Birmingham
PUBLIC SCHOOLS

HUMAN RESOURCES PROCESS MANUAL

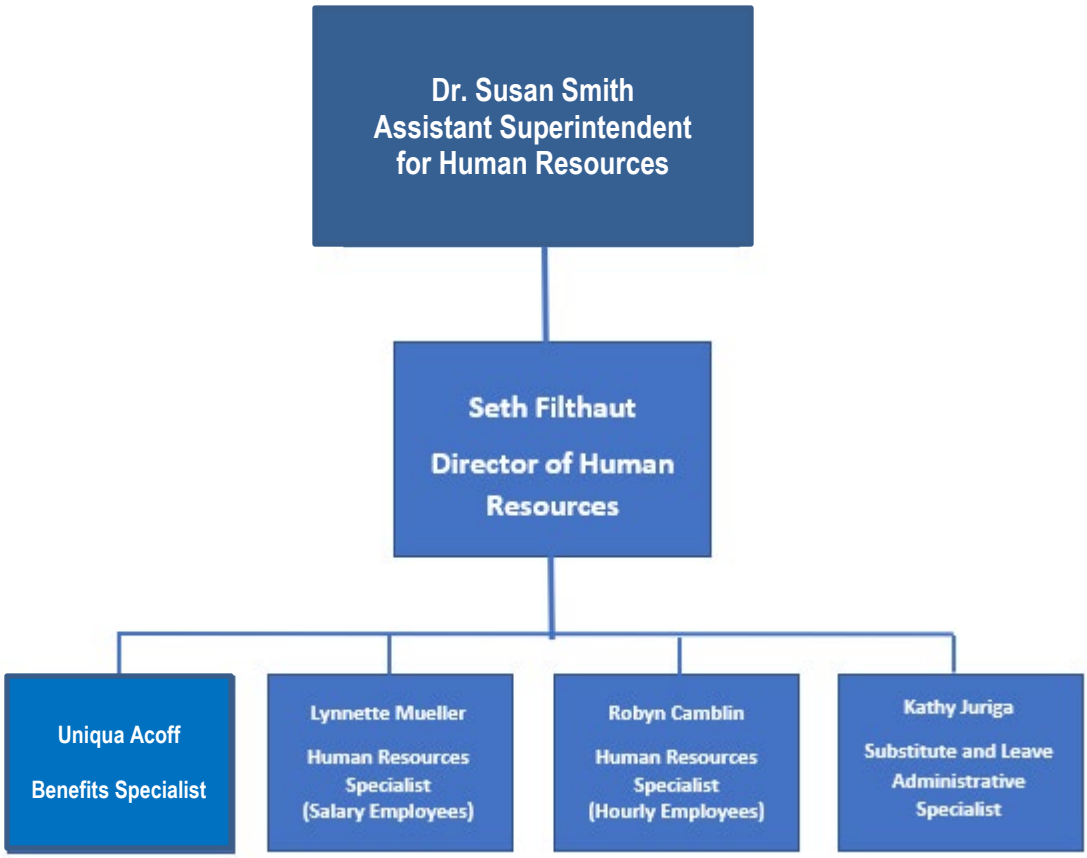
HUMAN RESOURCES

This manual is intended to provide you with a brief overview of the District's standard practices and procedures as it relates to the office of Human Resources. Updates to processes will occur periodically and a revised manual will be uploaded to the Human Resources website when that occurs.

The Human Resources Team is here to support you, so please reach out to us with any questions.

All documents can be found on the Human Resources page on the BPS District Website.

August 2024


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- Safe Schools
- Fingerprinting/Background Check Compliance
- Verification of Employment (VOE)
- Notary Public

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- Employee Leave of Absence Administration/FMLA
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- FSA (Flexible Spending Account
- Open Enrollment
- COBRA
- FMLA (Leaves of Absences)
- Short and Long-Term Disability
- Life Insurance

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PLEASE NOTE: All forms can be located on the BPS Website on the Human Resources Page

SECTION I – Adding New Positions/FTE

Adding New Positions/Additional FTE

When a building or department determines the need to create/add a new position, or add additional FTE to an existing position, the following process will be followed:

1. The administrator requesting the new position or additional FTE will complete the New Position/Additional FTE Posting Request Form, and submit it to the Asst. Superintendent for Human Resources. A justification for the new position or additional FTE will be provided in the Rationale section of the form. Additional documents can be attached to the form to explain the rationale.

2. If it is an entirely new position, a rough draft job description/job posting should also be submitted with the request.

3. The Assistant Superintendent for Human Resources will share the form/supporting documents with the Superintendent, for initial review and approval.

4. If initially approved by the Superintendent, the form/supporting documents will be brought before the Central Leadership Team at a meeting for discussion and final approval.

5. A copy of the final approved form will be provided to the Assistant Superintendent for Business Services to be added to the budget/budget amendment.

6. Once approved, the new position can be posted and/or the additional FTE awarded.

SECTION 2 – Internal Movement of Staff

Internal Movement of Staff

When a staff member is transferred to another building/department, has a change in assignment or has an additional assignment added/removed, the following process will be followed:

1. When a staff member is transferred to another building/department, the sending building/department administrator will complete PAF Change Form via the InformedK12 process. Transfers between buildings/departments may occur as part of the annual staffing process, or as a result of an internal posting/interview process. All changed in assignment will be discussed and tentatively approved by Human Resources.

2. Human Resources will complete necessary information (PCN, salary change, etc.) on the PAF, approve the form and submit it to the Payroll Department via the InformedK12 process.

3. If a building/department is adding or removing an assignment (Ex. Noon Aide adding an assignment as a Kid's Club Assistant), the building administrator will complete the PAF Change Form via the InformedK12 process. The form will be completed and approved by Finance and Human Resources. Changes will be entered in Business+. The HR Specialist will check to ensure that an additions to FTE or new assignments added to a part-time FTE have been approved through the Additional Position/FTE process and that any new FTE does not place the employee in excess of 40 hours per week of regular hours.

SECTION 3 – Hiring Process

Hiring Process

When a position is open, the following hiring process will be used:

Posting

1. The hiring administrators for all current, approved and budgeted positions will contact Human Resources to post the position. If a newly created position needs to be filled, or one that has an increased FTE than the current incumbent, please see the Add New Positions/Additional FTE section which needs to be completed prior to beginning the hiring process.

2. HR will receive the request and create a draft of a posting for review by the hiring administrator. The hiring administrator will provide any updates or revisions to the posting to make sure it accurately reflects the qualifications and requirements of the position. A posting deadline and hiring timeline will be mutually agreed to between the hiring administrator and Human Resources.

3. When a final draft of the posting is approved, the HR Specialist will post the position on the Oakland HR Consortium (OHRC) posting site and any other job posting sites recommended or requested (Ex. MASA, Indeed, etc.), as well as posting sites to ensure the best and most diverse candidate pool.

Interviewing

4. The hiring administrator will have access to all candidates who are applying for the open position through their OHRC access, and will first conduct a paper screen of applicants identify candidates for interviews based on the posted qualifications and requirements. In addition, all hiring administrators will identify diverse candidates in any applicant pool, who will be included in interviews, if they meet posted qualifications and requirements. Hiring administrators will work with HR for assistance in identifying diverse candidates in the Frontline system.

5. Prior to interviews, hiring administrators will work with Human Resources to finalize interview questions to be asked in any round of interviews. Administrators will submit final interview questions at least 48 hours in advance of the interview to the Assistant Superintendent for Human Resources or Human Resources Director for approval.

6. The interviewing and selection process will be decentralized for non-administrator positions, and coordinated by the hiring administrator with support from Human Resources. All interview processes will first include a screener interview stage, where a larger group of candidates will be interviewed in a short interview format. The interview team will include the hiring administrator and other stakeholders determined the hiring administrator. The interview teams should represent a diverse cross-section of the building or department.

SECTION 3 – Hiring Process cont.

7. The screener interview committee will determine candidates who most closely meet the posted and desired qualifications and requirements, as well as consideration of other factors, in order to move that candidate group forward to a second-round interview committee. The second-round interview committee will conduct a longer format interview with the goal of identifying 1-2 final candidates. This step may also include a performance task or sample lesson. Final candidates will be interviewed by the hiring administrator, and may include other administrators or stakeholders as necessary.

References

8. After completion of final candidates, if a top candidate is identified, reference checks will be completed the hiring administrator. At least three (3) references must be completed for professional positions and at least two (2) for support or non-professional positions. References must include a current or most recent supervisor of the candidate, and work colleagues. Personal references can be contacted, but cannot be the only references checked. If there any concerns with references, the hiring administrator should contact Human Resources to discuss options or other candidates. If references are positive, then the hiring administrator should complete the appropriate Hourly or Salary Recommendation for Hire document via the InformedK12 process and send it to the Asst. Superintendent for Human Resources (for salaried positions) or the HR Director (for hourly positions).

HR Processing

9. The Human Resources administrator will ensure that the resume, cover letter and application are included with the Recommendation for Hire form. A review will be made of the candidate's credentials, experience, degrees and current salary levels in order to determine a salary offer. Credentials will be verified by the HR Specialist. An equity review should be conducted by the HR Administrator of current employees in the same job category, to maintain salary equity among similarly situated employees (overall years of experience, education) whenever possible.

10. The HR Administrator will contact the final candidate by phone, offer the position, and provide an explanation of salary, benefits, time off and other pertinent information (orientation, onboarding process, etc.). If an initial salary offer isn't accepted, and a request is made by a candidate outside the equity ranges determined for an offer, it should be discussed with the hiring administrator, Asst. Superintendent for HR or Superintendent for approval.

11. The HR Administrator will follow up on verbally accepted offers with an email, providing relevant details, and copy the HR Specialist to follow up with scheduling an onboarding meeting (see Onboarding Process) below. The offer confirmation emailed should also copy the hiring administrator(s) and any other relevant BPS staff (Ex. Mentor Coordinator for teacher hires). The HR Administer will then complete the InformedK12 online process.

Note: All information regarding salary and official start date must be conveyed by Human Resources to candidates.

SECTION 4 - Onboarding

Onboarding Process

After a candidate verbally accepted a job offer, the process below will be followed in to onboard new hires:

1. The HR Specialist will contact the new hire to schedule a time to visit HR to complete the new hire paperwork and processing. The new hire will be sent an email to confirm the time along with the following info:
    a. Documents that need to be brought in (Driver's License, Social Security Card, Voided Check, copy of certificate/license.
    b. Link to new hire documents on the HR website that can be downloaded and completed prior to the HR new hire processing meeting (New Hire Documents and I-9)
    c. Fingerprint background check information

2. The HR Specialist will meet with the new hire to make sure all documents are completed correctly, and checked off on the new hire checklist. Copies will be made of Driver's License and Social Security card to meet the I-9 requirements and to be provided to Payroll.

3. The HR Specialist will also provide a basic overview of information including AESOP/Frontline, school calendars, employee group calendars, Employee Online information, payroll information (timesheets and how to view check stubs), retirement enrollment and benefits enrollment information.

4. The new hire will have their badge picture taken after completion of all new hire processing, and provided information about when they will be contacted to confirm a start date. New Hires are not permitted to start work until all new hire paperwork is received in HR ***and*** a clear background check is received by Human Resources through CHRISS.

5. The HR Specialist will create a personnel file and complete the processing of all new hire paperwork:
    a. Add the employee to Business+, and generate an Employee ID number, Scan IDs, Direct deposit form, voided check, Federal W4, Michigan W4 and copy of Driver's License and Social Security card and upload to their employee master screen in Business+.
    b. Scan the Acceptable Use Policy Form and be sent to the HelpDesk so the new employee is provided network access
    c. Unprofessional Conduct forms are sent to the prior employer(s) with information on returning the form after completion
    d. When new Finger Prints are needed: File the Livescan, MI Waiver form and Criminal Release form with their fingerprint results in the Fingerprint files.
    e. When fingerprints can be transferred (the new hire is a current public school employee): the Criminal Conviction History Check & Release Form will be provided to their current school district, and a request to transfer prints will be made through the CHRISS

SECTION 4 – Onboarding cont.

f. system. Run an I-Chat. File the Release, I-Chat results and the MI Waiver along with their print results in the fingerprint files.
g. The employees copied documents will be used to complete the Federal I-9 form and will be filed with the copies of those documents in the I-9 files.

6. The new hire will be entered into the Business+ Master Screen and all required demographic information will be completed. The Personnel Action Form (PAF) will be updated to include the Employee number, PCN, Start Date, FTE, salary Schedule, level and step and either the hourly rate/differential or the annual salary, along with any other required compensation information (Ex. degree pay, mileage stipend, etc.). The new hire PAF will be sent via the InformedK12 process to the Finance Manager to receive the correct account number to enter the correct Business Plus pay screens.

7. The HR Specialist will enter the new hire into required portals as follows:
   a. AESOP/Frontline: time off banks will be entered (pro-rated based on start date) and an AESOP invite will be generated and sent to the new hire.
   b. MESSA/Other Benefits Portals: the new hire will have information entered into MESSA for their particular employee group, and into any other benefits portals (Ex. BCBS), including the eligibility date of the benefit coverage. Information will be provided via-email to the new employee, including the links and information to access the MESSA portal to complete new hire benefit enrollment.
   c. Safeschools: the new hire will be entered into Safeschools and provided information to access the Safeschools site to complete annual training.
   d. ALICE: the new hire will be entered into the ALICE (NTI e-learning) portal, to generate a link to be sent to the new hire to complete online ALICE training.\
   e. For TEACHERS: The new teacher will be added to the evaluation list for the school(s) they are assigned to, with the correct probationary code.

8. For new teachers hired prior to the school year, information about New Teacher Orientation dates and schedule will be provided. In addition, the new teacher's contact information will be provided to the Mentor Coordinator, regardless of hire date, to include the new teacher in the ongoing new teacher professional development cohort.

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SECTION 5 - Fingerprinting

Birmingham Public Schools Fingerprint Guidelines

Accepting Prints:

BPS New Hires/Direct Employees:

- BPS **will** accept print results from a K-12 institution for new hire applicants. (Applicants will also have an ICHAT conducted by BPS).
- New hires who have never been digitally fingerprinted for a Michigan school must be fingerprinted through LiveScan following the directions provided with the new hire packet per MCL 380.1230(a) and submit the LiveScan Fingerprint form with new hire paperwork prior to being given clearance to work.
- BPS **will not** accept a copy of print results directly from new hire applicants.

BPS Third-Party Contracted Service New Hires:

- BPS will accept prints for new hire contracted service workers within the guidelines listed below:
    - Employee has been continuously employed without a break in service per MCL 380.1230(a).
    - Print results have been forwarded from a K-12 institution with MCL 380.1230(a), SE as the print reason.
    - Employee has completed the **BPS Criminal Conviction History Check** and Release Form (CCHC) from the third-party contractor to release print results and has been received by BPS.

Sharing Prints:

BPS Employees:

- BPS will share print results with K-12 institutions, pending there has been no break in service per MCL 380.1230(a).

Contracted Service Employees:

- BPS will complete Affidavit for Assignment/Electronic Approval based on print results held at BPS for the contracted service worker within the guidelines listed below:
    - Employee has notified the third-party contractor of their intent to share prints.
    - Employee has completed the BPS CCHC Release Form.
    - Employee's consent form from a third-party contractor to release print results has been received by BPS.
    - Once the CCHC Release form has been received, BPS will release the print results.

For additional questions regarding BPS Fingerprinting please contact the Office of Human Resources at 248-203-3028.

SECTION 6 – Credential Verification & Renewals

Credential Verification Process

1. All open jobs that have required certifications, licensure, degrees or other necessary credentials will have those credentials clearly listed on the posting.

2. Hiring administrators will only select candidates for interviews who hold the required credential(s), or have the ability to obtain the necessary credential (Ex. Administrator candidate who doesn't hold the administrator certificate, but has a Master's degree and can start an admin cert program within 6 months if hired).

3. Hiring administrators may only recommend candidate for hire who hold the required credentials. HR or the hiring administrator will verify the credential prior to any recommendation for hire being communicated to candidate or submitted to HR. Verifications will be made through the MOECS Verification Page, LARA or other online verification sites.

4. In the event a candidate doesn't hold the current credentials, but are eligible for a Full Year Basic Permit or Emergency Permit the MOECS, the hiring administrator will work with the Human Resources Department to obtain those credentials through MOECS.

5. HR will obtain the necessary certification or licensure documentation from the new hire during the new hire paperwork completion process, and notarize when necessary. Original transcripts will be obtained for any degree that is required for the position, and will be ordered by the new hire from their university, and sent directly to HR.

6. Any preferred credentials listed by a candidate on their resume, cover letter or application will also be verified by HR using online verification sites or by requesting documentation from the issuing agency or organization.

Credential Renewal Process

1. Employees are expected to maintain current credentials (Ex. teaching certificates, licenses, etc) required for their position and to renew all credentials prior to their expiration date.

2. Employees with expiring professional credentials required for their position (Ex. teaching certification, administrator certification, ancillary position licenses, etc) will receive regular email reminders which have been set up through Oakland Schools and Business Plus, at 365 days, 180 days, 90 days and 30 days prior to the expiration date of their credential.

3. Human Resources will receive the Employee Certification/License Expiration List at the 180 days, 90 days and 30 days prior to the end of the school year, through Oakland Schools, to monitor expirations of credentials.

4. Human Resources will also create an annual Special Credentials/Permit spreadsheet annually to track Full Year Basic Permits, Annual Career Authorizations, Special Education Supervisor and Director Approvals and other waivers.

5. In January of each year, Human Resources will send out an additional reminder email to employees with expiring credentials and to provide information on renewal requirements and deadlines.

6. On April 1st of each year, Human Resources will send a reminder email to employees with expiring credentials who have not yet renewed the credential. The list will be cross-checked with reports:

    a. MOECS Certification Download
    b. OSSHCERT0001 – Employee Credential Information Report (Business Plus) or
    c. OSSHCERT0001A – Employee Credential Information by Status and Pay Assignment Location

7. On May 1st of each year, Human Resources will send a reminder email to employees with expiring credentials who have not yet renewed the credential – **and** – copy their respective administrator

8. May 1st – June 30th – Human Resources will run weekly Credential Information Report and inform the Assistant Superintendent for Human Resources of remaining employees who not yet renewed. Employees will be contacted directly by Human Resources.

9. Employees who renew their credentials will be expected to turn in the renewed certificate or license in Human Resources, and have it notarized (if required) by a Human Resources Specialist, with a copy placed in their personnel file and the new expiration date entered into the appropriate field in Business Plus. Employees will be marked off the Employee Certification/License Expiration List when the renewed credential is submitted to HR.

10. Employees who have not yet renewed their credential by June 30th will be required to provide information as to the reason for the delay in renewal (Ex. taking classes during the summer, etc) and receive approval from the Assistant Superintendent for Human Resources with a final deadline provided to submitting the renewed credential.

11. A weekly check on remaining expired credential will be conducted in July and August, with the Assistant Superintendent for Human Resources being informed of employees on the list.

12. If a teacher or other employee, who is required to hold a current credential for their position, does not have it renewed prior to the beginning of the school calendar or their respective work year, Human Resources will request a substitute permit or other temporary permit (if applicable) until the employee has renewed their credential. The employee will pay the cost of the substitute permit.

13. Teachers who do not hold a current certificate on the first day of their work year, and who are placed on a substitute permit, will be moved to a daily substitute rate of pay until their teaching certificate is renewed.

14. A teacher or other professional, who does not renew their credential, which results in the district receiving a fine or reduction of foundation allowance, may be required to reimburse the district for the costs of the lost revenue.

15. In August, prior to each school year, Human Resources will review Special Credentials/Permit spreadsheet and request renewed permits or approvals through MOESC for any employees remaining on the list, and required to hold such credentials, for the upcoming school year.

SECTION 7 – WORK RELATED INJURY

Work Related Injury Process

All work-related injuries must be reported to Human Resources whether the employee chooses to be treated at Concentra or declines to be treated.

1. An employee who sustains a work-related injury must complete a "BPS Employee Report of Injury" form. Employees must provide as many details as possible, including: name, work location, nature of injury, place and time injury occurred. BPS Employee Report of Injury Forms can also be completed by a school secretary or administrators. Forms can be found on the Human Resources website under Employee Forms.

2. The Supervisor section needs to be completed and signed by the supervisor. The completed form needs to be either faxed or emailed to the Office of Human Resources within 24 hours of the incident. (All injuries **must** be reported, regardless of seeking medical attention).

3. Each witness to the Injury **must** complete and sign a Witness Statement and fax or email it to Human Resources within 24 hours of date of injury. The *Employee Injury Witness Statement* Form can be found on the Human Resources website under Employee Forms.

4. Employees who need medical treatment must be referred to a Concentra Medical Center for initial assessment and treatment. Only in the case of an emergency, requiring immediate care in an emergency department or transfer by ambulance, is the employee permitted to seek treatment elsewhere. Human Resources must be notified of injuries requiring treatment in order to contact Concentra to authorize treatment.

5. The injured employee ***must not*** return to work if the Concentra doctor places restrictions and/or accommodations or deems the employee medically unable to return to work. The injured employee **must** notify their Administrator/Supervisor and the Office of Human Resources immediately.

6. Employees who sustain work related injuries after normal business hours that require immediate medical attention should visit the Concentra Medical Center the same day and then report the injury to Human Resources the next morning.

7. Human Resources will submit all claims through the ASU Group claim portal, including a copy of the BPS Employee Report of Injury form and any witness statements.

8. **Returning to Work**: Employees may be returned to work with restrictions or taken off work for a period of time. The Office of Human Resources will provide notification to the employee's building supervisor regarding any restrictions to determine if they can be accommodated in the work setting. In addition, Human Resources will notify the supervisor when an employee is returned to work.

SECTION 8 – LEAVE OF ABSENCE PROCEDURE

Birmingham Public Schools allows employees to take leaves of absence from their employment in compliance with applicable collective bargaining agreements and Federal law. Please refer to board policy 4003: LEAVES OF ABSENCE and FMLA to review your rights under the Family and Medical Leave Act (FMLA) of 1993, or if your position is covered by a collective bargaining agreement, please review the applicable contract language.

All absences 5 work days or longer will require an approved leave of absence. When foreseeable, employees are required to give a 30-day notice for leaves of absences. Employees will be required to use all paid time off before going unpaid. Employees requesting leaves of absences that are covered under FMLA will be required to submit additional documentation to support the leave of absence. Below are the steps a BPS employee must take to request a leave of absence.

1. FMLA forms can be retrieved from the Human Resources Employee Forms page, or by contacting the Office of Human Resources.

2. Forms must be completed and submitted along with supporting documentation to The Office of Human Resources Benefit Specialist at bpsbenefits@birmingham.k12.mi.us, 248-203-3029.

3. Human Resources will review the leave of absence request and may request additional documentation during the approval process.

If you have any other questions regarding the leave of absence procedure at BPS please contact the Office of Human Resources at 248-203-3029 for further clarification.

NOTE: Any absence that exceeds five (5) consecutive days must be entered into AESOP by Human Resources.

SECTION 9 - LONG TERM SUBSTITUTE PROCEDURE

Procedure:

Notification of Absence:

- Upon approval of an employee's long-term absence (i.e.: Leave of Absence), the designated Human Resources personnel shall enter the absence length in AESOP. Due to district restrictions, more than 5 consecutive absence days cannot be entered into AESOP at the building level.

- The building administrator requests a Long-Term Substitute through HR Manager or Assistant Superintendent for HR (Forms can be retrieved from the District "I" drive under Human Resources/Forms section).

- Once the absence is approved, HR approves the Long-Term Sub request.

Long Term Substitute Search:

- Human Resources Manager will provide the building administrator with a list of certified/qualified substitutes from Edustaff, or post a Long Term Substitute position from which the administrator can identify qualified candidates.

- Building administrator reviews qualified candidates and conducts interviews, if necessary.

- Building administrator will recommend a final candidate to be hired by Human Resources.

Long Term Substitute Candidate:

- Qualified candidates must sign up with Edustaff and complete all of Edustaff's on-boarding procedures before they can begin their long-term assignment.

- With the approval of the Assistant Superintendent for Human Resources, long-term substitute teaching candidates may also be hired under a terminating contract, and paid through district payroll. In these situations, the employee will follow the hiring and onboarding process (see applicable section).

SECTION 10 - LANE CHANGE REQUEST PROCEDURE

I. Approval

Approval for hours earned will be granted to a teacher meeting (1) one of the following criteria:

1. Graduate level courses
2. Post Graduate/PHD relevant courses.

II. Requirements

1. Provide OFFICIAL TRANSCRIPTS directly from the college or university*, with the credit hours posted/degrees conferred/awarded, to:

Human Resources
31301 Evergreen Road
Beverly Hills, MI, 48025

or

transcripts@birmingham.k12.mi.us

***The college or university must have accreditation.**

2. Submit a completed Lane Change Request Form to Human Resources.

Lane Change Requests must be submitted at least two (2) weeks prior to the effective date of the lane change (e.g. first, sixth, eleventh, and sixteenth pay-dates of the school year).

III. Notifications

After submitted documents have been reviewed by the Office of Human Resources, employees will receive an email notification indicating the status of the request, and the effective date of the lane change and the payroll date for the change.

The effective date of advancement to a higher level on the salary schedule will correspond to the first, sixth, eleventh, and sixteenth pay-dates of the school year.

Any questions, please contact the Human Resources office at 248-203-3033

SECTION 11 – EXITING EMPLOYEE PROCESS

Exit Processing

1. Employee who are resigning or retiring from the district are required to submit a letter (or email) of resignation to the Human Resource Department. Salaried employees should submit letters of resignation to the Assistant Superintendent for Human Resources and hourly employees should submit letters of resignation to the HR Director.

2. The HR Department will acknowledge receipt of the resignation letter and inform the terminating employee of the HR Specialist who will work with them on exit processing.

3. The HR Specialist will contact the terminating employee and providing information about payout of contract, any severance pay, payout of unused sick/vacation time, end date of benefit coverage, transfer of 403b and any other related information.

4. The HR Specialist will send the terminating employee an Exit Checklist and Terminating Employee Exit Questionnaire and provide a deadline for return of these documents. The HR Specialist will offer to schedule an exit interview with the Assistant Superintendent or HR Director. While the exit interview is optional, employees will be asked to return the completed Exit Questionnaire.

5. The HR Specialist will terminate the employee in Business+ and arrange for final payouts, and send out PAF form via InformedK12 to notify Payroll, Technology and other applicable departments, to assure exit processes are completed in those departments.

6. The employee will turn in keys, fobs, laptops or other district property to their administrator.

SECTION 12 – DISSEMINATION/IMPLEMENTATION

All HR processes and forms will be added to the updated HR website once completed.

SECTION 13 – EMPLOYEE HANDBOOK

The Employee Handbook will be updated annually and can be found on the website.

HUMAN RESOURCES SERVICE FEEDBACK FORM

How can we better serve Birmingham Public Schools?

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_____

_____

_____

_____

_____

_____

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_____

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***Feedback forms can be returned to Human Resources via inter-office mail or you can directly email any of the staff in the Human Resources office.**