Human Resources & the Business Office

Presented by:
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Ingham Intermediate School District

Business Office (Numbers and Figures)

- Budgets
- Journal Entries
- Audits
- Cash Management
- Accounts Payable
- Payroll?
- Benefits?
- Purchasing
- Reporting
HR (People and Issues)

- Employee Classification
- Job Descriptions
- Posting/Recruitment/Interviewing/Hiring Staff
- Criminal history background checks
- Certifications/Licenses/SE Approvals/Permits
- Onboarding New Staff
- Mentoring
- Retaining Staff
- Required Annual Trainings

HR (People and Issues)

- Maintenance of personnel files
- Registry of Educational Personnel (REP)
- Employee discipline/evaluations/dismissal
- Labor Relations, Negotiations and Contract Management
- Leaves of Absence
- Workers compensation
- Accommodations – ADA
- Payroll?
- Benefits?
Why care what is happening in Human Resources?

- People costs are at least 80% of budget

Where does Payroll and Benefits report in your district?
Employee Classification

- Employee or Contractor
- Exempt or non-exempt
- Fair Labor Standards Act Requirements

Hiring Staff

- One of the most critical functions in the District!
- Posting and Recruiting
- Job Application
- Consistent, fair and rigorous process
- Who participates in the hiring process?
- What is considered besides the interview?
- Reference checks
- Where will they be placed on salary schedule? Do you have contractual limitations?
Staff Credentials

• Certifications
• Licenses
• Special Education Approvals
• Substitute Permits
• Administrator Permits
• What is the process for monitoring?
• What happens if certification/license lapse?
• State Aid penalties

Keeping Staff

• Onboarding new staff
• Mentoring new staff
• Training staff
• Retaining staff
• Generational differences
Documentation and Reporting

- Personnel files
- Medical files
- I-9’s
- Criminal History
- Registry of Educational Personnel

Employee monitoring

- Discipline
- Evaluations
- Dismissal
Labor Relations

- Relationship with Unions
- Negotiations
- Contract Administration

Leaves

- Workers Compensation
- Family Medical Leave Act (FMLA)
- American with Disabilities Act (ADA)
- Paid Medical Leave Act (PMLA)
- Other contractual leaves
Payroll

- Authorization/Approval
- Fair Labor Standards Act
- Contracts
- Accuracy
- Consistency
- Retirement Reporting
- Cross-training and Back-up

Payroll

Michigan Minimum Wage

<table>
<thead>
<tr>
<th>Date</th>
<th>Wage</th>
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<tbody>
<tr>
<td>March 29, 2019</td>
<td>$9.45</td>
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<tr>
<td>January 1, 2020*</td>
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<tr>
<td>January 1, 2021*</td>
<td>$9.87</td>
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*An increase in the minimum hourly wage rate does not take effect if the unemployment rate for this state, as determined by the Bureau of Labor Statistics, United States Department of Labor, is 8.5% or greater for the calendar year preceding the calendar year of the scheduled increase. An increase in the minimum hourly wage rate that does not take effect under these conditions, will take effect in the first calendar year following a calendar year for which the unemployment rate for this state, as determined by the Bureau of Labor Statistics, United States Department of Labor, is less than 8.5%.
Benefits

- 80/20 or Hard Cap?
- Options for staff
- Affordable Care Act (ACA)
- Flexible Spending Accounts (FSA)
- Health Savings Account (HSA)
- Other benefits
- COBRA
- Bidding out benefits
Benefits

• How do you communicate the value of employee benefits?

• Annual Compensation Statements
How do HR and the Business Office work together?

COMMUNICATION!!!!
• 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.
• Reporting requirements for FID and REP need to match (or else you get the phone call from MDE).
• Business Office and HR needs to work together on financial facts for negotiations. Need to be on the same page at all times!

How do HR and the Business Office work together?

COMMUNICATION!!!!
• Pay level changes – make sure you have a system in place to notify payroll of changes in lanes/contracts/longevity.
• Payroll adjustments for leaves of absence, sick/disability.
• Maternity Leaves – communicate to staff ahead of time financial impacts regarding eligibility for FMLA, unpaid leave, etc...
• Accident reports – both HR and Business office will need these for workers comp and possible maintenance or liability issues.
Q & A Time!

Introduction To School Business – 9/25/19

Quiz Time!

Which of the following should be covered by the personnel department during a new employee orientation?

A. Instructional methods to be used
B. History of the School District
C. Enrollment Trends
D. Explanation of Insurance Benefits
Quiz Time!

Which item may be asked for in a job application?

A. Gender  
B. Year of birth  
C. Education  
D. Age of dependents

Quiz Time!

When is it allowable to ask if a person needs accommodation to perform the essential functions of a job?

A. In the job advertisement  
B. In the letter of hire  
C. On the application  
D. During the interview
Quiz Time!

A computer technician who does repair and services to computers and reports to the director of technology is a non-exempt employee. What does this mean?

A. The position must be paid based on a hourly rate and paid the overtime rate for over 40 hours in a week.
B. This position may be paid on a salary basis, avoiding the need to pay overtime.
C. Vacation and sick leave are required as part of federal law.
D. If the employee works on Sunday, double the hourly rate.
Contact Information

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