

HR Power Hour Notes

Covid-19 Mask and Social Distancing Protocol (update)

- Includes disciplinary action process
- Document will come from IIO's
- HR must be notified on second offense and beyond
- Staff who have medical reasons for not wearing masks cannot be in buildings. Must reach out to HRleave@kckps.org for an accommodation to be made.
- Mask must be worn in district property
- Mandatory- Progressive Coaching Form to be completed
- Information will also be shared with the public next week
- Do not distribute the form before it is sent out from the communications team

Classified Staff

- Action items
 - o Reach out to new hires once you have received notification that they have completed their new hire paperwork
 - Welcome to the team
 - Give information on uniform, time to report, and when to report
- ID's are only available for central office staff
- Evaluations are due May 1st
- HR does not provide classified staff with equipment
 - o Hiring manager or building principals have to provide that
- Classified staff out on FMLA, who do I notify that they are out and cannot sign?
 - o Reach out to DeAndre Tuggle

Certified Staff

- Sponsor and Coach- Check with Athletic director that names have been submitted to ensure payment
- License Personnel Report
 - o Reporting teacher certification and teaching assignments
 - o IIO's will share information regarding errors
- How are stipends noted in Pay stubs?
 - o CNTE/P
- Can payroll send out a list of the abbreviations on the paystub to all employees?
- Employee Online to update any information regarding tax information and address. If staff have issues logging into Employee Online they can reach out to TIS or select "forgot password"
 - o Cleaning cookies helps when receiving the "restricted access"

Benefits

- Carries send out new medical cards
 - o If not received card, contact benefits office
 - o Can request a card to be sent out via the portal
- Working on a document to explain what the abbreviations are on pay stubs to understand what each line item
- Resources coming up- how to change address in Employee Online- Admin Guide

Wellness

- Grokker- new wellness app
 - o HR will host zoom meetings/trainings on new application

Substitutes Staffing

- Reaching out to subs who have interest in being classroom monitor for connectivity hubs
- As of now a total of 20 subs have been reached out to (some are wanting to wait until they receive their vaccine)
- Must have the mandatory training and virtual training prior to being in an assignment

Professional Development

- Mentoring Program
 - o Notify Sherrie as you receive new teachers and mentor assignments
- \$500 stipend per mentee/semester (Mentor Pay)
- Extra duty for the monthly training (Beginning teacher and IC's payment)
- KLC- Registration is open (80 spots are open)
 - o February 3 & 4
 - o Information will be sent out via Administrators desk
 - o Additional information reach out to Sherrie Piedimonte

Board Policy Review

- Set to begin in February
- Staff will be preregistered to activities via Frontline Professional Growth
- IDP reps do not need to create new activities or mark staff complete
- Notice will be sent out regarding each month's trainings and due dates

Questions/Suggestions

- Computer training needed
 - o Infinite campus
 - o google accounts
 - o Email