

September 2004

Human and Quality Resources Report

Payroll. Some progress has been made in the effort to streamline payroll. In addition, we are training the accounts payable secretary on the process. Currently, the process is working quite well with the necessary checks and balances needed to complete payroll in efficient, accurate manner.

ISO. Auditors from SRI will be here in October this year to view the closed audits from last year. The date of the audit is not finalized. We hope to recruit and train some new auditors for this year. This will allow auditors to have a lighter load of audits to complete and familiarize more staff with the ISO system.

Act 48. Below is a summary of Act 48 hours for certified staff with the completion period 6/30/2005. Currently, ECTS has 23 certified staff members whose period ends 6/30/2005. Additionally, ECTS has 6 other certified staff members whose period ends in 2007 or later. For the period ending 6/30/2005 the table below lists the number of staff members, the range of hours completed, and how many hours they have remaining to complete. Each instructor has received notification of the hours completed and also the hours that they are required to complete prior to June 30, 2005.

Number of Certified Staff with end date 6/30/05	Hours Completed	Hours Remaining
7	More than 200	0
13	181-200	0
0	121-180	0
2	91-120	70, 65
1	Under 30	180

Disability/FMLA. Currently, two employees are out on disability and two are out on FMLA. This has resulted in an extraordinary amount of time dealing with these issues and the paperwork that is associated with them.

