

October 2011

Human and Quality Resources Report

ISO.

The SRI audit is scheduled for October 21, 2011. The audit will be conducted in one day by two auditors. Preparations will begin for internal audits after SRI's audit has been completed.

Staffing.

The transition in the cafeteria is going well. Training has been completed for the three part time aides including new duties as the Cafeteria Manager retired the 17th of October.

With the acceptance of the resignation of Patricia Heubel a vacancy will be created and it will enable a position to be posted. In the meantime, work has been redistributed and a temp has been hired to cover some of the duties that are left from the secretary retiring this month. In addition, two substitute aides continue to cover the duties for the student aide out on leave. Lastly, we have 2 subs working for the Technology Technician who is also on leave.

Staff Development.

Coordination of redistribution of work has resulted in opportunities for training for secretaries. In addition, it has presented opportunities to stream line and automate processes to make jobs more efficient and easier for employees to complete.

Payroll.

Preparations for changes in local taxes are being made. Reports have been submitted and updates and corrections have been made to assist in the change.