ANNUAL ACTIVITIES	The Human Resources, Finance, and Technology Department will work together annually to develop a weekly, monthly, and yearly calendar that reflects each departments specific timelines and deadlines.
HUMAN RESOURCE VISITS	The Director of Human Resources will visit campuses two times per year to verify campus rosters with principals. The Assistant Director of Human Resources (Operations) will visit the Support Services Department two times a year (beginning and end) in order to verify staff rosters. The Human Resources Department will facilitate a Central Office staffing review on an annual basis.
POSITION REVIEW	The Human Resources Department will provide positions and the Finance Department will provide budget codes to campus principals (via, the on-line employee management tool) and work with them to facilitate their understanding. The Certification Specialist will review the NCLB positions and names for a monthly check and balance. Position Management (PM) will process and run the Change in Personnel (CIP) report monthly and provide to Finance for review. Finance will review the report and process any changes the following month.
SUBMIT PERSONNEL ACTION FORM TO THE HR DEPARTMENT	In order to get a new employee paid in a timely manner, all new hire paperwork is due to the Human Resources Department by the 10th of every month in order for new employees to receive a paycheck during their first month of employment. If the 10th falls on a Saturday or Sunday / holiday, then paperwork will be due on the preceding workday. Paperwork received by the Human Resources Department after the 10th of the month will result in the employee receiving their first paycheck the following month. After Human Resources processes the paperwork, the CIP Report will go to Finance and Payroll.
BEGINNING OF YEAR/EXISTING EMPLOYEE PAPERWORK	Pending approval from the Board, the appropriate Assistant Superintendent or Executive Directors, all beginning of the year new employee or existing employee paperwork will be the responsibility of the campus principal. Campus principals will submit completed paperwork to the Human Resources Department.

PROCESS

The following represents the steps and appropriate staff members associated with personnel changes that occur after the first day of a new year. Examples include, new employee, existing employee, change in position, or separation paperwork:

1. All new positions will be approved by the Cabinet prior to being submitted for the Board's approval.
2. No new positions will be approved for hire without the approval of the Executive Director of Human Resources and CFO.
3. The Principal or hiring administrator will complete the required Personnel Action Form that includes the appropriate budget code.
4. All personnel requests require communication with the appropriate Cabinet member.
5. Anytime a change is considered for a personnel unit a Personnel Action Form must be submitted.
6. If a position is funded through special education, title, and bilingual, the principal or hiring administrator will communicate with the appropriate program Directors for budget coding.
7. The Federal Program Accountant (Title One, Bilingual, ESL, grant, etc.) will review and give approval.
8. Human Resources / Finance / PM / Payroll Departments will follow the appropriate internal workflow.

NEW HIRES OR PERSONNEL CHANGES AFTER THE FIRST DAY OF SCHOOL

If after a new school year has begun and changes are necessary to personnel units because of enrollment changes or intensity checks, it will be the responsibility of the Assistant Superintendent, Executive Directors, and Directors to communicate these changes to the campus principal. The campus principal will submit the Personnel Action Form.

PROCESS

The following represents the steps and appropriate staff members associated with beginning of the year new employee, existing employee, change in position, or separation paperwork:

1. All new positions will be approved by the Cabinet prior to being submitted for the Board's pending approval.
2. No new positions will be approved for hire without the approval of the Executive Director of Human Resources and CFO.

3. The Principal or hiring administrator will complete the required Personnel Action Form that includes the appropriate budget code.
4. All personnel requests require communication with the appropriate Cabinet member.
5. Anytime a change is considered for a personnel unit a Personnel Action Form must be submitted.
6. If a position is funded through special education, title, and bilingual, the principal or hiring administrator will communicate with the appropriate program Directors for budget coding.
7. The Federal Program Accountant (Title One, Bilingual, ESL, grant, etc.) will review and give approval.
8. Human Resources / Finance / PM / Payroll Departments will follow the appropriate internal workflow.

SPECIAL PROGRAMS

All Special Program Directors will communicate with the Federal Program Accountant for specific codes.

Any federal program information will need to go to the accountant responsible for that accounting function and then the accountant will return paperwork to appropriate individuals.

COMMUNICATION PLAN

The following represents the communication steps associated with the annual training on the hiring process.

1. Communicate with campus administrators yearly about the HR processes.
    a. If an employee starts on or before the 10th of the month they will get paid on the current month's payroll. Employee paperwork should be submitted or turned in early so the processing system can be effective and accurate.
    b. Paperwork received by the Human Resources Department after the 10th of the month will result in the employee receiving their first paycheck the following month.
    c. Information regarding pay and dates will be communicated on the Human Resources Department's Web page.