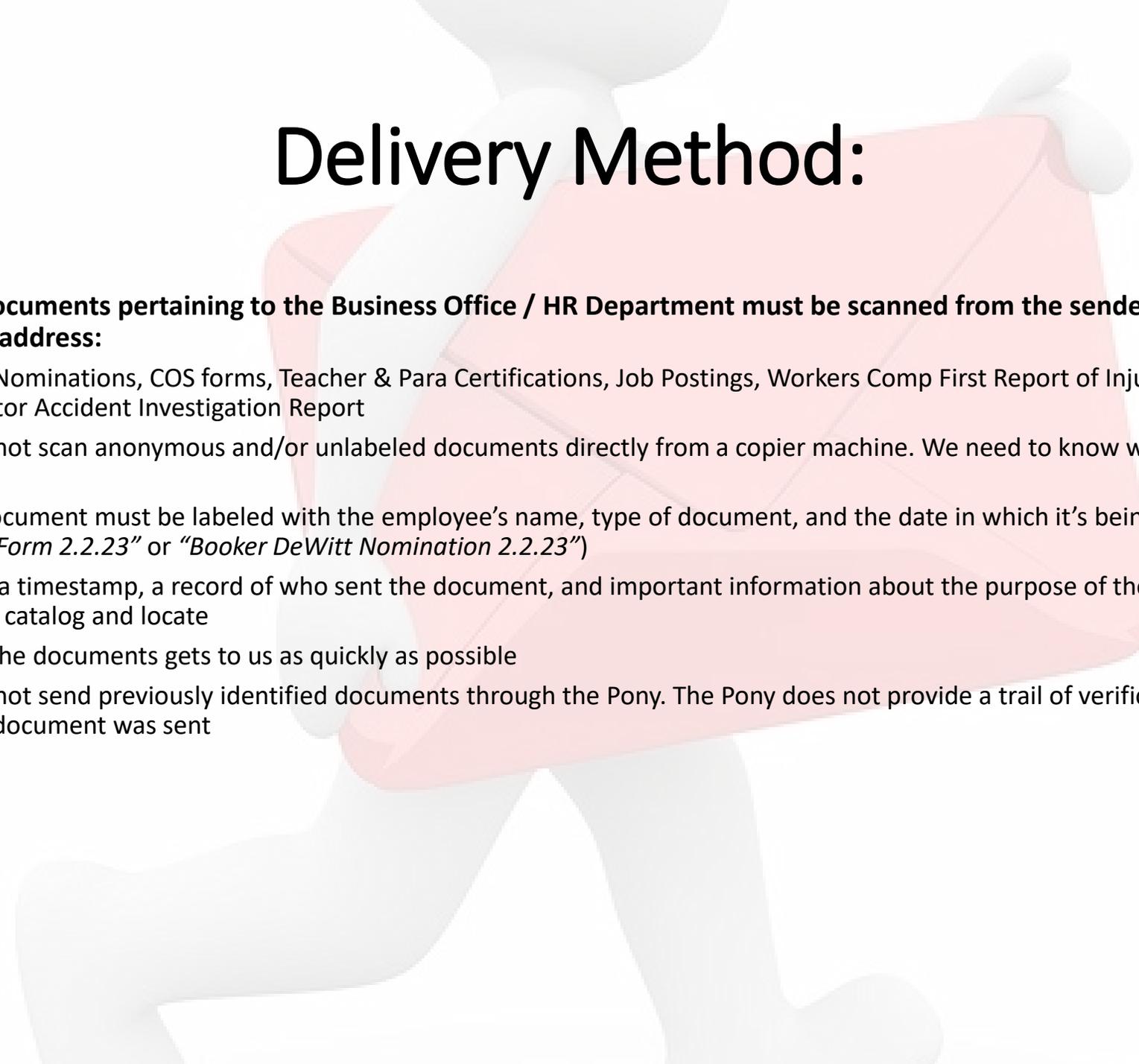


Business Office Important Documents Process Guide

Lebanon School District SAU #88

Business Administration Office

Delivery Method:

A 3D rendered figure of a person, shown from the waist up, carrying a large, red, textured envelope. The figure is white and appears to be walking or running towards the right. The envelope is a vibrant red color with a subtle texture and a white seal at the top. The background is plain white.

- **The following documents pertaining to the Business Office / HR Department must be scanned from the sender's computer via their SAU email address:**
 - Examples: Nominations, COS forms, Teacher & Para Certifications, Job Postings, Workers Comp First Report of Injury, and School Administrator Accident Investigation Report
 - Please, do not scan anonymous and/or unlabeled documents directly from a copier machine. We need to know who sent the document
 - Scanned document must be labeled with the employee's name, type of document, and the date in which it's being sent (i.e; *"Nathan Drake COS Form 2.2.23"* or *"Booker DeWitt Nomination 2.2.23"*)
 - It provides a timestamp, a record of who sent the document, and important information about the purpose of the document. Making it simple to catalog and locate
 - It ensures the documents gets to us as quickly as possible
 - Please, do not send previously identified documents through the Pony. The Pony does not provide a trail of verification that an important document was sent

Nominations, Job Postings, & COS Forms:

- A job posting form must be fully completed and sent to the Business / HR Office before the candidate review > interviewing > nomination processes can begin.
 - Upon submitting a nomination packet to the BA / HR Office, please change the job from “posted” to “review” status in SchoolSpring
 - Once the candidate has completed onboarding and reports for their first day of work, please change the job status in SchoolSpring from “review” to “filled”.
 - Once marked as “filled”, you will have the opportunity to select the candidate hired, and choose the option for all other candidates that were not hired to be notified. The system sends an adaptive automated response, so you don’t need to worry about crafting a response.
- A fully completed nomination packet is required for any candidate (external / internal) applying for a posted job opening.
- A change of status (COS) form is required for any changes in an employee status in any capacity:
 - Employee going on / returning from any kind of leave (FMLA, unpaid admin leave, workers comp, bereavement, military service, jury duty, sabbatical, etc.)
 - Increase / decrease in hours or pay
 - Addition of an hourly differential
 - Employee trade (transfer) from one school to another (as long as it’s a fully lateral change such as; HSS borrowing a SpEd Teacher from LMS)
 - Employee separation (voluntary resignation, termination for cause, non-renewal, R.I.F, retirement, etc.)
- Please indicate effective date for change & sign and date form in the “Supervisor Approval” line in the bottom

Nomination Process:

- **The hiring/nomination process always starts with the hiring manager (Principal / Assistant Principal) sending a complete nomination packet to the BA/HR Office. The following information must be included and/or entered within the nomination cover sheet by the person sending the nomination:**
 - Full SchoolSpring Application:
 - All applicants for posted positions must apply through SchoolSpring
 - Title of the Position
 - School Assigned
 - Type of the Position (New, Expanded, or Reduced)
 - Replacement (If applicable, the name of person being replaced)
 - Contract Start and End Dates
 - Total Number of Days
 - Bargaining Unit
 - Funding Source Account #
 - NH Certification # (if applicable)

Nomination Process (Continued):

- Years of Experience (Track):
 - For LEA Positions choose B, B+15, B+30, M, M+15, or M+30
 - For LSS Positions choose Non-Certified or Certified
- Step on the Salary Schedule (Years of prior applicable experience):
 - For LEA; 4 years of experience = Step 5
 - For LSS; 0 - 5 years of experience = Step 5. 6 years of experience = Step 6 and so on
 - ✓ Work experience as a paraprofessional/teacher's aide in public/or private school, or classroom teaching experience
 - ✓ Other experience that MAY count, but a review is subject to specific job duties as outlined in the submitted resume:
 - Nanny
 - Pre-school/day care
 - ✓ Work experience for custodial positions is based on information on the resume or application; we are looking for similar cleaning experience:
 - School cleaning
 - Major industrial/commercial cleaning experience
 - House cleaning, even professionally, is not counted
 - ✓ Work experience for maintenance positions needs to be in the area of maintaining buildings and machinery. Jobs that are not part of our maintenance role or are not "fixing things" do not count
 - ✓ For licensed trade professionals experience is counted as a maintenance person

Nomination Process (Continued):

- Salary (Not to be discussed with candidate):
 - For full school year new hires and teachers please use “Proposed Salary (Full School Year Basis) Box
 - For less than full year hires (including teachers) and hourly rate positions use “Pro-rated” Box
- If the position offers an hourly differential such as for a 1:1 or Special Education Paraeducator; a Change of Status form must also be included with the nomination packet. The payroll department is unable to process a contract with a differential without a fully completed Change of Status Form. Upon reviewing the Change of Status Form, the Director of Student Services will make the determination on whether or not the position/candidate is eligible for a differential
- Sign and date in the “Recommended By” line at the bottom
- The Business Office serves as a second pair of eyes to ensure that all the information listed by the hiring manager on the nomination cover sheet is correct or make any applicable corrections. Then, the Superintendent's office will serve as third and final verification, with overriding rights to make any changes to track, step, and salary if applicable