

Human Resources Workshop Agenda

Overview – September 21, 2023, 1:00 pm – 3:10 pm

- Duties
- Calendar

Recruiting – October 26, 2023, 1:00 pm – 3:10 pm

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

Contracts – November 9, 2023, 1:00 pm – 2:05 pm

- Certifications
- Accreditation
- Negotiations

Benefits – December 14, 2023, 1:00 pm – 2:05 pm

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

Schedules – January 25, 2024, 1:00 pm – 2:05 pm

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

Inquiries – February 15, 2024, 1:00 pm – 2:05 pm

- Investigation
- Discipline

Off Contract and Exit Interviews – March 14, 2024, 1:00 pm – 2:05 pm

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