

## **DATES AND TIMES ARE SUBJECT TO CHANGE**

### **Human Resources Workshop Agenda**

#### **Overview – September 26, 2024, 1:00 p.m. – 3:10 p.m.**

- Duties
- Calendar

#### **Recruiting – October 22, 2024, 1:00 p.m. – 3:10 p.m.**

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

#### **Contracts – November 13, 2024, 1:00 p.m. – 2:05 p.m.**

- Certifications
- Accreditation
- Negotiations

#### **Benefits – December 12, 2024, 1:00 p.m. – 2:05 p.m.**

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

#### **Schedules – January 15, 2025, 1:00 p.m. – 2:05 p.m.**

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

#### **Inquiries – February 11, 2025, 1:00 p.m. – 2:05 p.m.**

- Investigation
- Discipline

## Off Contract and Exit Interviews – March 13, 2025, 1:00 p.m. – 2:05 p.m.

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

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