

HUMAN RESOURCES ANNUAL PLANNING CALENDAR

January	February	March	April
<ul style="list-style-type: none"> • Prepare Budget Request for Personnel Services Office and for System-wide Personnel Needs • Finalize Recruitment Calendar and Make Reservations • Prepare Recruitment materials • Mail letters to Applicants Re. continuing interest • Update Substitute Teacher List and distribute to Schools • Complete any salary studies so that figures will be available for budget • Distribute propose tenure lists and contract conditions for principals' confirmation • NCEES Monitor/Turn-in • Begin updating Employee Handbook • 1042S for VIF teachers 	<ul style="list-style-type: none"> • Schedule a formal session with principals regarding teachers who may be in trouble • Purge certified applicant files and inactivate computer files • Shred old applicant files • Attend Job Fair and follow-up appropriately • Prepare Winter Athletic Supplement list for Payroll • Board Retreat-Prepare for and attend • Textbook orders • Begin Teacher of Year(TOY) selection and recognition process; name TOY by end of May; TOY portfolio due to State by end of September each year • Per capita distribution letter to be completed and submitted to NCDPI's School Business Services Division, Student Accounting Consultant 	<ul style="list-style-type: none"> • Redistribute proposed tenure lists and contract conditions for principals' confirmation • Receive & verify evaluation information for all non-tenured teachers • Develop enrollment projection for next year & develop plan for teacher allotments after receiving State Planning Allotments • Begin processing June 1 Retirement applications • Continue license renewal activities • Be sure employment process is in place for the next school year (adequate forms, hiring checklists issued, contract offer format & procedures) • Meet with Flexible Benefits agents • Complete Annual Teacher Turnover Report • NCDPI's "Graduate Data Verification" system is opened for graduate intention submissions, questions may directed to School Business Services Division, School Financial Reporting 	<ul style="list-style-type: none"> • Distribute teacher allotments and other allotments to schools (if not done in March) • Finalize tenure list; publicize it as required by law • Finalize nonrenewal list • Attend Spring PANC Meeting • Heavy Out-of-State Recruiting • Organize Administrative Team Work sessions to Screen Applications • Begin Staffing for Next Year's Vacancies • Continue processing retirement applications • Begin updating license information to authorize license extensions, clear provisions, and send a final alert to employees that employment will be terminated if conditions or not met • Ensure that all form G's are submitted to Licensure for employees where the form G approval is required for Master's degree pay level
May	June	July	August
<ul style="list-style-type: none"> • Assist Payroll with Annual Supplement List • Begin receiving and processing terminations to occur at the end of the school year • Conduct a final check of license renewal activities, especially in regard to renewal of contracts • Finalize tenure list, probationary contract list, nonrenewal list, and administrative contracts list for Board of Education (May 1 Admin Nonrenewal notification; May 15 teacher nonrenewal notification) • Get out renewal letters, probationary contracts, career contracts, and administrative contracts • Begin processing New Hires for next school year • Continue following up with recruits from 	<ul style="list-style-type: none"> • Work up information for Board of Education to recognize retirees since last year • Continue processing retirements and terminations of employees • Continue hiring and inducting for next school year • Work up summer payroll information • Prepare for fall induction week for new employees • Plan Mentor and New Teacher Calendar for entire upcoming school year • Three Days-Leadership Team Retreat-Attend and Prepare for • Final planning for Induction Days • Complete checking &updates for Employee Handbook • June 1: Board Notification to Administrator(s) of non-renewal 	<ul style="list-style-type: none"> • Update to new salary schedules; develop local schedules for employee groups as needed • Continue hiring new employees • Continue planning for Fall Induction Week and Orientation of New employees; conduct induction at the end of the month • New licenses go into effect; complete moving out-of-date renewal credits to history file; organize and recode paper files • Close monitoring with principals of enrollment, watching for unanticipated growth or decline with respect to teacher allotment. Alert maintenance of potential needs for additional classrooms • Update and Print "Employee Handbook" for Induction Days' prepare other induction materials 	<ul style="list-style-type: none"> • Bill agencies that sponsor teaching positions • Purge &update substitute teacher list and distribute to schools • Continue conducting orientation sessions for new employees • Obtain from-and follow up with-new employees for benefits information • Provide lists of all employees and new employees for groups and newspapers • Set up computer records and payroll for new school year-final step of balancing employees hired against 40 or more allotment categories • Conduct annual training and open enrollment programs such as DFWP, BBPs, flexible benefits, health insurance, etc. • Obtain opening days' enrollment and class size information during first 10 days of school; monitor for Issues and make

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<ul style="list-style-type: none"> job fairs • Summer School Staffing and Payroll Information May continued... • Teacher of Year recognition & event • Complete the "Missed days Survey" and submit to NCDPI's School Business Division, Student Accounting Consultant 	<ul style="list-style-type: none"> • June 15: Deadline to notify teachers of employment status for next school year • Update EDDIE with School Information for new school year, questions may be directed to School Business Services Division, Internal Systems Consultant 	<ul style="list-style-type: none"> • FBS Summer Conference • Webpage updates (duties, personnel, salary, hiring incentives, etc) 	<p>adjustments as necessary</p> <ul style="list-style-type: none"> • Obtain information to update Personnel Directory • Update random drug testing list • Determine payroll information for Induction pay for new teachers and mentors and Monthly pay mentors • Update training for HRMS • VIF Arrivals • Begin POY process; State portfolio due end of November • HQ Reports due (HQ Teachers, Paraprofessional, and Professional Development); data reports in HRMS; input data through LicSal website
<p style="text-align: center;">September</p> <ul style="list-style-type: none"> • Work with DPI Licensure to get remaining license in process • Continue to hire and process new employees • Continue to follow-up with new employees to get correct paperwork for the benefits they have • After Board approval, ask Superintendent to sign new contracts. Return a signed copy to employee • Update DFWP Random Screening List with vendors • Begin Teacher Advisory Committee meetings • Key information about New Hires into HRMS if not completed as they were hired • Tuition Reimbursement • Praxis payment or reimbursement • TOY Portfolio due to State 	<p style="text-align: center;">October</p> <ul style="list-style-type: none"> • Begin work on next year's school calendar • Schedule formal sessions with principals regarding employees who may be in trouble • Prepare Fall Athletic Supplement list for payroll • Attend Fall PANC meeting • Work with new teachers to obtain any documents still needed to finalize applying for NC licensure; hold checks as necessary if process not completed at this time • Prepare several annual reports: full-time staff (gender, race, funding resource, and position); local supplement report (funding source and amounts or average) • Complete for compliance with NCEES timelines, completeness of forms, etc; communicate findings • Share Turnover Report Information with Principals • VIF FICA notifications • VIF Tax Treaty Information • October Vacancy Survey due • Expect 90 day notice letters for salary audit exceptions from NCDPI, questions should be directed to NCDPI's Salary Analyst, School Business Services Division 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> • Correspondence to teachers who hold provisional licenses or who lack renewal units; send all teachers an update on status of renewal credits • Assist payroll with annual supplement list • Distribute Personnel Directories, ASAP after completing • Plan to spend time recruiting teachers for January vacancies • POY portfolio due to State • NBPTS results provided; salary changes retroactive to July 1; renewal credits to be applied • Request for individual class-size waivers is due to NCDPI's School Financial Reporting, Student Accounting Consultant 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> • Finalize next year's school calendar, obtain Board approval and distribute copies as appropriate • Clean up offices and reorganize files • Prepare mailings to check with applicants regarding whether they wish to stay active • Anticipate time to plan and attend Holiday parties • Schedule induction activities for January New Hires • Salary audit exceptions must be cleared to avoid penalties, questions may be directed to NCDPI's Salary Analyst, School Business Division Services

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Daily and/or Monthly Duties of HR Assistants

- Compute, complete paperwork, and send to Payroll information for Disability income and Workers' Compensation Payrolls
- Work up requests for leaves of absence and communicate with HR Administrator, Principal, and Payroll
- Verify, compute, record and send to Finance information for Tuition Reimbursement Program and Praxis payments
- Order and stock supplies needed for Department
- Verify budgets against Finance records monthly
- Prepare and distribute Vacancy Announcements; prepare lists of applicants for each vacancy
- Update vacancy information for Internet sites and Channel 21 and departmental use
- Open, sort, respond to daily mail, including e-mail and voice mail
- Transfer information about employees to their new school system
- Fully implement HRMS and enter changes as they occur
- Monitor HRMS for licensure changes daily
- Prepare personnel list and attachments for Board meetings Correspondence
- Filing
- Customer Service: Walk-ins and Telephone
- Mail out applications
- Receive application and file lots of applicant documents; key data into computer
- Answer numerous phone calls and questions
- Generally correct lists for drug testing vendors to use for random drug testing
- Update data base, benefits and payroll as Bus Drivers' employment (route fluctuation) changes and as Child Nutrition Operator's training changes
- Communicate as needed to arrange for, and follow up on, random drug tests Balance Insurance Bills Monthly (Health Insurance, Flexible Benefits', ext)
- Keep a check on audit exceptions and resolve them as they occur
- Check newly issued license for correctness; update files, BT information, and payroll as appropriate
- Verify correctness of renewal units, post them and distribute to licensed employees
- Acknowledge letters of resignation
- Acknowledge and process requests for transfer

Daily and/ or Monthly Duties of HR Director

- Plan and ensure Implantation of monthly activities for new teachers and mentors
- As monthly changes in new teachers and /or mentors occur, notify Payroll as needed to ensure people paid correctly
- Review and approve all "Hire Checklists"
- Review, direct, approve, and support work of Personnel Assistants
- Salary Studies
- Ad-Hoc Reports
- Policy Review
- Attend and prepare materials for Staff Meetings (monthly)
- Attend Execute Staff Meetings (weekly)
- Attend Regional School Personnel Administrators Meetings (Bi-Monthly)
- Attend and prepare materials for Board of Education meetings (monthly)
- Constantly update HR information o web site
- Review system's and HR objectives monthly to check progress and implement new strategies
- Monitor NCEES, Licensure, Recruiting activities
- Monitor LicSal for Form G approvals/updates
- Monitor and respond to Unemployment Claims online

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| <ul style="list-style-type: none">• Acknowledge and process requests for leave• Follow-up on information needed for new hires• In-process and complete the I-9 E-Verify process within 3 days of an employee's first work day• Complete Monthly New Hire Report for Dept of Health and Human Services, Division of Social Services Child Support Enforcement (Some Finance departments may do this)• | |
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