

November 2011

Human and Quality Resources Report

ISO.

Internal audit preparation has begun. It will start with some refresher training that is done every year. The sub process audits will continue which seems to help the audit process go smoothly.

Staffing.

Cafeteria

The transition in the cafeteria continues to go well. Continued training is occurring as needed.

Secretaries

A vacancy was posted with the acceptance of the resignation of Patricia Heubel for an S-3 position. In addition, Jenny Alick an S-3 has resigned her position. Tiffany Neely has requested to transfer to an S-3 secretary. (motion attached) The resignations and transfer enables us to institute a plan that is attached creating 4 S-3's. The benefits of the plan are outlined. In addition, the 2 Technology Technician substitutes have found other employment so the process of addressing that has begun. Lastly, the CAEP secretary will be out on leave and a temporary employee is filling that position until she returns.

Custodial

A motion is presented to grant an Uncompensated Leave for a current part-time custodian. An employee previously employed as seasonal help is able to substitute for that position.

PIMS.

PIMS reports have been submitted and corrections were made as needed. The ACS was submitted for finalization of the process prior to the deadline for submission.

Payroll.

Changes in local tax submission will result in a process to verify the municipality that employees live in. There will a process to verify current employees and then as employees are hired there will be a verification process.

Sub rates.

A corrective action was submitted to address the difficulty finding custodial substitutes and review the rate that they are paid. A team was assigned and decided to address all substitute rates as they have not been addressed in a while.

Secretarial Support						
Week 1	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours
S-3 # 1 (Admissions/Highschool Office/RCTC)	Off	8:00-2:00	8:00-2:00	8:00-1:00	8:00-3:00	24
S-3 # 2 (Student Services/RCTC)	9:00-2:00	9:30-2:30	9:30-2:30	9:30-2:30	10:00-2:00	24
S-3 # 3 (Facilities/Guidance/RCTC)	1:00-6:00	1:00-6:00	1:00-6:00	1:00-6:00	Off	20
S-3 # 4 (RCTC/other support)	3:00-8:00	3:00-8:00	3:00-8:00	3:00-8:00	Off	20
						88

Results

- Accommodate a current employee change in schedule request
- Ability to concentrate on responsibilities
- More opportunities for coverage
- Ability to call in if needed for absences and projects
- More flexibility in summer for projects and due dates
- Additional employee
- Additional 5 hours of coverage
 - RCTC
 - Fingerprinting

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