
Human and Quality Resources Report

May 2016

ISO.

Internal audits are expected to be completed this month. When Erie County Technical School is audited in October it will be to the new standard so it made sense for the internal auditors to audit to that standard.

STAFFING.

Student Aide

The Aide who was out on leave put his retirement letter in for approval at last month's meeting.

Other Positions

The Automotive Technologies Instructor has submitted his retirement letter for acceptance at this month's board meeting. ECTS has accepted applications and will begin conducting interviews. Due to Sandra Carr accepting the position of Supervisor of Instructional Support applications are being accepted for the Professional Skills Instructor position. Interviews for this position will be conducted as well.

Kelly Services

The 5 percent reduction that was negotiated with Kelly Services for the substitute instructors that they provide us has been instituted.

PAYROLL.

Routine changes have been made in payroll.

CLASSIFIED CONTRACT.

Copies of the signed contract have been distributed to all Classified employees and new employees will be provided one upon hire.

STAFF COMMENTS COMMITTEE.

The group continues to meet and has examined some software that would assist in Aide scheduling. The plan is to pilot the software and see if it can assist in making the process easier and less cumbersome.