**Supervision of Personnel**

**Rules of Thumb**

**Documentation Reminders**

* **Be specific when writing documentation**
* **Documentation must be dated**
* **Documentation must be addressed to the teacher**
* **Documentation should contain references to how the situation is tied to PDAS (commissioner wants to see this)**
* **Provide an opportunity for remediation**
* **Notice of performance deficiencies**
* **Satisfies the due process element**
* **Satisfies the test of fairness**
* **Documentation is required by the courts and agencies reviewing personnel decisions**
* **Assume everything you write will be read aloud in court**
* **Share it within ten days with the teacher – with a witness in the room and obtain their signature**
* **Don’t be afraid of Fierce Conversations**
* **Do not write when you are angry**
* **Communicate with your superintendent**
* **Use the sandwich method**

**Start positive - notice of performance deficiency – end positive**

* **E-mail is not documentation – it is supporting evidence but not official documentation**

**Human Resources**

**Discrimination.**

8 areas or characteristics in federal law that employers cannot make an employment decision. This leads to discrimination.

1. Age
2. Race
3. Religion
4. Sex/gender
5. Disability
6. National origin
7. Military
8. Pregnancy

**Protected employee actions.** You cannot fire them for these actions.

1. Filing a grievance
2. Workers comp claim
3. Refusing to submit to sexual harassment
4. Providing military service
5. Organizing, joining a union
6. Requesting unused leave
7. Reporting child abuse
8. Refusal to evacuate

**Potential areas of complaints.**

1. Hiring process (treat people fairly - prevents lawsuits)
2. Pay and benefits
3. Contract administration
4. Assignments and schedules
5. Reassignments and transfers
6. Discipline or suspension
7. Nonrenewal or termination
8. Breach of confidentiality

OSHA - Does not apply to TX school districts.

Golden Rule - Don't make exceptions --- follow policy.

**Most common mistakes in human resources.**

1. Hiring the wrong person
2. Violating wage and hour law
3. Administering leave properly
4. Handling discipline, non real, and termination improperly

**What should a supervisor do with regards to Human Resources**.

1. Follow Policy
2. Treat employees fairly and consistently
3. Use available resources (HR department)
4. Use job related business reasons for all personnel decisions

**6 ways to get sued by employees.**

1. Tolerate poor performance then fire suddenly
2. Don't explain now explain later
3. Don't let policy get in your way - always follow policy
4. Lavishly follow policy - ignore common sense
5. Blow off silly inter complaints
6. Say sorry if necessary

**How to make better hiring decisions.**

1. Carefully define all of the job requirements
2. Screen applicants to identify the most qualified applicants
3. Plan for the interview
4. Conduct structured interviews
5. Conduct thorough background check

**Avoid being sued about hiring**

1. Ask only job related questions
2. Be consistent with all applicants interviewed
3. Document all phases of the hiring process

**Posting**

1. Jobs must be posted for ten days ,safety exception
2. Common place bulletin board , website
3. Exempt - teacher vacancy during year

**How to make better hiring decisions**

Carefully define all job requirements

Education certification license

Skills and knowledge

Experience including type and length

Behavior and work style characteristics

Screen applicants to identify the most qualified will

Plan for interview

Prepare questions and desired answer to

Focus on questions that will determine ability and attitude

Conduct structured interviews

The same interviewer should interview APPLICANTS

Ask the same questions

Ask behavioral questions

Conduct a thorough background check

Criminal history check

**Avoid unlawful discrimination in hiring**

Ask only job related questions

Be consistent with all applicants interviewed

Carefully document all phases of the hiring process