Personnel Management

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Cullman City Schools
March 3, 2014

Presentation Outline

I. Employment Process
II. Personnel Office Process/Procedures
III. Employee Evaluations
IV. Payroll Issues

Employment Process

- Vacancy/Posting
- Interview Selection
  - a. Qualifications
  - b. Highly Qualified
- Interviews
- Selection
- Recommendation and Board Approval

Employment Process: Vacancy

Section 16-22-15 Notice of personnel vacancy; board policies; emergency situations

- Post for each vacant position
- Job description and title
- Required qualifications
- Salary schedule and amount
- Information on where to submit applications
- Information on deadlines for applying
- Any other relevant information
- Posting for 14 days; 7 days if schools are in session; 14 days for all supervisory

Employment Process: Vacancy

- Position is posted online for specified period of time
- The postings contain all of the required posting requirements
- Specific local requirements (writing sample, portfolio, resume, letters of reference, etc)

Application

- The process begins with the application
- This can be online or paper, depending on the school system
- If online, then the individual must complete all the required fields and attach any required documents
- If paper application is used, then the individual must submit all required information in order to be considered "complete".
  - Most systems will not consider an incomplete application for the selection process
- Applications are generally held for a certain amount of time before they are purged. The length depends on the individual system.

Online Application-History

- Searchsoft solutions selected as ALSDE partner
- TeachinAlabama offers a uniformed, statewide paperless application
- A single coherent web-based solution optimized to expedite the recruitment, selection, and hiring of Highly Qualified Teachers in Alabama
- Attract home grown students seeking to teach the next generation and out of state teachers
- Export data to McAleer

Employment Process: Interview Selection

- Review qualifications

  a. Section 16-24-1 "Teacher" defined – "all persons regularly certified by the teacher certificating authority of the State of Alabama who may be employed as instructors, principals or supervisors in the public elementary and high schools of the State of Alabama and persons employed as instructors, principals or supervisors…."

  b. 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: Interview Selection

- Review qualifications (continued)

  c. Highly Qualified The *No Child Left Behind Act of 2001* (NCLB), Section 1119(a) requires that, beginning with the first day of the 2002-2003 school year, all core academic subject teachers hired to teach in programs that receive Title I, Part A funds be highly qualified at the time they are hired. Effective with the end of the 2005-2006 school year, all core academic subject teachers in public schools, without regard to whether a school receives Title I funds, are required to be highly qualified.

  d. Local and other Requirements GPA, writing sample, 48 hours for instructional aides

Employment Process: Interviews

- Consult local policy regarding transfer requests, interviews, format, etc
- Internal applicants and external applicants
- Select interview committee
- Ask the same questions of all applicants
- Identify "look fors" for each question
- Questions to avoid

Employment Process: Selection/Approval

- Consult local board policy
- Recommendation made to the Superintendent from principal, director, etc.
- Recommendation is reviewed for requirements
- Cullman City Schools uses a checklist in the personnel department (GPA, background, HQ, certification, degree)
- Superintendent recommends to the Board of Education for approval (except CSFO & Supt.)
- Board of Education accepts or denies the recommendation
- Onboarding new employees: Review job description, review policies, review benefits, collect necessary paper work

Recommendations

- Cullman City Schools uses recommendation forms during the approval portion of the employment process
- All individuals recommended must be documented on one of these forms.
- This form is submitted to the superintendent and becomes part of the Board packet, which is sent to Board members prior to the meeting.
- We developed this form out of necessity.
  - We were receiving only a portion of the needed employment information.
  - Some information was Board requested (names of other applicants)

Recommendation Form – Certified Personnel

CERTIFIED PERSONNEL RECOMMENDATION TO SUPERINTENDENT

Full name:
SS#:
Current address:
Home phone:

Job description title:
Location/school:
Funding source:
Contract days:
Start date:
Vacancy posting date:
Vacancy posting number:

Is this a new position: YES NO
If this is not a new position, name of person they are replacing:
If this is a transfer, name of person they are replacing:

Has this individual been previously employed in ANY capacity with CCS: YES NO
If yes, what capacity:
Is this individual a substitute for CCS: YES NO

Supplement: YES NO
Supplement position:
Supplement amount:
Highest degree:
Completed years of experience (only full-time public school system teaching experience allowed):
Experience verified (employee is responsible for providing documentation on experience): YES NO
Fingerprinted: YES NO
Previous school system (if applicable):

Administrator interview date:
Number of references contacted:
Names of other applicants interviewed:

****
I certify that this is an approved position and I have verified that the applicant's file is complete and contains the following:

Completed application	YES	NO
Resume	YES	NO
Copy of transcripts	YES	NO
Copy of teaching certificate	YES	NO

Signature:
Date:
Position:
Location:

Form Updated: 8/24/07

Recommendation Form – Support Personnel

NON-CERTIFIED PERSONNEL RECOMMENDATION TO SUPERINTENDENT

Full name:
SS#:
Current address:
Home phone:

Job description title:
Location/school:
Funding source:
Contract days:
Contract hours:
Clock-in time:
Clock-out time:
Assigned lunchtime:
Lunchtime paid or duty free:

Start date:
Vacancy posting date:
Vacancy posting number:

Is this a new position: YES NO
If this is not a new position, name of person they are replacing:
If this is a transfer, name of person they are replacing:

Has this individual been previously employed in ANY capacity with CCS: YES NO
If yes, what capacity:
Is this individual a substitute for CCS: YES NO

Highest degree:
Completed years of experience:
Experience verified (employee is responsible for providing documentation on experience): YES NO
Fingerprinted: YES NO
Previous school system (if applicable):

Administrator interview date:
Number of references contacted:
Names of other applicants interviewed:

****
I certify that this is an approved position and I have verified that the applicant's file is complete and contains the following:

Completed application	YES	NO
If applicable for non-certified position:		
Resume	YES	NO
Copy of transcripts	YES	NO
Copy of teaching certificate	YES	NO

Signature:
Date:
Position:
Location:

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.

Fingerprinting/Background

- **Section 16-22A-6**
- **Request from schools for criminal history background information check.**
- (a) The State Department of Education, or other public authorized employer responsible for hiring employees who will have unsupervised access to children in an educational setting, shall request through the State Department of Education, that the Department of Public Safety secure from both the Alabama Bureau of Investigation and Federal Bureau of Investigation a criminal history background information check on each applicant for certification, certified applicant for public employment, noncertified applicant for public employment, and public current employee under review.
- (b) Any nonpublic school in which an individual may have unsupervised access to children in an educational setting, shall through its duly authorized representative under guidelines established by the nonpublic school employer, request that the Department of Public Safety secure a state criminal history background information check from the Alabama Bureau of Investigation and a nationwide criminal history background information check from the Federal Bureau of Investigation, on each applicant for nonpublic employment, nonpublic current employee, and nonpublic current employee under review.
- (c) A request to the Department of Public Safety for a criminal history background information check on an applicant for certification, applicant for employment, nonpublic current employee, and current employee under review shall be accompanied by the following:
- (1) Two complete functional sets of fingerprints, properly executed by a criminal justice agency or an individual properly trained in fingerprinting techniques.
- (2) In the case of public education employment, written consent from the applicant for certification, certified applicant for public employment, noncertified applicant for public employment, or public current employee under review for the release of criminal history background information to the State Superintendent of Education and a specifically designated representative of the State Department of Education authorized to make the request.
- (3) In the case of nonpublic school employment, written consent from the applicant for employment, nonpublic current employee, or current employee under review for the release of criminal history background information to the State Superintendent of Education.
- (4) A nonrefundable fee to be paid by the applicant or educational entity requesting the criminal history background information check which shall conform to the guidelines promulgated pursuant to 42 U.S.C. 5119, the National Child Protection Act of 1993, and state law. An applicant for employment shall not be required to pay the fee until the authorized employer is prepared to employ the applicant and request the criminal history background information check. An applicant for certification shall be required to submit two complete acceptable sets of fingerprints and the fee for the criminal history background information check at the time his or her application for certification is submitted to the State Department of Education. If two sets of acceptable fingerprints and the appropriate fee are submitted to the State Department of Education and a criminal history background information check is not performed, the fee shall be refunded to the applicant or educational entity that paid the fee for the criminal history background information check.
- ***(Act 99-361, p. 566, §6; Act 2002-457, p. 1171, §1.)***

Employment Memorandum

CULLMAN CITY SCHOOLS
EMPLOYMENT MEMORANDUM

To: CCS Non-Exempt Support Employees
From: Jan Harris, Ed.D.
Superintendent

Date:
Re: Work schedule / Overtime

Your direct supervisor is:
Your job title is:
The Cullman City Board of Education has employed you on the following work schedule:
Number of Contract Days:_____
Assigned Work Hours – Clock-In:_____Clock-Out:_____
Assigned Lunchtime:_____ Paid Time Non Paid (Duty Free) Time

As a support employee of Cullman City Schools, you are required to clock-in and clock-out each workday. If your lunchtime is duty free/non-paid, you are required to clock-out during your lunchtime and clock-in when returning to your job. You are also required to clock-out if you leave your job duties during any part of your workday (doctor appt., dentist appt., etc.), and clock back in when you return to your job.

Unless it is an emergency situation, all overtime **MUST** be pre-approved by an employee's supervisor. If you work overtime because of an emergency situation and cannot contact your supervisor, you must contact your supervisor immediately on the following day.

Please work your assigned work hours. Employees do not have the authority to change their work hours, which includes coming early, staying late or working at home. Supervisors must pre-approve any change of hours and only the Board can approve additional work hours or days on a long-term basis. In addition, employees need to take lunch at their assigned time. If an employee's assigned schedule mandates that they work during their lunch, as in supervising students, the employee will be paid for their lunchtime. However, this should be pre-approved by your supervisor or if an emergency situation, approved shortly thereafter.

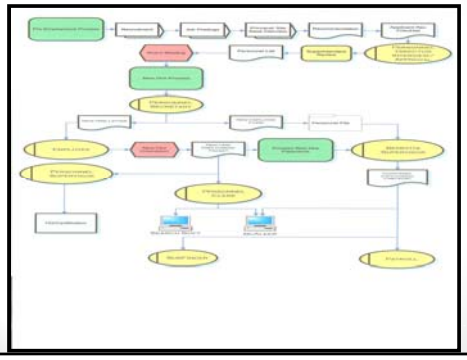
If an employee plans on being compensated for his/her overtime by taking time off, this must be pre-approved by the employee's supervisor. You will be compensated for all overtime as per Board Policy GALA - Fair Labor Standards Act: Overtime Pay; however, if you do not follow the procedures stated above, this will be grounds for disciplinary action, including the possibility of termination.

Your signature verifies that you have received a copy of, read, understand, and agree to follow the procedures listed in this Employment Memorandum.

_____ _____
Employee Signature Date

Attachments (2): Time Clock Exception Form
Job Description

Process: Applicant to Employee



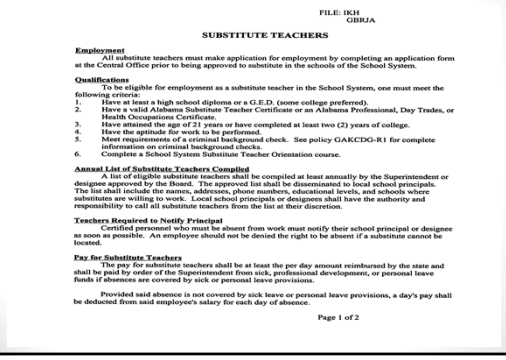
Payroll/HR Issues

- Personnel and payroll must work closely together to ensure that all employment changes are correctly reflected in the employees' paychecks.
- Depending on the size of your system, these functions may either occur within the same department or separately.
- The local school also must work closely with payroll on a monthly basis as part of the payroll function.
- The most common areas that create errors in payroll are:
  - Substitutes
  - Employee Leave
  - Employee Time
  - Additional Pay

Substitutes

- Must be on approved list
- E-Verify Requirements
- Fingerprint/Background check
- Valid License
- Orientation

Substitute Teachers



FILE: IKH
GBRJA

SUBSTITUTE TEACHERS

Employment
All substitute teachers must make application for employment by completing an application form at the Central Office prior to being approved to substitute in the schools of the School System.

Qualifications
To be eligible for employment as a substitute teacher in the School System, one must meet the following criteria:
1. Have at least a high school diploma or a G.E.D. (some college preferred).
2. Have a valid Alabama Substitute Teacher Certificate or an Alabama Professional, Day Trades, or Health Occupations Certificate.
3. Have attained the age of 21 years or have completed at least two (2) years of college.
4. Have the aptitude for work to be performed.
5. Meet requirements of a criminal background check. See policy GAKCDG-R1 for complete information on criminal background checks.
6. Complete a School System Substitute Teacher Orientation course.

Annual List of Substitute Teachers Compiled
A list of eligible substitute teachers shall be compiled at least annually by the Superintendent or designee approved by the Board. The approved list shall be disseminated to local school principals. The list shall include the names, addresses, phone numbers, educational levels, and schools where substitutes are willing to work. Local school principals or designees shall have the authority and responsibility to call all substitute teachers from the list at their discretion.

Teachers Required to Notify Principal
Certified personnel who must be absent from work must notify their school principal or designee as soon as possible. An employee should not be denied the right to be absent if a substitute cannot be located.

Pay for Substitute Teachers
The pay for substitute teachers shall be at least the per day amount reimbursed by the state and shall be paid by order of the Superintendent from sick, professional development, or personal leave funds if absences are covered by sick or personal leave provisions.

Provided said absence is not covered by sick leave or personal leave provisions, a day's pay shall be deducted from said employee's salary for each day of absence.

Page 1 of 2

Leave Forms

- All employee leave should be documented with approval from supervisor.
- Leave forms should not be altered by anyone other than the one submitting the form. If corrections need to be made, then the originator should make them.
- If leave forms are not completed, then employee leave balances will be incorrect.

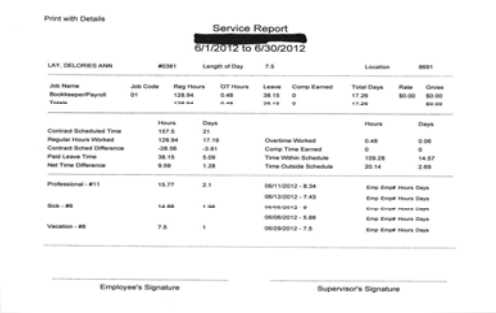
Leave Request Forms

REQUEST FOR LEAVE AND/OR OUT-OF-COUNTY TRAVEL
CULLMAN CITY SCHOOL SYSTEM

Time Mananegment System

- I strongly recommend an electronic time management system for your non-exempt employees.
  - Provides accurate data
  - Reduces time spent manually calculating time cards
  - Some systems can interface with McAleer
  - Provides better internal controls
- Need to establish policies and procedures to manage the system.
- Need to educate staff
- How will you deal with “corrections”?

Time Clock – Service report



Print with Details

Service Report

[redacted]

6/1/2012 to 6/30/2012

LAY, DELORES ANN #0361 Length of Day 7.5 Location 8691

Job Name	Job Code	Reg Hours	OT Hours	Leave	Comp Earned	Total Days	Rate	Gross
Bookkeeper/Payroll	01	128.94	0.48	38.15	0	17.26	$0.00	$0.00
Totals		128.94	0.48	38.15	0	17.26		$0.00

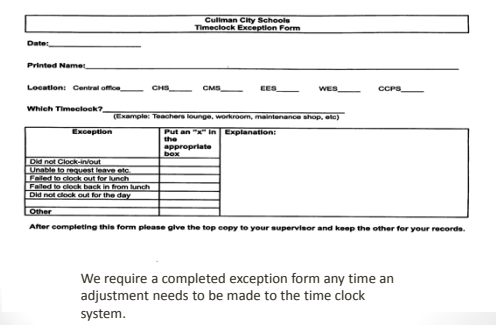
	Hours	Days		Hours	Days
Contract Scheduled Time	157.5	21			
Regular Hours Worked	128.94	17.19	Overtime Worked	0.48	0.06
Contract Sched Difference	-28.56	-3.81	Comp Time Earned	0	0
Paid Leave Time	38.15	5.09	Time Within Schedule	109.28	14.57
Net Time Difference	9.59	1.28	Time Outside Schedule	20.14	2.69

Professional - #11	15.77	2.1	06/11/2012 - 8.34	Emp Emp# Hours Days
			06/12/2012 - 7.43	Emp Emp# Hours Days
Sick - #9	14.66	1.96	06/04/2012 - 0	Emp Emp# Hours Days
			06/06/2012 - 5.88	Emp Emp# Hours Days
Vacation - #8	7.5	1	06/29/2012 - 7.5	Emp Emp# Hours Days

Employee's Signature

Supervisor's Signature

Time Clock Exceptions



Cullman City Schools
Timeclock Exception Form

Date:_____

Printed Name:_____

Location: Central office____ CHS____ CMS____ EES____ WES____ CCPS____

Which Timeclock?_____
(Example: Teachers lounge, workroom, maintenance shop, etc)

Exception	Put an "x" in the appropriate box	Explanation:
Did not Clock-in/out		
Unable to request leave etc.		
Failed to clock out for lunch		
Failed to clock back in from lunch		
Did not clock out for the day		
Other		

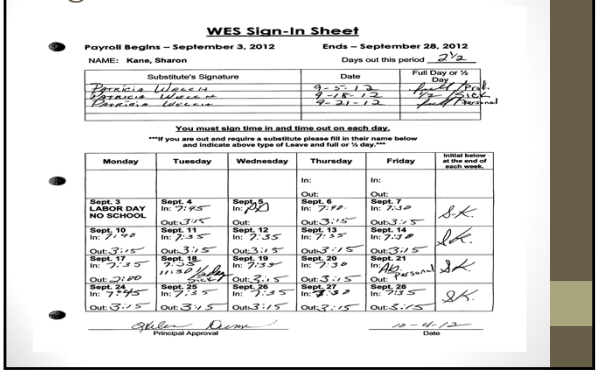
After completing this form please give the top copy to your supervisor and keep the other for your records.

We require a completed exception form any time an adjustment needs to be made to the time clock system.

Sign-in Sheets

- The use of sign-in sheets at all locations can greatly reduce the number of payroll errors related to employee leave and payment of substitutes
- We use different sheets for certified and support personnel
- The substitute signs-in on the employee's sheet

Sign-in - Teacher



WES Sign-In Sheet

Payroll Begins – September 3, 2012 Ends – September 28, 2012

NAME: Kane, Sharon Days out this period 2½

Substitute's Signature	Date	Full Day or ½ Day
Patricia Wilcox	9-5-12	½ AM
Patricia Wilcox	9-18-12	½ PM
Patricia Wilcox	9-21-12	Personal

You must sign time in and time out on each day.

If you are out and require a substitute please fill in their name below and indicate above type of Leave and full or ½ day.

Monday	Tuesday	Wednesday	Thursday	Friday	Initial below at the end of each week.
			In: Out:	In: Out:	
Sept. 3 LABOR DAY NO SCHOOL	Sept. 4 In: 7:45 Out: 3:15	Sept. 5 In: PD Out:	Sept. 6 In: 7:00 Out: 3:15	Sept. 7 In: 7:30 Out: 3:15	S.K.
Sept. 10 In: 7:00 Out: 3:15	Sept. 11 In: 7:35 Out: 3:15	Sept. 12 In: 7:35 Out: 3:15	Sept. 13 In: 7:35 Out: 3:15	Sept. 14 In: 7:30 Out: 3:15	S.K.
Sept. 17 In: 7:35 Out: 2:00	Sept. 18 In: 11:30 Out: 2:00	Sept. 19 In: 7:33 Out: 3:15	Sept. 20 In: 7:30 Out: 3:15	Sept. 21 In: PD Personal Out:	S.K.
Sept. 24 In: 7:45 Out: 3:15	Sept. 25 In: 7:35 Out: 3:15	Sept. 26 In: 7:35 Out: 3:15	Sept. 27 In: 7:30 Out: 3:15	Sept. 28 In: 7:35 Out: 3:15	S.K.

Principal Approval Date 10-4-12

Sign-in - Support

WES Sign-In Sheet

SUPPORT PERSONNEL

Payroll Begins – August 14, 2012Ends – August 31, 2012

NAME: Caroline Burress (Instructional Aide) his period _____

Substitute's Signature	Date	Full Day or ½ Day

Annual Forms – Compensatory Time

TO: All Support Staff

FROM: Dr. Jan Harris
Superintendent

RE: Compensatory Time

DATE: April 15, 2005

Overtime **MUST** be pre-approved by an employee's supervisor in writing using the attached form. This will prevent any misunderstandings regarding overtime and the compensation for overtime.

Please work your assigned work hours. Employees do not have the authority to change their work hours. Supervisors must approve any change of hours and only the Board can approve additional work hours or days on a long-term basis. In addition, employees need to take lunch at their designated time. To be consistent, please remember that employees will not be compensated for working through lunch without prior approval from their supervisor.

If an employee plans on being compensated for his/her time by taking off, this must be pre-approved in writing by the employee's supervisor. In rare instances, when payment for overtime is necessary, payment is to be authorized in writing by the employee's supervisor.

I appreciate every support employee's hard work and commitment to Cullman City Schools. You have a crucial role in educating our students.

c: Principals
All Supervisors

I HAVE RECEIVED A COPY OF THE SUPERINTENDENT'S MEMO DATED APRIL 15, 2005, REGARDING COMPENSATORY TIME:

SIGNATURE **DATE**

Employee Evaluations

- Evaluations provide a routine method of communicating expectations, feedback, praise, criticism, progress, and recognition
- Track and document performance concerns
- Chance to correct deficiencies
- Evaluation incorporates observable performance, records, performance statistics, reports, time cards, sign-in sheets, budget reports, input from supervisors, etc.

Employee Evaluations: Certified

- Professional Education Personnel Evaluation Program (PEPE)
- EDUCATEAlabama (2009)
    a. Based on Alabama Quality Teaching Standards (AQTS) of Alabama
    b. Formative system not a summative system
    c. Four levels of practice: Emerging, Applying, Integrating, and Innovating
    d. Focus on continuous learning/improvement
    e. Data instruments: classroom observations, dialogues, evaluator first hand data/information, professional learning plan

Employee Evaluations: Classified

- Local board instrument
- Evaluation of Support
    a. Annual measurement of performance
    b. Discussed with all personnel at the beginning of each year.
    c. Appropriate supervisor may evaluate (ie CNP manager)
    d. Must be complete, signed, and reviewed
    e. Placed in personnel file

Employee Evaluations: Cullman City Schools Classified Instrument

Rating Codes for the Evaluation

1 - Unsatisfactory
2 - Needs Improvement
3 - Satisfactory
4 - Area of Strength
5 - Excellent
NA - Not Applicable

Definitions of the Rating Codes

Unsatisfactory - Does not adequately perform the requirements of the job
Needs Improvement - Has met only a minimum of the required responsibilities and needs to demonstrate improvement
Satisfactory - Has adequately fulfilled the responsibilities of the job
Area of Strength- Exceeds expectations of work performance
Excellent - Work performance is superior

A rating of 1 requires an explanation in the "Comments" section at the end of the evaluation form.

Employee Evaluations: Cullman City Schools Classified Instrument

- Professional Responsibilities: attendance, punctuality, cooperation, flexibility, dependability, use of work time, job knowledge, quality of work, care of facilities and equipment, safety, health and sanitation standards, personal grooming, conduct, attitude, accepts constructive criticism, relationships with students, technology
- Position Specific Areas: custodian, CNP, CNP manager, clerk, receptionist, secretary, bus driver, instructional aide, etc
- Strengths and Areas of Improvement: Open-ended responses with section for Evaluator's Comments
- Overall Evaluation:
  a. Unsatisfactory, Needs Improvement, Satisfactory, Above Average, Excellent
  b. Employee signature, evaluator signature, supervisor designee signature
  c. Employee's signature acknowledges review and receipt
  d. Employee's Comments section

Evaluation Instrument

CULLMAN CITY SCHOOLS
SUPPORT PERSONNEL SELF-EVALUATION FORM

NAME _____POSITION_____SCHOOL_____DATE_____

This self-assessment should be completed by the support person for his/her own use but can be shared with the evaluator. This information can be used in three ways: 1) to identify areas for improvement; 2) to compare personal views of performance with results from the evaluation done by evaluator; 3) to assist you and the evaluator in developing a professional development plan.

1=UNSATISFACTORY 2= NEEDS IMPROVEMENT 3=ADEQUATE 4=AREA OF STRENGTH 5=DEMONSTRATES EXCELLENCE NA=NOT APPLICABLE

I. ATTITUDE

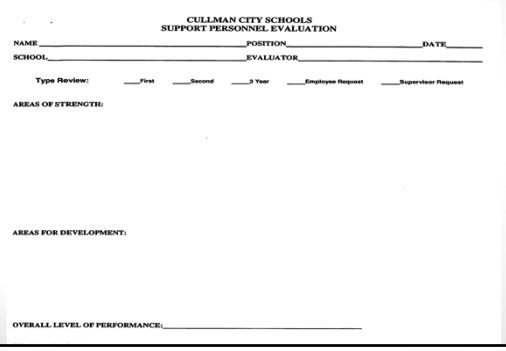
A. PROFESSIONAL RELATIONS Considerate of others, others' work, works well with others	1	2	3	4	5	
B. INITIATIVE Pride in work, resourcefulness, amount of guidance required, willing to accept responsibility	1	2	3	4	5	
C. ATTITUDE Interest in work, willingness to meet job requirements, loyalty, ethical (accepts a moral duty to)	1	2	3	4	5	
D. ACCEPTANCE OF CONSTRUCTIVE CRITICISM Ability to accept changes, suggestions, directions, orders	1	2	3	4	5	
E. PUBLIC RELATIONS Courteous in answering phone, greeting visitors, students, co-workers	1	2	3	4	5	

COMMENTS:_____

II. WORK ETHICS

A. ADHERENCE TO POLICY PROCEDURE Knowledgeable of and follows directions, instructions, rules, guidelines	1	2	3	4	5	
B. ATTENDANCE/PUNCTUALITY Conforms to work schedule, work hours, limits absences, willing to go above and beyond the normal	1	2	3	4	5	
C. KNOWLEDGE OF POSITION Knows skills required for job, willing to learn new skills, knows "what", "when", "why" of job	1	2	3	4	5	
D. QUALITY OF WORK Work is accurate, neat, complete, thorough	1	2	3	4	5	
E. QUANTITY OF WORK Completes a satisfactory amount of work in a timely fashion	1	2	3	4	5	
F. WORK HABITS Plans ahead, organized, industrious, keeps calendar, schedule, assists others	1	2	3	4	5	
G. ADAPTABILITY Ability to learn, performs under changes and emergencies, grasps details; understands the difference between important and trivial, uses sound judgment	1	2	3	4	5	
H. RESPONSIBILITY/DEPENDABILITY Works hard with or without supervision, takes proper care of equipment	1	2	3	4	5	
I. USES TIME WELL Planning work, helping others, working with/without supervision	1	2	3	4	5	

Evaluation Instrument



CULLMAN CITY SCHOOLS
SUPPORT PERSONNEL EVALUATION

NAME _____ POSITION _____ DATE _____

SCHOOL _____ EVALUATOR _____

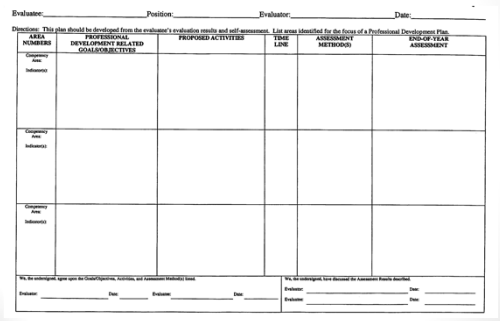
Type Review: ___First ___Second ___3 Year ___Employee Request ___Supervisor Request

AREAS OF STRENGTH:

AREAS FOR DEVELOPMENT:

OVERALL LEVEL OF PERFORMANCE: _____

Evaluations – Continued



Evaluatee: _____ Position: _____ Evaluator: _____ Date: _____

Directions: This plan should be developed from the evaluatee's evaluation results and self-assessment. List areas identified for the focus of a Professional Development Plan.

AREA NUMBERS	PROFESSIONAL DEVELOPMENT RELATED GOAL/OBJECTIVES	PROPOSED ACTIVITIES	TIME LINE	ASSESSMENT METHOD(S)	END-OF-YEAR ASSESSMENT
Competency Area: Indicator(s)					
Competency Area: Indicator(s)					
Competency Area: Indicator(s)					

We, the undersigned, agree upon the Goals/Objectives, Activities, and Assessment Method(s) listed.

Evaluatee: _____ Date: _____ Evaluator: _____ Date: _____

We, the undersigned, have discussed the Assessment Results described.

Evaluatee: _____ Date: _____

Evaluator: _____ Date: _____

Resignation

- Since there is a beginning to the employment process, there is also an ending.
- Need to develop policies & procedures to ensure there is a smooth transition.
  - Forms
  - Checklists
  - Exit Interviews
  - Meeting with payroll (deductions, final check, insurance)
- By following predetermined guidelines, you help maintain safety, security, accountability and accurate payroll
- We have a resignation form the must be submitted by supervisor. We also have a checklist that must be completed by supervisor.

Resignation Form

RESIGNATION FORM
CULLMAN CITY BOARD OF EDUCATION
Cullman, Alabama

****

This form shall be completed and submitted to the employee's immediate supervisor or principal and Superintendent.

Employee Name: _____ **Date:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Home Phone: _____

School/Worksite: _____ **Resigned Position:** _____

Do you receive a supplement? Yes_____ No_____

If yes, are you resigning from your supplement position(s)? Yes_____ No_____

If yes, list supplement(s): _____

_____

Resignation Date: _____

Last Actual Day Worked: _____

If your last actual day worked is different from your resignation date, please explain:

_____

_____

Employee Comments (optional): _____

_____

_____

_____

Employee Signature: _____ **Date:** _____

Supervisor/Principal Signature: _____ **Date:** _____

Employee Exit Checklist

CULLMAN CITY SCHOOLS
EMPLOYEE EXIT CHECKLIST

Date: _____

Employee Name: _____

Address: _____
(Official documents, including final paycheck, will be mailed to this address)

Home Phone: _____ **Cell Phone:** _____

Coordinator Initial for the CCS Items Listed Below:	RETURNED YES	RETURNED NO	RETURNED N/A
ID BADGE			
SYSTEM-WIDE KEY'S			
CELL PHONE & CHARGERS			
TWO WAY RADIO			
LAPTOP & ACCESSORIES			
IPAD & ACCESSORIES			
NOTARY SEAL AND STAMPS			

CCS Email Address: _____ **Password:** _____

CCS Office Phone Password: _____ **Long Distance Code:** _____

CCS Cell Phone Password: _____

List <u>All Accounts and Passwords</u> Related to Cullman City Schools:

Account: _____ **Password:** _____

Account: _____ **Password:** _____

Account: _____ **Password:** _____
(If you have more accounts and passwords please list on additional sheet)

Final Paycheck Issued: _____
(Date)

I CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

SUPERINTENDENT SIGNATURE: _____ **DATE:** _____
(Or Designee)

Exit Checklist – Continued

CULLMAN CITY SCHOOLS
EMPLOYEE EXIT CHECKLIST

STATUS OF ASSIGNMENTS:

PENDING PROJECTS:

Questions?

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