

## Human Resources Workshop Agenda

### Overview – September 16 1:00 pm – 3:10 pm - (1 point)

- Duties
- Calendar

### Recruiting – October 21 1:00 pm – 3:10 pm - (1 point)

- Who? How Many?
- Applications
- Background checks
- Fingerprints
- Reference checks
- Interviews
- Employment Fair

### Contracts – November 18 1:00 pm – 2:05 pm - (1 point)

- Certifications
- Accreditation
- Negotiations

### Benefits – December 16 1:00 pm – 2:05 pm - (1 point)

- Insurance
- TRS
- Worker's comp
- Unemployment claims

### Schedules – January 20 1:00 pm – 2:05 pm - (1 point)

- Personal Days
- Vacation
- Sick Days
- Professional Development (Certified and Administration)

**Inquiries – February 17 1:00 pm – 2:05 pm - (1 point)**

- Investigation
- Discipline

**Off Contract and Exit Interviews – March 10 1:00 pm – 2:05 pm - (1 point)**

- Teachers End of the Year check out interview
- Administrator Exit Interview
- Retirement