

New Director Academy

Pennsylvania Inspired Leadership Program: Improving CTE Student Achievement through Excellence in Instructional Coaching and Mentoring

Personnel Management

What you can expect . . . !

1.	Recruiting	✓
2.	Interviewing and Verifying	✓
3.	Hiring	✓
4.	Orientations	✓
5.	Job Creations	✓
6.	Transfers	✓
7.	Evaluations	✓
8.	Observations	✓
9.	Contract Negotiations	✓
10.	Benefits Administration	✓
11.	Worker Compensation Claims	✓
12.	Unemployment Compensation Claims	✓
13.	Disability Claims	✓
14.	Family Medical Leave Act Cases	✓
15.	Complaints	✓
16.	Grievances	✓
17.	Arbitrations	✓
18.	Resignations (with and without cause)	✓
19.	Demotions (reductions in workforce)	✓
20.	Terminations (non-tenured)	✓
21.	Suspensions/Furloughs (tenured)	✓
22.	Suspensions (temporary)	✓
23.	Reprimands (local and state)	✓
24.	Equal Employment Opportunity Commission Complaints	✓
25.	Harassment Complaints from Students	✓
26.	Harassment Complaints from Faculty and Staff	✓
27.	And more . . . !	✓

Your resources for personnel management!

● Pennsylvania School Code & Basic Education Circulars

<http://www.pacode.com/secure/data/022/022toc.html>

http://www.education.state.pa.us/portal/server.pt/community/Basic_Education_Circulars/7497/

● Certification and Staffing Policy Guidelines—CSPG's

http://www.education.state.pa.us/portal/server.pt/community/certification_staffing_policies_%28cspgs%29/8626

● School Board Policy

● Bargaining Unit Agreement(s)

● Superintendent of Record

● Solicitor

● Other Directors and Administrators

Early issues you are likely to face

● Teacher Certification

- Act 48 Requirements & Tracking Status

http://www.education.state.pa.us/portal/server.pt/community/act_48_-_continuing_professional_education/8622

<https://www.perms.ed.state.pa.us/Screens/wfPublicAccess.aspx>

- Application Process & Forms

http://www.education.state.pa.us/portal/server.pt/community/applications_forms/8649

- Emergency Certificates—Vocational

http://www.education.state.pa.us/portal/server.pt/community/applications_forms/8649/pde_38_es_emergency_certification_-_vocational_education_supplement/506896

● Teacher Observation & Evaluation

- Evaluation Forms

http://www.portal.state.pa.us/portal/server.pt/community/purdon's_statutes/7503/employee_rating_form/507308

- Observations: locally determined

● Complaints & Grievances

- Consult Board Policy
- Study your bargaining unit agreement
- Investigate
- Seek advice

Early issues you are likely to face (con't.)

● Contract Negotiations

- Study your bargaining unit agreement
- Create 'notations' of problematic language
- Follow the lead of your labor attorney

● Staff Discipline

- Consult board policy
- Consult bargaining unit agreement
- Consult your 'advisors'
- Consult union leadership
- Document, document, document

● Personnel Management & JOC Involvement

- Keep JOC President informed along with S.O.R.
- Consult with your labor attorney
- Use *executive sessions* to inform JOC of personnel matters—they are the ultimate authority!