

## Human Resources Workshop Agenda

### Overview – September 22 1:00 pm – 3:10 pm

- Duties
- Calendar

### Recruiting – October 19 1:00 pm – 3:10 pm

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

### Contracts – November 16 1:00 pm – 2:05 pm

- Certifications
- Accreditation
- Negotiations

### Benefits – December 15 1:00 pm – 2:05 pm

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

### Schedules – January 19 1:00 pm – 2:05 pm

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

### Inquiries – February 16 1:00 pm – 2:05 pm

- Investigation
- Discipline

### Off Contract and Exit Interviews – March 7 1:00 pm – 2:05 pm

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