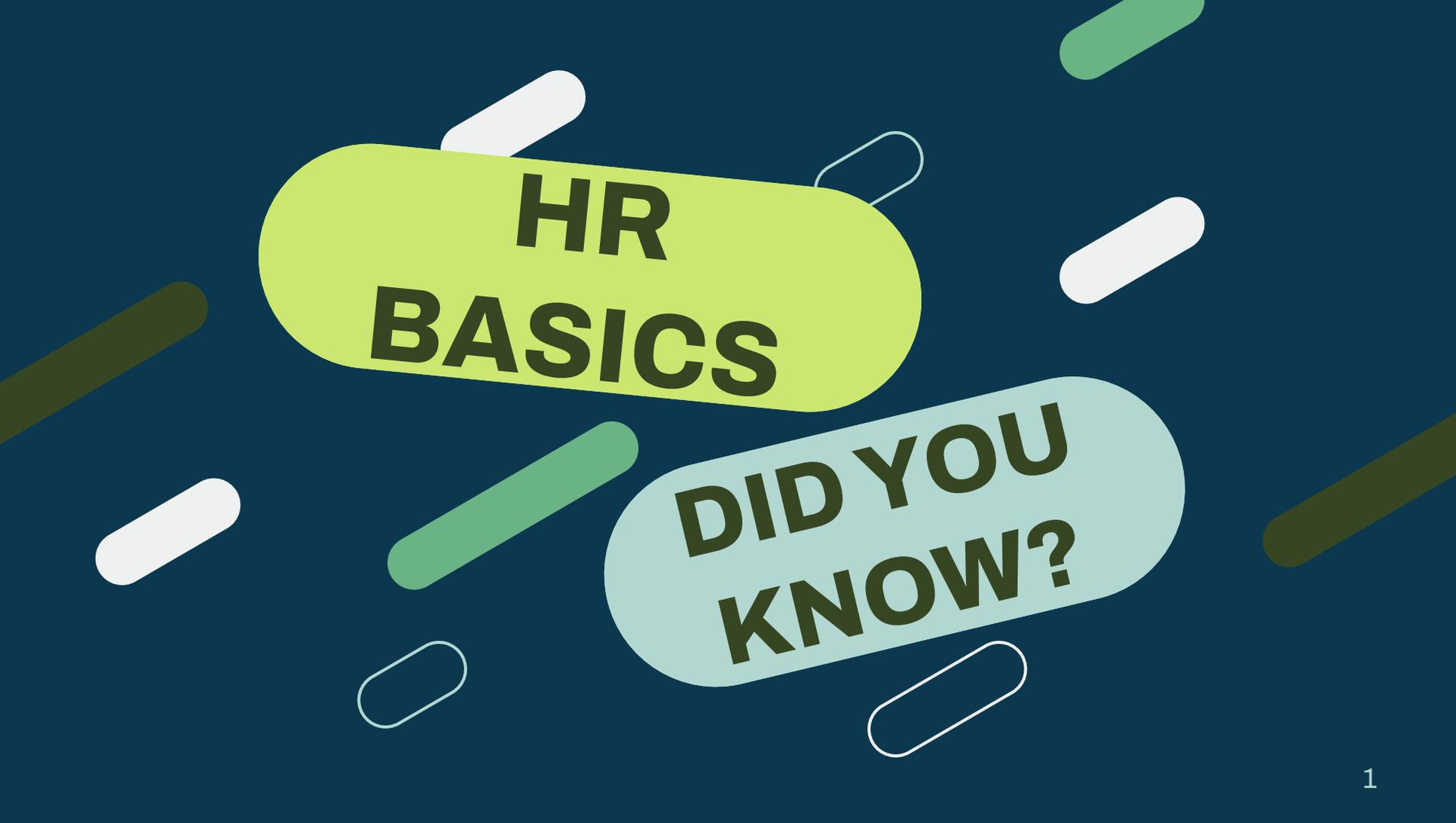
The graphic features a dark blue background with several white paper clips scattered around. There are also several horizontal bars in shades of green and white. The main text is on a yellow pill-shaped background.

HR BASICS

The graphic features a dark blue background with several white paper clips scattered around. There are also several horizontal bars in shades of green and white. The main text is on a light blue pill-shaped background.

DID YOU KNOW?

MEET

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D**

**HR
TEAM**



Britani Olds - HR
Administrator



Kara Duffy - HR
Generalist

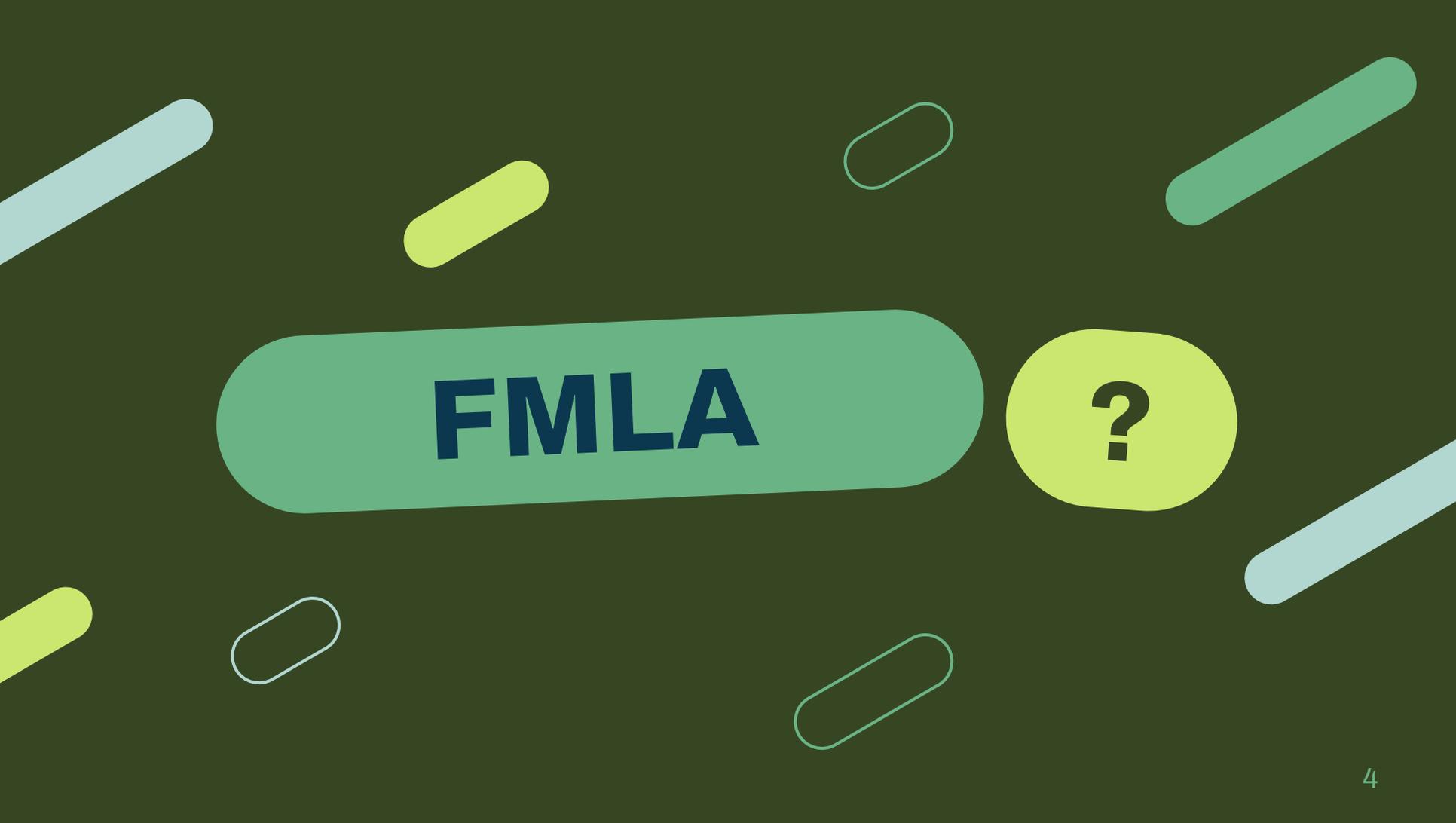


Chelsea Walker - HR
Onboarding Assistant

TOPICS

- FMLA
- ADA
- Personnel Files & Retention
- REP
- ESTA
- FOIA
- Contracts
- Credentials/License/Sub Permits

**Other Topics
You Want to
Discuss?**

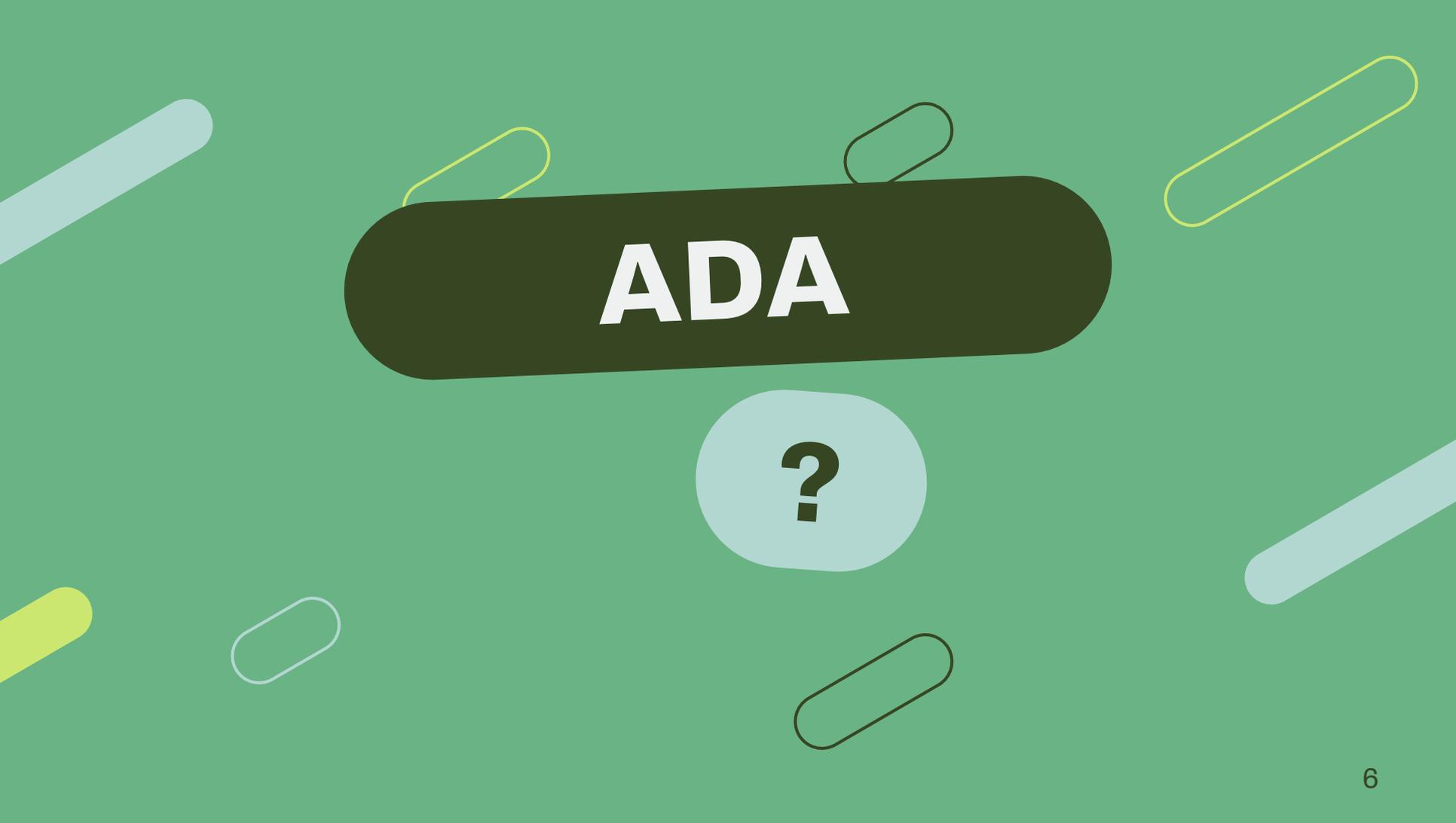


FMLA

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Did You Know?

- Eligible employees can take up to 12 weeks of unpaid, job-protected leave.
- Employees must work 12 months and 1,250 hours to qualify for FMLA.
- Employees must be returned to the same or an equivalent job after FMLA.
- **RESOURCE:** FMLA Compliance Manual - Practical Guide to FMLA Leave Administration for School Districts.

The image features a dark green background with several decorative elements: a light blue rounded rectangle in the top left, a yellow rounded rectangle in the top right, a light blue rounded rectangle in the bottom right, and a yellow rounded rectangle in the bottom left. There are four paper clips: two yellow ones at the top and two black ones at the bottom. A central dark green rounded rectangle contains the text 'ADA' in white. Below it, a light blue circle contains a black question mark.

ADA

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Did You Know?

- The ADA covers physical and mental impairments.
- Employers must provide reasonable accommodations unless it causes undue hardship.
- Accommodation decisions require an interactive conversation.
- **RESOURCE: [Ask JAN](#)**

Personnel Files & Retention



Did You Know?

- Personnel files must be kept for specific time periods after separation.
- Medical and I-9 records must be stored separately from personnel files.
- I-9 Form must be completed within 3 business days of hire.
- I-9s must be kept 3 years after hire or 1 year after termination - whichever is later.

REP

?

Did You Know?

- REP data must be certified by the last business day of June and first business day in December.
- REP data is directly used by the MDE to check if teachers are properly certified for their assignments.
- CEPI will send emails mid way through the REP certification, checking current data.



ESTA

?

Did You Know?

- Employees earn 1 hour of paid sick time for every 30 hours worked, starting February 21, 2025. You can frontload the sick time.
- Mental/physical illness, injury, health condition, medical diagnosis/preventative care, or to care for a family member. It also covers time needed for issues related to domestic violence or sexual assault.
- If an employee is rehired within two months of separation, any previously accrued but unused sick time must be restored. No payout required, unless it's stated within your policies.

The background is a solid teal color. It features several decorative elements: a light blue bar in the top left, a yellow bar in the bottom left, and a light blue bar in the bottom right. There are also several paper clips scattered around: a yellow one in the top left, a black one in the top right, a yellow one in the bottom left, and a black one in the bottom right. In the center, there is a dark green rounded rectangle containing the text 'FOIA' in white, and below it, a light blue circle containing a black question mark.

FOIA

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Did You Know?

- Covers all recorded information, including, but not limited to, writing, printing, photos, or emails.
- Public bodies must respond within 5 business days (can be extended by 10 days).
- Fees may be charged to cover costs for searching, examining and reviewing.

Contracts

?

Do You Know?

- Union Contracts
- Employment Contracts
 - Probationary periods
 - Non-renewal timelines

Credentials/ License/Sub Permits



Did You Know?

- Certification status can directly affect which funding source a position is allowed to use.
- Long-term substitutes often have time limits before certification is required. Exceeding that limit can create compliance issues.

IDEAS/SUGGESTIONS

- Drive consistency. This is important.
- Pick a process every year to understand better and improve it.
- Take time to understand the contracts at your districts.
- Don't settle for "it's always been done that way".
Challenge the status quo.

Fix the process once, or fix the problem forever.



THANKS