



Personnel Services

- Union MOU Development
- Negotiation Agreements
- HELIOS digital work-flow training and implementation processing
- Verification of Employment paperwork
- Frontline – Time and Attendance automation processing

Employee Leaves

1. At-Risk Leaves
 - 65 years of age and older
 - Medically Fragile
1. Sick Leaves – for Individuals affected by COVID-19

Contact Tracing

1. Designated person to communicate with Department of Public Health
2. Notifications to affected or potentially affected staff
3. Employee guidelines and information

Substitutes – Classified & Certificated

1. Staff on Medical Leave
2. Staff on At-Risk Leave
3. Staff with Child Care needs
4. Staff who are ill

Hiring & Benefit Enrollment

1. Posting of job positions
2. Interview, selection & on-boarding process
3. Update Classified Study changes
4. Annual cycle for Health Benefit Enrollment & Update