



**Oak Park Schools**

# **HUMAN RESOURCES**

## **PROCESS MANUAL**



[WWW.OAKPARKSCHOOLS.ORG](http://WWW.OAKPARKSCHOOLS.ORG)



# Oak Park Schools

# HUMAN RESOURCES

**Aliya Fenderson**

**Human Resource Director**

- Title IX Coordinator
- Employee & Labor Relations
- Human Resources Department Supervision
- Contract Negotiations & Administration
- Collective Bargaining
- Non-Instructional Employee Relations
- Non-Instructional Staffing
- Discipline and Grievance procedures
- Oversight of WillSub Absence Management
- Teacher & Administration Staffing
- Notary Public

**248.336.7703**

[Aliya.Fenderson@opsk12.org](mailto:Aliya.Fenderson@opsk12.org)

**Lashun Mitchell**

**Human Resources Specialist**

- Substitute Coordination (WillSub, Paraprofessionals, Secretaries, Aides)
- WillSub Attendance Management
- ICHAT Fingerprint/CHRIS
- Employee Leave of Absence Administration/FMLA
- Verifications of Employment (VOE)
- Notary Public

**248.336.7716**

[lashun.mitchell-harris@opsk12.org](mailto:lashun.mitchell-harris@opsk12.org)

**Shelley Sherman**

**Human Resources Coordinator**

- Verifications of Employment (VOE)
- MCIR Compliance Support
- MDE Certification Monitoring
- KALPA Professional Development Support
- Employee New Hire Processing & Onboarding
- ICHAT Fingerprinting/Background Check Compliance
- Fingerprint/CHRIS
- Job Postings
- Notary Public

**248.336.7704**

[Shelley.Sherman@opsk12.org](mailto:Shelley.Sherman@opsk12.org)

**Amanda Parker**

**Human Resources Assistant**

- Employee New Hire Processing & Onboarding
- ICHAT Fingerprinting/Background Check Compliance
- Fingerprint/CHRIS
- Staff & Contractor ID Badging
- Address/Name Change Updates
- Job Postings
- Notary Public

**248.336.7707**

[Amanda.Parker@opsk12.org](mailto:Amanda.Parker@opsk12.org)

# TABLE OF CONTENTS

<b>Adding New Positions/Additional FTE:</b> .....	Section 1
<b>Internal Movement of Staff:</b> .....	Section 2
<b>New Hire Process:</b> .....	Section 3
<b>Onboarding Process:</b> .....	Section 4
<b>Fingerprint Procedure:</b> .....	Section 5
<b>Volunteer Procedure:</b> .....	Section 6
<b>Credential Verification &amp; Renewal Procedures:</b> .....	Section 7
<b>Work-Related Injury Procedure:</b> .....	Section 8
<b>Leave of Absence Procedure:</b> .....	Section 9
<b>Long Term Substitute Procedure:</b> .....	Section 10
<b>Exiting Employee Process:</b> .....	Section 11
<b>Dissemination/Implementation:</b> .....	Section 12
<b>Employee Handbook:</b> .....	Section 13
<b>Human Resources Feedback Form:</b> .....	Section 14

**PLEASE NOTE:** Most forms can be located on the [OPS Website on the Staff Links Secure Web page](#)

# **SECTION 1 – Adding New Positions/Additional FTE**

## **Adding New Positions/Additional FTE**

When a building or department determines the need to create/add a new position or add additional FTE to an existing position, the following process will be followed:

1. The administrator requesting the new position or additional FTE will complete the Request to Post Form, and submit it to the Executive Director of Human Resources. A justification for the new position or additional FTE will be provided in the Position Information/ Justification section of the form. Additional documents can be attached to the form to explain the rationale.
2. If it is an entirely new position, a rough draft job description/job posting should also be submitted with the request.
3. The Executive Director of HR will share the form/supporting documents with the Superintendent, for initial review and approval.
4. If initially approved by the Superintendent, the form/supporting documents will be brought before the Cabinet Leadership Team at a meeting for discussion and final approval.
5. A copy of the final approved form will be provided to the Executive Director of Finance to be added to the budget/budget amendment.
6. Once approved, the new position can be posted and/or the additional FTE awarded.

## **SECTION 2 – Internal Movement of Staff**

### **Internal Movement of Staff**

When a staff member is transferred to another building/department, has a change in assignment or has an additional assignment added/removed, the following process will be followed:

1. When a staff member is transferred to another building/department, HR will complete a Change Form. Transfers between buildings/departments may occur as part of the annual staffing process, or as a result of an internal posting/interview process. All changes in assignments will be discussed and tentatively approved by HR.
2. HR will complete the necessary information (location change, salary change, etc.) on the Change Form, approve the form, and submit it to Payroll for processing.

Note: Please refer to your Collective Bargaining Agreement or independent contract for specific detailed information regarding the transfer process.

# Roadmap to Hiring: 10 Key Steps

Department of Human Resources



1

## Needs Identification

This step begins with determining the positions the district needs, including the skills, qualifications, and experience required.



2

## Job Description Development

HR and the hiring manager will work together to create a job description with details on responsibilities, qualifications, and district information.



3

## Posting Job Openings

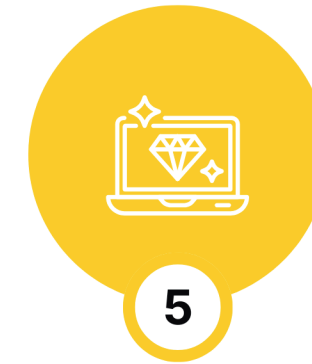
Hiring manager submits a Request to Post Form to HR. HR will seek the approval of the Superintendent and Business & Finance. Upon approval, HR will promote the job vacancy on online job sites, social media, and the district website to attract qualified candidates.



4

## Application Screening

HR will screen applications to select qualified candidates who meet specific criteria. Fit Assessments via Frontline will be used to assess candidates' skills and personality.



5

## Conducting Initial Interviews

Interviews will be conducted with candidates who are deemed eligible for the position based on their application materials. HR will schedule in-person interviews in collaboration with hiring manager. HR will send calendar invites, prepare interview packets, and secure interview location.



6

## Advanced Interviews

If necessary, the hiring manager, with team members, will invite candidates who passed prior stages for further interviews at the building location.



7

## Reference Checks

Hiring manager completes 3 Reference Check Questionnaires (1 current supervisor & 2 professional) to verify candidate information (i.e. resume accuracy, understanding of past performance, access work relationships and ethics, etc.).



8

## Extending Job Offers

Hiring manager submit Recommendation for Hire packet (incl. interview packet, reference questionnaires, Hiring Recommendation Form, etc.) to Human Resources. HR will extend a job offer to the selected candidate, including details on salary, benefits, next steps, etc. HR will notify hiring manager of acceptance.



9

## Employee Onboarding

HR will onboard candidate and will ensure all necessary new-hire documents, background checks, and drug screening is completed. HR will initiate technology access, process ID badge, miStar, and 5D+. HR will seek Board Approval and notify hiring manager of effective start date.



10

## New Hire Academy

HR will facilitate new hire orientation for new employees to discuss company policies, culture, and work procedures.

## SECTION 3 – New Hire Process

### New Hire Process

#### **Identifying Vacancies and Recruiting**

- Admin identifies staffing needs, required & preferred qualifications, certification, degree, experience, responsibilities, etc.
- When appropriate, involve stakeholders on gathering key candidate characteristics.
- Admin submits *Request to Post Form* to HR. Form is subject to the approval of the Superintendent, Business and Finance, and Human Resources.
- HR collaborates with Administrator to generate a *Notice of Vacancy*.
- HR posts *Notice of Vacancy* on district website, Frontline and applicable associations sites such as specials/elementary-secondary/K12Jobs, teacher2teacher, MASA, etc. and additional free/paid advertising if needed.
- Teams of Administrators and HR attend College Recruiting Fairs each spring.
- If needed, OPSD hosts a district hiring fair or “blitz”.
- Teams use *Recruiting Questions* as a consistent tool at fairs and “blitz”.

#### **Prescreening Interviews**

- All candidates are directed to Oakland Human Resources Consortium to apply for vacant jobs and must complete the pre-screen online questionnaire provided by Humanex Ventures.
- HR develops core attributes before prescreening process begins.
- Begin *Recommendation Summary*
- HR prescreen applicants using Frontline; place candidates in an electronic folder that meet the core attributes for a prescreening interview.
- Verify hiring credentials (degree, certification, endorsement, HQ status, skills, etc.).
- Confirm a pool of candidates for prescreen interviews.
- Conduct prescreen interviews with candidates, using Humanex Ventures *Prescreening Questions* to create the interview pool.
- Identifies candidates to move to second/final interviews.



## SECTION 3 – Hiring Process cont.

### Interview

- HR plans and prepares for panel interview to meet the district needs.
- Interview team is confirmed (HR, admins, teacher leaders, grade/subject area teachers, students, parents, departments, etc.).
- Select 15-20 questions using the *Interview Rubric* and prepare final copy for interview team.
- Identify strategies, performance tasks, lessons, introduction, building tours, writing prompts, etc. that are applicable.
- HR sets up interviews with candidates and communicates the set criteria to each candidate.
- Review *Interview Committee Protocols* with all committee members.
- Admin or designee records the scores of each candidate using the *Interview Scoring Sheet*.
- ADMIN conducts second-round interview.
- Identify top 2-3 candidates to be recommended to HR.
- Finalists interviews may be conducted depending upon position and candidate pool with HR and/or Superintendent.

### Recommendation

- Admin/director refers top 2-3 candidates to HR after completing a minimum of three reference checks using the *Reference Check Questions*, the *New Hire Recommendation Form* and the *Recommendation Summary*
- Admins must submit all documents used during the Interview process (see *Recommendation Checklist*)
- A hard copy of ALL required documents are submitted to HR in three folders rubber banded together.

### Job Offer

- HR communicate to candidates that they have been referred to HR.
- Direct job offer or written authorization to hire comes from HR.
- New Hire candidate completes onboarding process.
- HR communicates with admin regarding offer acceptance and anticipated start date.
- HR prepares for Board of Education Approval
- *Employee Change Form* is completed by HR to payroll, technology, etc.

## **SECTION 3 – Hiring Process cont.**

### **Communication and Regrets**

- HR sends regret email to all applicants not prescreened or interviewed through Frontline.
- HR send a personal *Regret Letter* or phone call to candidates selected for second interviews, but are not recommended for hire.
- HR contacts candidates by phone for the job offer
- Internal candidates can meet with administrator upon request
- Job status is updated and closed on OHRC, district website, etc.

### **Orientation and Training**

- All new hires will participate in New Hire Academy (Orientation and Training) hosted by HR
- District Belief Statements, Mission, Vision and Goals
- Employee Handbook & Expectations
- Technology (policy, voicemail, email, reporting an absence, requesting a sub, mentoring, etc.)
- HR/Payroll
- Evaluation Process (5D +, probationary status, IDP)
- Curriculum (Atlas Rubicon, SharePoint, etc.)
- Mentoring Program

### **Resources**

- MDE Endorsement Areas & Codes
- Classes that Can be Taught by Holders of Various Endorsements
- Federal Laws Prohibiting Job Discrimination Q & A

## **SECTION 4 – Onboarding Process**

### **Onboarding Process**

After a candidate verbally accepts a job offer, the process below will be followed in order to onboard new hires:

1. The HR Assistant will contact the new hire to schedule a time to visit HR to complete the new hire paperwork and processing. The new hire will be sent an email to confirm the time along with the following info:
  - a. Documents that need to be brought in (Driver's License, Social Security Card, Voided Check, a copy of the certificate/license, Pre-employment).
  - b. Link to new hire documents on the HR website that can be downloaded and completed prior to the HR new hire processing meeting (New Hire Documents and I-9).
  - c. Fingerprint background check information.
2. Unprofessional Conduct forms are sent to the prior employer(s) with information on returning the form after completion.
3. Completion of the required Criminal Background Check process as specified in the Fingerprinting section.
4. The HR Assistant will meet with the new hire to make sure all documents are completed correctly and checked off on the new hire checklist. Copies will be made of Driver's License and Social Security card to meet the I-9 requirements and to be provided to Payroll.
5. The HR Assistant will also provide a basic overview of information including WillSub, school calendars, employee group calendars, Employee Online information, payroll information (timesheets and how to view check stubs), retirement enrollment, and benefits enrollment information.
6. The new hire will have their badge picture taken after completion of all new hire processing and provided information about when they will be contacted to confirm a start date. New Hires are not permitted to start work until all new hire paperwork is received in HR and a clear background check is received by Human Resources through CHRISS.
7. The HR Assistant will create a personnel file and complete the processing of all new hire documentation.
8. The employee is added to the SMART RESA system and appropriate payroll and benefit documentation is forwarded to Payroll for processing.
9. New employees will complete new hire orientation.

## SECTION 5 – Fingerprinting

### OPS New Hires/Direct Employees:

- OPS will accept print results from a K-12 institution for new hire applicants. (Applicants will also have an ICHAT conducted by OPS).
- New hires who have never been digitally fingerprinted for a Michigan school must be fingerprinted through LiveScan following the directions provided with the new hire packet per MCL 380.1230(a) and submit the LiveScan Fingerprint form with new hire paperwork prior to being given clearance to work.
- OPS **will not** accept a copy of print results directly from new hire applicants.

### **Third-Party Contracted Staff:**

- OPS will accept prints for new hire contracted service workers within the guidelines listed below:
  - Employee has been continuously employed without a break in service per MCL 380.1230(a).
  - Print results have been forwarded from a K-12 institution with MCL 380.1230(a), SE as the print reason.
  - Employee has completed the **OPS Criminal Conviction History Check** and Release Form (CCHC) from the third-party contractor to release print results and has been received by OPS.

### **Requests to Share Prints:**

- **OPS Employees:**
  - OPS will share print results with K-12 institutions, pending there has been no break in service per MCL 380.1230(a).

For additional questions regarding OPS Fingerprinting please contact the HR Specialist.

# SECTION 6 – Volunteer Procedures

## Volunteer Procedures

**OPS BOARD POLICY, 7009 - VOLUNTEERS** "The Board encourages the use of volunteers to support the School District. Because the safety of the School District's students is of paramount importance, every individual volunteer is required to undergo a criminal background check through the Michigan State Police Internet Criminal History Access Tool (ICHAT) before s/he is permitted to volunteer, regardless of whether or not the volunteer will work directly with students. ICHAT criminal background checks will be performed annually for each volunteer.

No individual will be permitted to volunteer if s/he has been convicted of a misdemeanor described in, or a felony that is a "listed offense" as defined in, MCL 380.1535a or MCL 380.1539b. If an individual has been convicted of a felony that is not a listed offense, as defined in MCL 380.1535a or MCL 380.1539b, the individual may only be permitted to volunteer if the Board and the Superintendent both approve the volunteer assignment in writing. This policy does not grant any individual who passes an ICHAT background check with the right to be approved as a volunteer."

### **OPS VOLUNTEER APPROVAL PROCESS**

- The volunteer must retrieve a Volunteer Background Check Acknowledgement Form from the main office of the appropriate building.
- The form must be completed and returned to the building, signed by the building administrator or designee. The signed form allows the District to conduct a background check using ICHAT. This form is to be used for non-employment purposes only.
- The completed form, accompanied with a copy of the volunteer's valid driver's license or state identification card, is then forwarded to the HR Specialist via email or inter-office mail to HR for processing. ICHAT background checks are valid for one (1) year. New ICHATS are required after one (1) full year.
- All overnight volunteers/chaperones must be fingerprinted using the CHRISS Live Scan form. Overnight volunteers/chaperones will be contacted by the HR Specialist who will provide a time-sensitive Live Scan form to the volunteer. It is up to the volunteer to participate in the fingerprinting process in a timely manner at an off-campus site. **NO volunteer or overnight volunteer/chaperone may begin volunteering until the ICHAT or CHRISS background check is complete and confirmation of approval is confirmed.**
- Under most circumstances, the HR Specialist will complete an ICHAT background check within three (3) business days. The approval status (approved, denied, or approved with restrictions) will be updated on the Oak Park Schools Volunteers Google doc spreadsheet. The CHRISS Live Scan results will be sent directly to the district within one to ten business days. The Google doc spreadsheet will be updated accordingly. *Planning and time management is critical.*

**Note: Incomplete Background Check Forms or forms submitted without valid identification will not be processed and returned back to the home school.**

## **SECTION 7 – Credential Verification & Renewals**

### **Credential Verification Process**

1. All open jobs that have required certifications, licensure, degrees, or other necessary credentials will have those credentials listed on the posting.
2. HR will only select candidates for interviews who hold the required credential(s), or have the ability to obtain the necessary credential (Ex. Administrator candidate who doesn't hold the administrator certificate, but has a Master's degree and can start an admin cert program within 6 months if hired).
3. Hiring administrators may only recommend candidates for hire who hold the required credentials. HR or the hiring administrator will verify the credential prior to any recommendation for hire being communicated to the candidate or submitted to HR. Verifications will be made through the MOECS Verification Page, LARA or other online verification sites.
4. In the event a candidate doesn't hold the current credentials but are eligible for a Full Year Basic Permit or Emergency Permit through MOECS, HR will obtain appropriate credentials through MOECS.
5. HR will obtain the necessary certification or licensure documentation from the new hire during the new hire paperwork completion process, and notarize when necessary. Official transcripts will be obtained for any degree that is required for the position, and will be ordered by the new hire from their university, and sent directly to HR.
6. Any preferred credentials listed by a candidate on their resume, cover letter, or application will also be verified by HR using online verification sites or by requesting documentation from the issuing agency or organization.

### **Credential Renewal Process**

1. Employees are expected to maintain current credentials (Ex. teaching certificates, licenses, etc.) required for their position and to renew all credentials prior to their expiration date.
2. Employees with expiring professional credentials required for their position (Ex. Teaching certification, administrator certification, ancillary position licenses, etc.) will receive regular email reminders which have been set up through Oakland Schools, at 90 days, and 30 days prior to the expiration date of their credential.
3. Human Resources will review the Employee Certification/License Expiration List at the 90 days, and 30 days prior to the end of the school year to monitor expirations of credentials.

## SECTION 7 – Credential Verification & Renewals cont.

4. HR review & monitor Special Credentials/Permits annually to track Full Year Basic Permits, Annual Career Authorizations, Special Education Supervisor and Director Approvals, and other waivers.
5. In January of each year, HR will send out an additional reminder email to employees with expiring credentials and to provide information on renewal requirements and deadlines.
6. On April 1st of each year, HR will send a reminder email to employees with expiring credentials who have not yet renewed their credentials. The list will be cross-checked with reports:
  - a. MOECS Certification Download
  - b. OSSHCERT0001 – Employee Credential Information Report (SMART RESA)
  - c. OSSHCERT0001A – Employee Credential Information by Status and Pay Assignment Location
7. On May 1st of each year, HR will send a reminder email to employees with expiring credentials who have not yet renewed the credential – **and** – copy their respective administrator
8. May 1st – June 30th – HR will run a weekly Credential Information Report and inform the Director of Human Resources of remaining employees who have not yet renewed. Employees will be contacted directly by Human Resources.
9. Employees who renew their credentials will be expected to turn in the renewed certificate or license in HR, and have it notarized (if required) by a Human Resources Representative. The document will be placed in their personnel file and the new expiration date entered into the appropriate field in SMART RESA. Employees will be marked off the Employee Certification/License Expiration List when the renewed credential is submitted to HR.
10. Employees who have not yet renewed their credential by June 30th will be required to provide information as to the reason for the delay in renewal (Ex. taking classes during the summer, etc.) and receive approval from the Executive Director of Human Resources with a final deadline provided to submitting the renewed credential.
11. A weekly check on remaining expired credentials will be conducted in July and August, with the Executive Director of Human Resources being informed of employees on the list.
12. If a teacher or other employee, who is required to hold a current credential for their position, does not have it renewed prior to the beginning of the school calendar or their respective work year, HR will request a substitute permit or other temporary permit (if applicable) until the employee has renewed their credential. The employee will pay the cost of the substitute permit.

## **SECTION 7 – Credential Verification & Renewals cont.**

13. Teachers who do not hold a current certificate on the first day of their work year, and who are placed on a substitute permit, will be moved to a daily substitute rate of pay until their teaching certificate is renewed.
14. A teacher or other professional, who does not renew their credential, which results in the district receiving a fine or reduction of foundation allowance, may be required to reimburse the district for the costs of the lost revenue.
15. In August, prior to each school year, Human Resources will review the Special Credentials/Permit spreadsheet and request renewed permits or approvals through MOESC for any employees remaining on the list, and required to hold such credentials, for the upcoming school year.



## **SECTION 8 – Work Related Injury**

### **Work Related Injury Process**

All work-related injuries must be reported to the Office of Business and Finance. Please contact Pat Greer, Executive Assistant at x13-7715.

Note: Whether the employee chooses to be treated at Concentra or declines to be treated, Ms. Greer must be notified of the incident.

## SECTION 9 – Leave of Absence Procedure

If you have any other questions regarding the leave of absence procedure please contact the HR Specialist at 248-336-7716 for further clarification.

Oak Park School District provides paid personal business/sick leave days and/or paid vacation days for eligible regular and full-time employees. Employees should refer to their CBA, individual contract or conditions of employment to determine how many such days you possess for the contract year, and how such vacation and leave days may be utilized.

Personal business/sick leave days cannot be utilized on a day immediately before or after a holiday, vacation or beginning or end of the school year, without prior Superintendent approval.

Use of vacation and personal business/sick leave days may be subject to the approval of your supervisor and/or the Department of Human Resources, depending on the terms of your contract. Any extended absence of four (4) or more consecutive days will require an **Extended Time Off (ETO) Application** and a physician's note in cases of illness. Depending on the nature of your illness, further physician certification for FMLA purposes may be required. You may not perform unauthorized work for gain while on any type of District leave.

The Extended Time Off (ETO) Application is available online on Staff Links/Absences or in your building's business offices. The form should be completed and returned to the Department of Human Resources at least 30 days in advance of your extended absence, when known beforehand.

### **FMLA**

In accordance with the Family and Medical Leave Act (FMLA), eligible employees are provided with up to 12 weeks of unpaid, job-protected leave in each rolling 12-month period. Eligible employees are those who have worked at least 12 months and have accumulated at least 1,250 hours during the preceding 12 months. FMLA leave may be requested for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child or parent.

## **SECTION 9 – Leave of Absence Procedure cont.**

The request for FMLA leave must be presented to the Department of Human Resources at least 30 days in advance of the requested departure date, when foreseeable. If you fail to give notice with no reasonable excuse, FMLA coverage will be delayed until 30 days after the date notice is provided.

If 30-days advance notice is not possible, you must provide notice of the need for leave as soon as practical. Please contact the HR Specialist if you need FMLA Health Certification information for yourself or for the care of a family member.

For maternity-related FMLA leave, if both parents work for the District, your combined parental leave is limited to 12 weeks during a 12-month period.

Employees requesting FMLA leave for health reasons will be given a form for their physician to provide medical certification of the need for the leave and the probable duration of the leave, which must be returned within 15 days of the medical certification form being provided.

Upon commencing the FMLA leave, employees are required to use paid sick leave days concurrently with FMLA leave. FMLA will also be designated to run concurrently with Worker's Compensation and ADA leave.

OPSD will continue group health coverage for employees covered under the District's medical insurance at the time of the leave, but if you fail to pay your portion of the medical co-premium during FMLA leave, the group insurance policy may be canceled. If you fail to return to work following the expiration of your leave, you may be subject to termination and be required to repay the insurance premiums paid by the District on your behalf during your leave. Employees on unpaid family leave will not continue to accumulate service time or benefits while on leave, unless otherwise stated in your CBA or contract.

### **Military Duty Leave**

Employers are required by law to allow regular employees job-protected, temporary leaves of absence without pay for military leave. In general, employees who enter active military duty are entitled to return to the same positions they held at the time they left, if the active duty does not exceed four (4) years. Additionally, an employee may not be discharged from employment without cause within one year after returning to the District.

1. FMLA forms can be retrieved from the Human Resources Employee Forms page, or by contacting the Office of Human Resources.
2. Forms must be completed and submitted along with supporting documentation to the office of Human Resources Specialist at [Lashun.harris-mitchell@opsk12.org](mailto:Lashun.harris-mitchell@opsk12.org), 248-336-7716.

3. Human Resources will review the leave of absence request and may request additional documentation during the approval process.

**NOTE: Any absence that exceeds five (5) consecutive days must be entered into WillSub by Human Resources.**

## **SECTION 10 – Long-Term Substitute Procedure**

### **Procedure:**

#### **Notification of Absence:**

- Upon approval of an employee's long-term absence (i.e.: Leave of Absence), the HR Specialist shall enter the absence length in WillSub. Due to district restrictions, more than 5 consecutive absence days cannot be entered into WillSub at the building level.
- The administrator request Long-Term Substitute placement through HR Executive Director or HR Specialist. All requested are to be submitted in writing.
- HR will notify the administrator of status of their request.

#### **Long-Term Substitute Candidate (If applicable):**

- Qualified candidates must sign up with WillSub and complete all of WillSub's onboarding procedures before they can begin their long-term assignment.
- With the approval of the Executive Director of Human Resources, long-term substitute teaching candidates may also be hired under a terminating contract, and paid through district payroll. In these situations, the employee will follow the hiring and onboarding process (see applicable section).

## **SECTION 11 – Exiting Employee Process**

### **Exit Processing**

1. Employees who are resigning or retiring from the district are required to submit a letter (or email) of resignation to Human Resources.
2. HR will acknowledge receipt of the resignation or retirement letter and inform the employee of the exit process.
3. Payroll will contact the terminating employee and provide information about the payout of the contract, any severance pay, payout of unused sick/vacation time, end date of benefit coverage, transfer of 403b, and any other related information.
4. HR will send the terminating employee an Exit Questionnaire. HR will offer to schedule an exit interview. While the exit interview is optional, employees will be asked to complete the Exit Questionnaire.
5. HR will submit a Change Form to Payroll to terminate the employee in SMART RESA arrange for final payouts, and will submit a ticket request to Technology, and other applicable departments, to ensure exit processes are completed in those departments.
6. The employee will turn in keys, fobs, laptops, or other district property to their administrator.

The employee must return all keys, badges, laptops, telephones, credit cards and other property of the District. By signing the OPSD handbook acknowledgement form, employees explicitly grant the District the right to withhold the value of any OPSD property not returned from their final pay.

### **Insurance**

Please contact Andrea Farr, Junior Finance Director, at x13-7720 to discuss benefits.

### **Retirement**

According to your CBA or contract, you may be eligible for a lump sum settlement payment as well as earned and accumulated but unused sick days at retirement.

### **Unused/Unearned Sick Days**

Paid sick days are fully granted in advance at the beginning of the school year, at a contracted, pro-rated rate of a certain number of days per month. Resigning or terminated employees will not receive pay for earned and accumulated unused sick days. If you leave OPSD before the end of the school year and have used more sick days than you have earned on a pro-rated basis, a deduction will be withheld from your final paycheck.

## **SECTION 12 – Exiting Employee Process cont.**

### **Unused Vacation Days**

Unless otherwise addressed in your CBA or contract, resigning employees who give 14 days' notice will be paid for accumulated but unused vacation days. Resigning employees failing to give the requested notice may not be paid accumulated vacation. Employees terminated by the District for cause will not receive pay for unused vacation days.

## **SECTION 13 – Dissemination/Implementation**

All HR processes and forms will be included on district's Staff Links webpage.

## **SECTION 14 – Employee Handbook**

The Employee Handbook will be updated annually and can be found on the district's Staff Links webpage.



**SECTION 15 – Human Resources Feedback Form**

How can we better serve Oak Park Public Schools?

---

---

---

---

---

---

---

---

---

---

\*Feedback forms can be returned to Human Resources via inter-office mail or you can directly email any of the staff in the Human Resources office.