

SOUTHEAST ISLAND SCHOOL DISTRICT  
Thorne Bay, Alaska

Effective: July 2019

Revised: September 2022

SOP No. 2 HUMAN RELATIONS

1. PURPOSE: To establish uniform procedures for management of employee relations.
2. AUTHORITY: Superintendent or designee
3. RESPONSIBILITY: Superintendent or designee, Supervisors, all employees.
4. PROCEDURES FOR HIRING:
  - a. The Superintendent shall approve position vacancies in accordance with the Board-approved budget.
  - b. Approved vacant positions shall be advertised on the school district website and posted locally, with Alaska Job Service, on Alaska Teacher Placement, and/or elsewhere as appropriate. A record of all school district postings shall be retained by the HR department for two (2) years [Reference RRDS 06.19] or as otherwise required [Reference RRDS 06.20 and 06.21].
  - c. Prospective employees should not be informed of the availability of a position until it is posted.
  - d. Electronic applications are preferred; however, hard-copy applications will be accepted.
  - e. All qualified applicants shall go through initial screening.
  - f. An appropriate number of candidates interviewed – at least three (3) if three (3) or more candidates are qualified; all qualified candidates if less than three (3) candidates are qualified.
  - g. Before a position is offered, professional references must be checked. Suitable “professional references” include current/former supervisors, clients, business associates and other individuals who have direct knowledge of the candidate’s work history and performance. In the absence of professional references, certain personal references should be contacted. Suitable “personal references” include teachers, counselors, clergy-members and other individuals who can speak objectively about the candidate’s character. Personal friends and family members are not to be used as references.

- 1) External candidates: at least three (3) references must be checked, including one from the most recent employer.
  - 2) Internal candidates: at least two (2) references must be checked.
  - 3) Student candidates: principal or admin recommendation plus at least one (1) addition reference
- h. All offers of employment are contingent upon successfully passing a background check.
  - i. Employees must have all hire paperwork completed and must have an approved personnel action form (PAF) or contract before starting work. If paperwork is not completed within 7 (seven) days, the offer of employment may be rescinded. Employees shall electronically sign their contracts (or PAF's) and submit through the District's online HR program, TalentEd, within three (3) days of receipt or the first day of work, whichever is earlier.
  - j. All regular or contracted employees shall receive job description, a work year calendar, and a work schedule within three (3) days of hire.
  - k. Positions designated as temporary may be hired at the discretion of the Superintendent and based on available funds.
  - l. Hiring Department will provide a New Hire Orientation to all successful new hires. At a minimum, the following information will be introduced and explained to the new hires: job/position description, employee handbook, standard operating procedures, board policies and administrative regulations, workers' compensation procedures, and mandated training.

5. PROCEDURES FOR PERSONNEL FILES

- a. A permanent human resources (HR) file shall be maintained for all employees to include all mandated documents. This file is the only and official record of employment for all employees.
- b. A separate permanent HR employee health file shall be maintained for all employees and secured per HIPAA standards. Consult the U.S. DHHS website for current HIPAA standards. <https://www.hhs.gov/hipaa/forprofessionals/index.html>
- c. A separate HR employee security file shall be maintained for all non-certificated employees and secured per Administrative Regulation (AR 3580.1).
- d. Copies of all employee payroll related records, including contracts and PAFs, shall be electronically signed and submitted by the hiring manager (i.e. lead teacher or administrator) within three (3) days of receipt in TalentEd.

- e. Retain employee records (Human Resources and Payroll files) according to Alaska School District Model General Administrative Records Retention and Disposal Schedule (see REFERENCES below).

6. PROCEDURES FOR VOLUNTARY TERMINATION:

- a. Employees must submit resignations by completing the Resignation form in TalentEd, providing advanced notice as identified in board policy, employee handbook, collective agreement, and/or employee contract.
- b. Per AS 23.05.140, employment terminated by the employee must be paid on the next regular payday that is at least three days after the employer received notice of the termination.

7. PROCEDURES FOR INVOLUNTARY TERMINATION:

- a. Unacceptable behavior that may require involuntary termination must be reported by the supervisor to the Superintendent or designee immediately. It may be necessary to implement disciplinary action. In the event of dangerous behavior toward students or staff, the local authorities should be contacted first, then the Superintendent or designee. It may be necessary to implement the Emergency Preparedness & Disaster Prevention plan.
- b. Contact HR to ensure that the district's attorney is consulted when considering involuntary termination of an employee. It is a condition of the District's liability insurance coverage that an attorney be consulted before an involuntary termination.
- c. When an employee is involuntarily terminated, or refuses to complete the form following resignation, the supervisor shall complete the Termination form in TalentEd.
- d. All wages payable to an involuntarily terminated employee are due to the employee within three (3) business days according to state law [AS 23.05.140]. As such, Payroll must be notified on the day of termination in order to process the employee's pay and associated liabilities in a timely manner.

8. PROCEDURES FOR JOB ABANDONMENT/ABANDONMENT OF DUTIES

- a. If an employee does not call in for two (2) consecutive days, HR should be contacted, re: possible job abandonment. The CBA and/or Employee Handbook should be consulted to assist in terminating an employee who abandons their job.

9. EMPLOYEE EVALUATION

- a. Employees must be evaluated at least annually and more often should job performance require such evaluation.

10. PROCEDURES FOR STAFFING:

- a. District administration will review and revise the certificated staffing and classified staffing needs annually.
- b. All staffing needs for the subsequent year shall be determined by April 30 annually.
- c. When an employee separates from district employment, per potential budget limitations or grant funding changes, that position shall be reviewed for continuation.
- d. Position descriptions should be reviewed and updated periodically (at least every three years).

11. EMPLOYEE LEAVE: For Additional Information, Please See Governing Employee Handbook or CBA

- a. Leave requests shall be submitted through TalentEd. Prior approval by supervisors is required for all leave requests; employees calling in sick must have their sick leave approved immediately upon their return to work. Sick leave absences in excess of three (3) days require a physician's note if requested by the supervisor or human resources department.
- b. Leave will be granted according to the governing CBA, Employee Handbook, and/or board policy. Exceptions may be granted on a limited basis by the Superintendent or designee for extenuating circumstances that are not deemed precedent setting.
- c. Employee leave may be granted provided an employee has sufficient leave balance. Unpaid leave is approved on a case by case basis.

REFERENCES:

BP 4111 Recruitment and Selection; BP 4111.2 Legal Status Requirement; BP 4112.1 Contracts; BP 4112.5 Security Check; BP 4112.6 Personnel Records; BP 4112.8 Employment of Relatives; BP 4115, Evaluation/Supervision; BP 4117.2 Resignation; BP 4118 Suspension/Disciplinary Action; BP 4119.23/4219.3/4319.3, Unauthorized Release of Confidential Information; BP 4161/4261, Leaves; BP 4161.1, Sick Leave; BP 4161.2/4261.2/4361.2, Personal Leaves, BP 4161.4/4261.4/4361.4, Family and Medical Leave; BP 4211 Recruitment and Selection; BP 4215, Evaluation/Supervision; BP 4218

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Dismissal/Suspension/Disciplinary Action; BP 4212 Appointment and Conditions of Employment; BP 4217.2, Resignation, BP 4313.2 Promotion/Demotion/Reclassification;

HIPAA info <https://www.hhs.gov/hipaa/forprofessionals/index.html> (5.b.)

AS 23.05.140. Pay periods; penalty. (6.c., 7.b.),

Classified Employee Handbook <https://5il.co/1gdez>

RRDS: Alaska School District Model General Administrative Records Retention and Disposal Schedule: Click on "School Districts, #400.1" <http://archives.alaska.gov/rims> 2013 edition, <https://archives.alaska.gov/documents/rims/schedules/400-1.pdf>