

PELHAM UNION FREE SCHOOL DISTRICT

Corrective Action Plan related to the
Risk Assessment Update Report dated June 20, 2024

Current Year Observations and Recommendations

None Noted

Status of Prior Year Observations and Recommendations-Open Items

PURCHASING AND STAFF ATTENDANCE **(Recommendations from the AUP Report dated May 5, 2020)**

Recommendation 1 **USE OF AESOP**

We recommend the District consider how to efficiently utilize AESOP and departmental calendars to help ensure all benefit time used is ultimately recorded in nVision. This should include a reconciliation at the schools and departments prior to submission to the Personnel office so that the full complete package is provided to Personnel.

Finding

This has not been implemented. Our understanding is that as part of the administrative re-organization, this issue will be re-examined this year.

District Response

The District is exploring the expanded use of AESOP and/or another electronic time & attendance system. During the 2022-23 school year, the District established a Human Resource/Personnel Department which is in the process of addressing various initiatives. This recommendation will be considered as part of these initiatives.

Implementation Date: June 30, 2025

Person(s) Responsible: Trisha Fitzgerald, Executive Director of Human Resources & Leadership

Recommendation 2 **USE OF TIMEPIECE**

We recommend that the District consider how to utilize the functionality of Timepiece to record partial days off.

Finding

This has not been fully implemented. Our understanding is that as part of the administrative re-organization, this issue will be re-examined this year

District Response

The District has expanded the use of Timepiece for our hourly workers and is exploring expansion throughout other labor units. During the 2022-23 school year, the District established a Human Resource/Personnel Department which is in the process of addressing various initiatives. This recommendation will be considered as part of these initiatives.

Implementation Date: June 30, 2025

Person(s) Responsible: Trisha Fitzgerald, Executive Director of Human Resources & Leadership and Jim Hricay, Assistant Superintendent for Business

Recommendation 3
MANUAL ADJUSTMENT

We recommend that the District consider a procedure in which manual adjustments for time awarded and regular time absence recording is reviewed by a second clerk. Criteria should be set regarding the frequency and timing of these reviews.

Finding

This still has not been implemented.

District Response

As the District explores the expanded use of AESOP and/or another electronic time & attendance system, it will establish a process for approving manual adjustments. During the 2022-23 school year, the District established a Human Resource/Personnel Department which is in the process of establishing various initiatives. This recommendation will be considered as part of these initiatives.

Implementation Date:

June 30, 2025

Person(s) Responsible:

Trisha Fitzgerald, Executive Director of Human Resources & Leadership