

**HORRY COUNTY SCHOOLS
MONITORING REPORT – PERSONNEL ADMINISTRATION**

I certify that the information in this report is true.

Signed: *Rick Maxey*
Dr. Rick Maxey, Acting Superintendent

Date: 2/6/15

Disposition of the Board:

☐ In compliance
☐ Not in compliance
☐ Compliance with exception

Signed: _____
Joe DeFeo, Board Chair

Date: _____

Comments: _____

	Supt	Supt	Bd	Bd
	In compliance	Not in compliance	In compliance	Not in compliance
The Superintendent shall assure the recruitment, employment, development, evaluation and compensation of district employees in a manner necessary to enable the organization to achieve its Results policies.	4			

Interpretation: I interpret this policy to mean that:

1. Horry County Schools, through its Human Resources Department, provides recruitment, screening, selection, and placement processes which appropriately match employees' background, knowledge, qualifications, skills, abilities, strengths and interests to the functional demands of their positions. Once employed, the District provides professional development opportunities for certificated and support personnel to enable them to continually learn and apply best practices to their respective jobs.

2. A candidate for employment is considered hired when all required documentation is reviewed, received, and deemed satisfactory. Until the process is complete, the candidate will not be added to the payroll, issued an identification badge, or provided e-mail or technology access. Procedures are in place to include reference checks, criminal background checks, and employment eligibility verification prior to being hired.

3. The Human Resources Departments' mission is to recruit, develop, and retain outstanding employees committed to fostering educational excellence. Horry County Schools must also provide an environment that embraces growth, innovation and educational and career opportunities to ensure organizational success. Through professional development employees are encouraged to pursue their job related interests, develop their talents and qualifications, and define specific career objectives.

Evidence of Status of Compliance:

We are in full compliance of this policy. Evidence is listed below:

- A new human resources management system was launched in January 2013.
- Reorganization of the human resources department is on-going to improve efficiency.
- Extensive background inquiries and checks were conducted prior to hiring any personnel.
- A new Human Resources volunteer software program implemented and online registration in process.
- Streamlined new hire substitute orientation by implementing online training and procedures.
- Maximized efficiency of new employee orientation by implementing online procedures and training.
- Aspiring Principals Academy to enhance knowledge and preparation of in district active Assistant Principals for Principal positions.
- Clear and concise procedures for hiring Principals and Assistant Principals. Human Resources department facilitates the entire hiring process.
- The most highly qualified and best-suited candidates are selected for all positions, based upon experience, formal education, credentials, and certifications appropriate for the position.
- Reinstatement of Horry County Schools Job Fair to expedite filling vacancies in critical needs areas.
- Contracts provided in critical needs areas and Principals hire from pools beginning February 2015.
- Selected retired professionals facilitate face-to-face professional teacher screenings prior to candidate being sent to building administrator.
- Social organizations partnership with Horry County Schools administrators developed to foster the assistance in hiring African Americans.
- Recommend for board approval the employment and transfer of any Principal, Executive Director or Chief Officer.
- Clear and concise personnel procedures for employees.
- Horry County Schools dress guidelines reviewed with Human Resources staff semi-annually.
- Professionalism of Human Resources employees expected at all times.
- Quarterly Human Resources staff meetings scheduled as a refresher to maintain being in compliance.
- Complaints, concerns and grievances are handled according to district policies.
- Employee applications, claims for family medical leave, workers' compensation, and unemployment are monitored on a regular basis for compliance.
- Adequate job descriptions for all staff positions are maintained and modifications made as needed.
- Confidentiality statement from board policy signed annually by employees.
- Compensation and benefit plans were developed in 2004 to attract and retain the highest quality employees by compensating employees consistent with the applicable marketplace, including but not limited to organizations of comparable size and type, and within available resources.
- A monitoring system implemented to ensure all non-teaching professionals and support staff are evaluated annually.
- The evaluation of all instructional and administrative personnel is designed to:

- a) Improve and support instruction;
 - b) Measure and document both excellent performance and unsatisfactory performance;
 - c) Link teacher and administrator performance with multiple measures of student performance.
- An organizational culture is maintained that positively impacts the ability of staff to responsibly perform their jobs and allows them to work in an environment of professional support and courtesy.
 - A new online application implemented to ensure Human Resources employees time and attendance are in compliance.
 - Employment trends have been compiled and analyzed to inform effective personnel administration practices.
 - Human Resource Administrators are continuously evaluating and monitoring procedures and practices so that modifications can be made as needed.