
Human and Quality Resources Report

October 2013

ISO.

The ISO recertification audit was conducted October 3rd-4th. Maria Kingston and Steve Pettyjohn conducted the 1.5 day audit. The results of the audit were favorable and no non-conformances were found. A formal report is coming from SRI and will be shared when it is received.

Staffing.

Seasonal Help- Custodial/Maintenance

At this time, a part time sub for maintenance is being explored for the employee who continues to be out on leave. This will enable some preventive maintenance to be accomplished if the possible candidate works out.

Professional

The search for a permanent electronics instructor continues and the hope is to have a candidate to recommend at the December board meeting since there is not a November board meeting.

Substitutes-Kelly Services

Currently, there are 22 subs available to us from Kelly Services. At this point, there has not been an occasion that they have not been able to staff an absence. Their service has really decreased disruptions of reallocating employees when it was not possible to find a substitute. The process is working well and the substitutes are engaged with the students when they are here.

Adult Education.

Term II will begin on October 28, 2013. Registrations continue to come in despite the registration period ending on October 14, 2013.

Health Care.

The information has been sent to employees required by the Affordable Health Care Act. There have been many questions from employees regarding their options. At this point, the delay in the requirements has offered more time to work ensuring that the appropriate things are in place for Erie County Technical School. BAI has been helpful in answering any questions that have arisen.