aasbo | Alabama Association of School Business Officials

INTRODUCTION TO PAYROLL AND PERSONNEL MANAGEMENT

ALABAMA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

FEBRUARY 12, 2019

OUTLINE

- Policies and Procedures
- Employment
- Personnel/Payroll
- Resignations

EMPLOYMENT PROCESS

- Personnel Vacancy

Section 16-22-15

Notice of personnel vacancy, board policies; emergency situations

EMPLOYMENT PROCESS

- Personnel Vacancy
  - Board approved position
  - Post each vacant position
    - 14 days - All Supervisory, Managerial and New Positions
    - 7 days when school is in session

EMPLOYMENT PROCESS

- Personnel Vacancy
  - Posting should include:
    - Position Title and Job Description
    - Required Qualifications
    - Salary Schedule
    - Where to submit applications
    - Deadline for applications
    - Local requirements
      - Resumes, writing samples, letters of reference, etc.
    - Other relevant information

APPLICATION PROCESS

- Application Submission
  - Online
  - Paper
- Online
  - Searchsoft Solutions – ASLDE
  - TeachinAlabama
    - Uniform, statewide paperless application
  - Expedites the recruitment, selection, and hiring
  - Applicant must complete all required fields and attach all required documents
- Paper
  - Applicant must submit complete application and all required documents

APPLICATION PROCESS

- TeachinAlabama offers a uniformed, statewide online application process
- ALSDE partnered with Searchsoft Solutions
- TeachinAlabama
  - Single coherent web-based solution
  - Expedites the recruitment, selection, and hiring of qualified teachers in Alabama
  - Attracts applicants both in and out of the state of Alabama
  - Allows for exporting date to NextGen

EMPLOYMENT PROCESS

- Recruiting
  - Recruiting Agencies
  - Newspaper Ads
  - Referrals from Colleagues
  - Professional Associations
  - Networking
  - Campus Recruiting
  - Internet

EMPLOYMENT PROCESS

- Screening and Interview Selection
  - Objective Criteria
  - Review Qualifications
    - Teacher Certification (AIM Management)
    - Highly Qualified
    - Degree/Education
  - Internal applicants and external applicants
  - Review local policy on transfers requests, interviews
  - Same interview questions for all applicants

EMPLOYMENT PROCESS

- Comply with local policy and procedures regarding transfers, interviewing, etc
- Select interview committee if applicable
- Maintain the same interview format for all applicants
- Determine key "answers" for interview questions
- Avoid certain questions

EMPLOYMENT PROCESS

- Selection / Hiring Process
  - Recommendation to superintendent from principal, director, supervisor, etc.
  - Recommendation shall include:
    - Total number of applicants for position
    - List of all applicants screened for interviews
    - Interview rating summaries of top 3 candidates in rank order
    - Recommended candidate for position with required documents
  - HR/Personnel verifies recommended applicant for
    - Certification, HQ, degree, transcripts, background check

EMPLOYMENT PROCESS

- Verifying Qualifications

Section 16-23-1 Certain Public school employees must hold certificate – "No person shall be employed in the public schools of the state as county superintendent of education, city superintendent of schools, assistant superintendent, supervisor, principal, teacher or attendance officer unless such person shall hold a certificate issued by the State Superintendent of Education."

EMPLOYMENT PROCESS

- Verifying Qualifications
- School Nurses
- Instructional Paraprofessional
- Other Classified/Support Personnel

EMPLOYMENT PROCESS

- HR is responsible for filling the position with the most qualified candidate without regard to:
  - Age
  - Color
  - Race
  - National Origin
  - Religion
  - Gender
  - Disabilities or Veteran Status

EMPLOYMENT PROCESS

- Selection Process
  - Recommendation form submitted to superintendent
  - Superintendent recommends employment to the Board – Except Superintendent and CSFO (Recommendation form included in Board packets)
  - Board accepts or denies the recommendation
- Employment letter sent to employee

EMPLOYMENT PROCESS

- Documenting the Employment Process
- Keep a list of all applicants
- Keep a list of all applicants interviewed
- Keep a file of questions
- Rating criterion
- Rating Sheet and Rating Summaries
- Maintain Job Posting/Advertisements
- Job Descriptions
- Applicants offered positions for at least 3 years from the date of interview

ON-BOARDING OF NEW EMPLOYEES

- Familiarize new hire with new roles
- Retain new hires, reduce turnover
- Give factual information regarding pay & benefits
- Acclimate new hire to the social structure of the school district
  - History
  - Organizational Goals and Values
  - People, Culture and Community
  - Performance Expectancy

ON-BOARDING OF NEW EMPLOYEES

- Orientation of new employees includes:
  - Review of Job Description
  - Review of Board Policies and Procedures
  - Review of Benefits
  - Collection of necessary personnel documents
  - Training on Employee Time Management System and Kelly Services
  - Training on NextGen Employee Self Serve
  - Training on Alabama Ethics Law

PERSONNEL/PAYROLL PROCEDURES

- Documents and Information for On-Boarding
  - Valid Alabama Professional Certificate
  - Official Transcript
  - Verification of Experience
  - Fingerprint and Background Check Report
  - Copy of License or Certification required for Classified/Support Personnel
  - I-9 and E-Verify
  - Sick Leave Bank Enrollment
  - Direct Deposit Form
  - Tax Forms

PERSONNEL/PAYROLL PROCEDURES

- Documents and Information for On-Boarding
  - Tax Forms
  - Retirement Enrollment
  - New Hire Reporting
  - Employee Benefits
  - Employee Leave
  - Insurance
  - Salary and supplements
  - FLSA – Overtime Agreement
  - On-the-Job Injury

PERSONNEL/PAYROLL PROCEDURES

- Documents and Information for On-Boarding
  - Emergency Contact Information
  - Receipt of Policy, Procedures , Handbook Acknowledgement
  - Election of Disclosure Forms

PERSONNEL/PAYROLL PROCEDURES

- Substitutes
  - Valid Substitute License
  - Approved List
  - Fingerprint/Background Check
  - E-Verify Requirements
  - Alabama New Hire
  - Orientation

PERSONNEL/PAYROLL PROCEDURES

- Volunteers
  - High Quality Background Screening for Volunteers
  - Maintain a list of approved/screened Volunteers

ALABAMA IMMIGRATION LAW & E-VERIFY

- **Alabama Immigration Law Guidance for School Boards**
- The Beason-Hammon Alabama Taxpayer and Citizen Protection Act includes several sections that affect the financial operations of Alabama school boards. There has been much confusion in determining the procedures necessary to implement the provisions of this law. Although guidance was placed on the Alabama Department of Education's web site in late December, subsequent information from other state agencies is now available to provide this revised guidance for making a good faith effort to comply with this new law. **[The law is now codified in state laws as Title 31, Chapter 13 of the Code of Alabama 1975.]**
- Effective April 1, 2012, every business entity or employer in Alabama is required to enroll in E-Verify and follow the related federal law and regulations for verifying the employment eligibility of newly hired employees using the E-Verify program. [See Section 31-13-15(b)].
- Two other sections of the law require business entities and employers with one or more employees working in Alabama to utilize the E-Verify program for newly hired employees as a condition of a contract, grant, or incentive awarded by a public entity on or after January 1, 2012. [See Section 31-13-9(a) & (b) and Section 31-13-25(b)].
- After enrolling in the federal E-Verify program, the school board is required to verify the immigration status of a newly hired employee (including a substitute employee) as part of the employment process by utilizing the E-Verify program. School boards are prohibited by federal laws from using E-Verify to pre-screen potential employees. However, school boards may inform applicants and potential employees that the school board now uses the federal E-Verify program for newly hired employees by providing the following notification:
- Alabama school boards are required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match.

ALABAMA NEW HIRE ACT OF 1997

- Act 97-228
- All employees are required to report each newly hired or recalled employee to the Alabama Department of Labor within seven (7) days of hire or re-employment.
- Electronic reporters may transmit twice monthly (not less than 12 days and no more than 16 days apart).
- $25 penalty assessed for violation.

RESIGNATIONS

- Just as employees begin their employment process they also end employment
- Should have a policies and procedures for ending employment
- Policies and procedures will assist in maintaining safety, security, accountability and accurate payroll

RESIGNATIONS

- Employee exit procedures includes:
  - Forms
  - Checklist
  - Meeting with Personnel/Payroll
    - Deductions
    - Final Check
    - Insurance
    - Sick Leave Bank
    - Other payroll issues

QUESTIONS???

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