

**HORRY COUNTY SCHOOLS
MONITORING REPORT – OE-4 PERSONNEL ADMINISTRATION**

I certify that the information in this report is true.

Signed: *Rick Maxey* Date: 2/15/18
Dr. Rick Maxey, Superintendent

Disposition of the Board:

☐ In compliance
☐ Not in compliance
☐ Compliance with exception

Signed: _____ Date: _____
Joe DeFeo, Board Chair

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.	√			

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 Department's 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:

- AppliTrack is utilized as the Human Resources management system.
- Reorganization of the Human Resources department is on-going to improve efficiency.
- Extensive background inquiries and checks conducted prior to hiring any personnel.
- Online volunteer software program utilized to expedite approval.
- Streamlined new hire substitute orientation by implementing online procedures and training.
- 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.
- Continuation of annual Horry County Schools Job Fair to expedite filling vacancies in critical needs areas.
- Contingency contracts provided in critical needs areas and Principals hire from pools beginning February 2015.
- Recommended for the board approval the employment and transfer of any Principal, Executive Director or Chief Officer.
- Clear and concise personnel procedures for employees.
- Professionalism of Human Resources employees expected at all times.
- Confidentiality statement from board policy signed annually by Human Resources employees.
- 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.
- A monitoring system is utilized 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.

- An online application is utilized 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.