher *may* have no union protection
 - Check your recognition clause
 - Check you individual employee contract
- How would the state know?
 - REP - FID - MSDS - TSDL



Direct Hire Substitute Teachers

- 60 days in one assignment
 - Granted base salary, leave time, other CBA benefits
 - Note: consecutive not a requirement
- 150 days during a school year
 - 1st opportunity to accept a contract
- Half days count as a day
- Applies to retirees - no matter what!
 - They are still an employee
 - If they are legally required to a contract - you give them a contract



REP - Registry of Education Personnel

- REP - FID - TSDL - MSDS all tied together
- Function Code
 - Must match FID
 - Tied to assignment of the employee
 - Similar to Object Code
- Reported in December and June
- NEW: New hires and employee status changes need to be reported monthly
- Use the REP Manual!
- Check the SCED codes for course types!



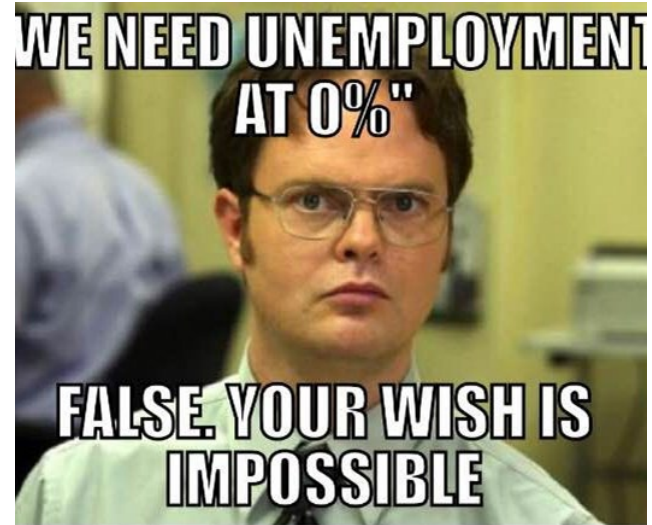
Workers' Compensation

- Get accident/incident reports ASAP!
- Compensable at 80% of the employee's after-tax average weekly wage on 8th calendar day of being off work.
- Off work for 14 calendar days, compensable back to date of injury.
- Direct care for the first 28 days
- Review CBA's for additional pay provisions and utilization of paid time off.
- Reportable to ORS.
- How does this coordinate with your paid time off & FMLA?



Unemployment (UIA)

- Public Schools are considered a Reimbursing Employer
 - Pay only when benefits are paid to the claimant (Dollar for Dollar)
 - Do not pay quarterly taxes to UIA
- Employee Wage Detail Report submitted quarterly (Form UIA 1028)
 - Every covered employee who received wages during the quarter



Unemployment (UIA)

Reasonable Assurance Notices for School Denial Period

- Cannot receive UIA benefits if employee has **reasonable assurance** of a similar job following the period of unemployment.
- Must provide Reasonable Assurance Notice between academic years/terms and school holiday or recess periods
- Also applies to employees of employers that contract with K-12 education institutions



Unemployment (UIA)

When is a public school employee **eligible** for UIA benefits?

- Job was eliminated - *laid off*
- Terminated - Burden of proof on the employer
 - Unable to do the job
 - Cannot learn the job
- Voluntary Leaving - Good cause attributable to the employer
 - I.e. safety hazards or job discrimination



Unemployment (UIA)

When is a public school employee *ineligible* UIA benefits?

- School Denial Period
- Medical Leave of Absence (not available to work)
- Resigns from employer
- Terminated
 - Loses requirement for the job (CDL License, Teaching Certificate, etc.)
 - Misconduct (unexcused absences, insubordination, competing against the employer) - would need to be warned unless gross misconduct prior warnings are not necessary
- Refuses suitable work without good cause

Questions?

Andrea Wise, MSA, HRS

Executive Director of Human Resources
Saginaw Intermediate School District
wisea@sisd.cc
(989) 249-8703

Jennifer Grigg, MSA, HRS, SHRM-CP

Director of Human Resources
Bay-Arenac ISD
griggj@baisd.net
(989) 667-3201

