

Human Resources

December 2, 2021



Projects/Tasks



- Hiring aides, clerical, custodial staff members
- Placement of Teacher Aides
- Hiring and assigning permanent and per diem subs
- Filling leave of absences/retirements
- Global Compliance Network
 - DASA
 - Blood-borne Pathogens
 - Sexual Harassment
 - Asbestos
- State reporting
- Office of Civil Rights Data Collection
 - Collects data necessary to ensure compliance with civil rights laws
 - Student enrollment and educational programs, Race/Ethnicity, gender, ELLs, disability
- Completed and submitted District Wide Safety Plan
- Mentors
- APPR

Digitizing HR Challenges

- Paper
- Storing boxes
- The search
- Organization
- Paper evaluations
- Finding time to file



Selecting the right Company

- Met with several companies
 - Discussed options, what their platforms offer and cost
 - Chose the companies that
 - Offered the best program that meets district's needs
 - Cost effective
 - Offer training to multiple employees
 - Offer ongoing support



Solution

Upland Software - FileBound

- Will hold all HR records
 - Records will be easily searchable
 - Each employee will have separate files to hold:
 - Resumes
 - Applications
 - Medical records
 - Certifications
 - Civil Service forms
 - Evaluations

The logo for Upland FileBound features a blue curved line above the text. The word "upland" is in a dark blue, lowercase sans-serif font, and "FileBound" is in a lighter blue, uppercase sans-serif font.

upland FileBound

Digitizing HR

Advantages

- Having records immediately available
- Organized
- More space
- Less paper
- Digital Evaluations



Moving Forward

- Step 1
 - Global Documents
 - Secure
 - Scan and add to an external hard drive
 - Return hard drive to us
- Step 2
 - All documents will be uploaded to FileBound
 - Training
- Step 3
 - Ready to go!



Expanding Digitizing Process

- Pupil Personnel Services
- Registration
- Payroll



Thank you!

QUESTIONS

