RD Recruitment Planning Overview

Position Title: ___ _____

Location: ____ _____   Proposed Start Date: _____

Full-Time? _____Academic Year or Administrative Year? ____Admin____ Exempt? ___Yes___

Part-Time? _____ If part-time, how many hours per week? _____

Salary Range? _____   Do you want range posted? ___No_____

Required Qualifications – Beyond what is included on the position description, who is the ideal candidate for this role?

Budget to Market Position:

Places to Post:

Interview Team:
1. Resume Screeners:
2. First Phone Screener:
3. Second Phone Screener:
4. Personal Interview Team:

Specific Questions to Ask on Hirebridge Application – anything different than what is currently used for principals?
1.
2.
3.

Proposed Hiring Timeline:
1. Deadline for Phone Screens:
2. Date for Personal Interviews:
3. Deadline to Hire:
4. Start Date:

## Leadership Recruitment Action Plan
School: Position:

Organization	Action	Cost
LHA Internal	Post on Hirebridge	
	Announce in LHA Flashlight	
National Partners		
Teach For America JOB	Post on JOB	
Teach For America SLi Newsletter	Email PD and blurb to Dave for monthly newsletter	
Teach For America Regional Alumni Blasts	Email PD and blurb to DAA	
Education Pioneers	Post on alumni website	
Top Grad Schools		
Harvard Graduate School of Education	Post on career services website	
Indiana University Bloomington	Post on career services website	
	Post on alumni assoc website	
Brown Univ	Email PD to career services contact	
Vanderbilt	Email PD to career services contact	
Johns Hopkins	Email PD to career services contact	
Columbia Teachers College - Summer Principals Academy	Email SPA director to distribute	
Urban Prep Programs		
University of Memphis	Email PD to director	
New Leaders for New Schools	Email local office to post	
Local Universities		
iUPUI Urban Principal Prep Program	Email PD to center contact	
Univ of IL Champaign Urbana	Post on career services website	
University of illinois Chicago Urban Educa	TBD	
Career Websites/Associations		
ideallst.org	post online	$60
HBCU Careers	Post online	

ASCD Smartbrief	post online	$400 for 4 weeks
National High School Association	email ad	395 for 1/8 page add in winter n
Indiana Dept of Education	post online	
INCS www.incschools.org	post online	
National Alliance of Public Charter Schoo	post online	

http://jobs.publiccharters.org/

ewsletter
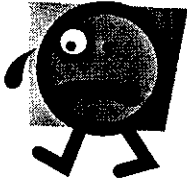
WORKERS COMPENSATION PROCESS

I.   **Purpose:** The purpose of this procedure is to outline the steps for handling a Worker's Compensation Claim

   Functional Lead:
   - ❖ Office Manager
   - ❖ Regional Director

II.   **Related Policies:**
   - ❖ **Personnel Handbook**

III.   **Technical Assistance:**
   - ❖ Payroll and Benefits Manager
   - ❖ Regional Director

IV.   **Administering Policy:**

#	Responsibility	Procedure
1.	Office Manager	Receives information from employee or vendor of accident on school site
2.	Office Manager	Informs Regional Director and Payroll Benefits Manager of incident
3.	Office Manager	Receives instruction from Payroll Benefits Manager of filing claim with the school's insurance company
4.	Payroll Benefits Manager	If necessary, contacts the schools insurance agent for the claim reporting instructions.
5.	Payroll Benefits Manager	Obtains claim forms and forwards to the office manager.
6.	Office Manager	Fills out related paperwork and documentation of incident.
7.	Office Manager	If applicable, obtain statement from witnesses
8.	Office Manager	Informs Payroll and Benefits Manager of incident and faxes paperwork to Payroll Benefits Manager.
9.	Payroll and Benefits Manager	Forwards claim paperwork to insurance carrier.
10.	Payroll and Benefits Manager	Opens a case file and files the claim form and any other communication related to the case.
11.	Office Manager	Files paperwork in a folder for employee, but separate from personnel file.
12.	Office Manager	Repeats process for any additional paperwork.

PROCEDURES FOR REPORTING UNFAVORABLE BACKGROUND CHECK RESULTS

I. **Process for reporting unfavorable background checks**
    Purpose: The purpose of this procedure is to provide detailed steps for reporting and processing unfavorable background results.

    Functional Lead:
    ❖ Principal

    Notes:
    ❖ This procedure is to be used to ensure that an employee or volunteer with certain unfavorable results is not working at the school, in accordance with state and federal law.

    ❖ No person can work at a school or come into contact with the children, whether the person is to be paid or unpaid, until background check results have been received.

    ❖ **Persons with convictions for violence, harm to children, drugs or weapons may not work in any school, whether paid or unpaid. Persons with problems on credit checks may not handle any school or student money. If a pending result is returned this information cannot be used in the hiring decision process. You may wait to for the outcome in court.**

II. **Related Policies and Procedures:**
    ❖ Background Check Procedure

III. **Technical Assistance:**
     ❖ Regional Director
     ❖ Regional Vice President

IV. **Administering Policy:**

#	Responsibility	Procedure
1	Principal	Once you are notified of unfavorable results, a decision must be made on a case-by-case basis regarding hiring or terminating the employee or allowing the person to volunteer . The factors to be considered include: nature of the criminal offense, date of the criminal offense, severity of the offense and number of offenses. In addition, certain crimes, as discussed below, preclude employment regardless of the date or number of offenses. The Regional Director will work with you to determine the factors. The Regional Director will seek input from the Regional Vice President if there are any questions making this determination.
2	Principal	If the results on any person indicate that they have been convicted of a felony involving moral turpitude or an act contributing to the delinquency of a child, it will result in immediate withdrawal of the

Unfavorable Background Checks March 2010.doc

		employment offer, dismissal of the employee or the volunteer will not be allowed in the classroom, on field trips or other school related events. This is also true for any crime involving violence, drugs or weapons.
3	Principal	Work with the RD to write a withdrawal of offer letter or termination letter for employee. Complete the *School Response to Volunteer Background Check* form located on the Prism if the background check was completed on a potential volunteer.
4	Principal	Deliver letter to person and explain reasons. Make sure to retrieve all school or company property from the person immediately.
5	Principal	Give a copy of the letter to the office manager to go in the employee's file. Unfavorable background checks must be retained in a separate, secure, confidential file for volunteers and employees.
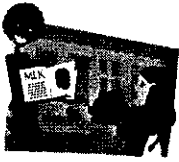
PROCEDURES FOR TEACHER ABSENCE AND SUBSTITUTION

I.   **Procedure for Teacher Absence and Substitution**
Purpose: The purpose of this procedure is to provide detailed steps how to call in sick or late, prepare for substitution, and substitute reception.

Functional Lead:
❖ Teacher
❖ Office Manager

Notes:
❖ You must call the school and speak to the person responsible for securing a substitute if you will be absent or late. Make sure you have his/her number readily accessible. Please notify the Principal either the night before or by 6:30 A.M. and enter your time in the HRB system. If you know you will be absent the next day, please notify the Office Manager before the close of the business day.

II. **Related Policies and Procedures:**
❖ None

III. **Technical Assistance:**
❖ Principal
❖ Director of Instruction

IV. **Administering Policy:**

#	Responsibility	Procedure **Preparing the Substitute**
1	Teacher	Each classroom teacher must maintain three days of substitute plans at all times. The plans should closely replicate a typical school day, but take into consideration that the substitute may not be trained to use the LHA curriculum.
2	Teacher	You must make all the necessary copies to implement the lesson plans.
3	Teacher	When you are absent, you must replenish your plans to always maintain three days of substitute plans.
4	Teacher	You must include a packet of instructions for the substitute that explains the routines of your particular classroom. This packet can be used all year; it should only need to be updated if you change any routines. It should include the following current information: ❖ Class Schedule ❖ Class list and seating chart ❖ List of students that take the bus and attend after school ❖ Class routines

		❖ Other critical classroom information
5	Teacher	Please package all the above materials in a suitable package and submit to the Office Manager.

#	**Responsibility**	**Procedure** **Substitute Reception**
1	Office Manager	The Office Manager will greet the substitute and give him/her a welcome letter with important school procedures including the school's safety plan.
2	Office Manager	The Office Manager will assign the substitute a set of keys, give him/her a master schedule and the prepared lesson plans as well as the packet of classroom information from step 5.
3	Office Manager	Once the substitute has picked up the children and settled into the classroom, the Director of Instruction will ensure that the substitute is adequately equipped for the day.
4	Office Manager	At the end of the day collect materials from the substitute – keys, school safety manual, student lists.
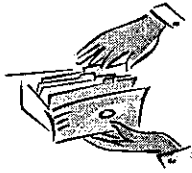
Updated: December 15, 2008

LHA 401(k) ADMINISTRATION PROCEDURES

I.   **Purpose:** The purpose of this procedure is to document the 401(k) plan procedures.

    Functional Lead:
- ❖ Vice President of Finance
- ❖ Office Manager
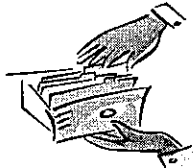- ❖ Payroll Benefits Manager

    Applicable Companies:
- ❖ Lighthouse Academies Inc
- ❖ Lighthouse Facility Manager
- ❖ Potomac Lighthouse
- ❖ Bronzeville Lighthouse
- ❖ Cleveland Lighthouse
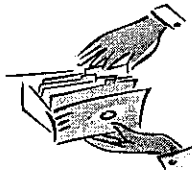- ❖ Villaview Lighthouse

II.   **Technical Assistance:**
- ❖ Payroll Benefits Manager
- ❖ Sentinel Benefits

III.   **Administering Policy:**

#	Responsibility	Procedure
1	Office Manager	Upon hire the employee receives summary annual report and overview of the Lighthouse Academies 401(k) plan
2	Office Manager	Sets up the employee on HRB. See related procedure for employee setup.
3	Employee	Employee elects deferrals by logging into HRB. If the employee does not have access to HRB, the employee should complete the election form and give it to the Office Manager for data entry.
4	Employee	Employee elects and manages their own investment options by logging onto Sentinel Benefits. Changes can be made at any time.
5	Employee	Employee complete online beneficiary.
6	Payroll Benefits Manager	Employee also completes paper beneficiary statement and forwards to the payroll benefits manager since Sentinel does not maintain the historical beneficiary requests. Should the plan move from Sentinel the plan administrator should keep hard copies of the beneficiary statements.
7	VP of Finance	Arranges the annual 401(k) audit in November preceeding the year end
8	VP of Finance	Obtains the 5500 from Sentinel for review and submission
9	Payroll Benefits Manager	Reviews the annual census

     Retirement LHA 401k Administration Procedures.doc

Updated: December 15, 2008

10	Payroll Benefits Manager	Reviews the 401(k) match computation after calendar year end
11	VP of Finance	Reviews and authorizes the 401(k) match
12	VP of Finance	Submits 401(k) match payment to Sentinel
13	Payroll Benefits Manager	Compares employee deferrals and 401(k) loan payments immediately after each payroll run to the amounts transferred to Sentinel. Any differences are immediately written down on a workpaper and resolved
14	Payroll Benefits Manager	Receives 401(k) loan amortization from Sentinel and sets up 401(k) loans repayments as payroll deductions in PayeXpert.
15	Payroll Benefits Manager	After obtaining the summary annual report (SAR) from Sentinel, the Payroll Benefits Manager emails and mails to all participants on the plan on the SAR date (12/31/XX).

LAI 403(b) ADMINISTRATION PROCEDURES

I. **Purpose:** The purpose of this procedure is to document the 403(b) plan procedures.

Functional Lead:
- ❖ Vice President of Finance
- ❖ Office Manager
- ❖ Payroll Benefits Manager

Applicable Companies with their 403(b) codes:
- ❖ Lighthouse Academies of Indiana Inc   804976-000000014
- ❖ East Chicago Lighthouse 804976-000000011
- ❖ Gary Lighthouse 804976-000000009
- ❖ Indianapolis Lighthouse 804976-000000008
- ❖ Monument Lighthouse 804976-000000012
- ❖ West Gary Lighthouse 804976-000000010

II. **Technical Assistance:**
- ❖ Payroll Benefits Manager
- ❖ Principal Financial

III. **Administering Policy:**

#	Responsibility	Procedure
1.	Office Manager	Upon hire the employee receives from the Office Manager the Indiana Public Charter School Association Inc Retirement Plan Highlights and the Easy Enrollment Application. Each school has its own unique code (see above). Office Manager must use their school's respective code on the application.
2.	Office Manager	Sets up the employee on HRB Employease. See related procedure for employee setup.
3.	Employee	Employee completes the Easy Enrollment Application and the Employee elects deferrals by logging into HRB. If the employee does not have access to HRB, the employee should complete the election form and give it to the Office Manager for data entry.
4.	Employee	Employee elects and manages their own investment options by completing the Easy Enrollment form. After enrolled the employee will be sent a user name and password from Principal Financial Group and can make changes to investing any time.
5.	Office Manager	The office manager faxes the form the Principal Financial Group.
6.	Employee	Life Changes such as change of address or changes to beneficiaries are made by the employee online.
7.	Payroll Benefits Manager	Employee also completes paper beneficiary statement and forwards to the payroll benefits manager since Principal Financial does not maintain the historical beneficiary requests. Should the plan move from Principal Financial the plan administrator should keep hard

Retirement LAI 403b Administration Procedures.doc
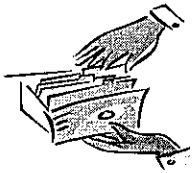
		copies of the beneficiary statements.
8.	VP of Finance	Arranges the annual 403(b) audit in November preceeding the year end
9.	VP of Finance	Obtains the 5500 from Principal Financial for review and submission
10	PBC	Reviews the annual census
11	PBC	Reviews the 403(b) match computation after calendar year end
12	VP of Finance	Reviews and authorizes the 403(b) match
13	VP of Finance	Submits 403(b) match payment to Principal Financial
14	PBC	Compares employee deferrals and 403(b) loan payments immediately after each payroll run to the amounts transferred to Principal Financial. Any differences are immediately written down on a workpaper and resolved
15	PBC	Receives 403(b) loan amortization from Principal Financial and sets up 403(b) loans repayments as payroll deductions in PayeXpert.
16	PBC	After obtaining the summary annual report (SAR) from Principal Financial, the PBC emails and mails to all participants on the plan on the SAR date (12/31/XX).

REQUEST FOR AN ACCOMMODATION (OF A DISABILITY)

I.   **Purpose:** The purpose of this procedure is to inform employees about procedures for requesting a reasonable accommodation for a disability. It is the EMPLOYEE'S responsibility to make this request and provide documentation.

    Functional Lead:
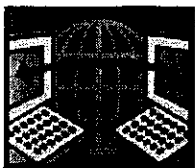- ❖ Employee
- ❖ Office Manager/Principal

    Note: New York employees are not employees of Lighthouse Academies, Inc. Please reference New York section for forms specific to New York.

II. Technical Assistance:
- ❖ Supervisor
- ❖ Payroll and Benefits Manager

III.   **Administering Policy:**

#	Responsibility	Procedure
1	Office Manager	(1) Give employee a ***Request for a Reasonable Accommodation Form***. (2) Ensure request and expected return date is completed with signature. (3) Give to the Supervisor for review.
2	Principal	(1) Review Request Form. *Reasonable requests with medical documentation should be honored unless the economic or other burden to the school would be too severe.* (2) Advise employee of your approval or denial. Sign the form if you approve the accommodation. Give form to Office Manager. The employee must be given a response within **three** business days of submitting the request and medical documentation.
3	Office Manager	Give employee copy of form. Put original in employee's personnel file.
4	Office Manager	If accommodation is to be temporary, such as a broken leg, make a note in calendar when it is scheduled to end. The cost of the accommodation is borne by the school.

PROCEDURES FOR PAYROLL CYCLE

I.   **Purpose:** The purpose of this procedure is to outline the steps for calculating hours to be paid to exempt and non-exempt employees.

Functional Lead:
- ❖ Principal
- ❖ Office Manager

II.   **Related Policies and Procedures:**
- ❖ PayeXpert Training Manual
- ❖ Direct Deposit Procedure

III.   **Technical Assistance:**
- ❖ Payroll and Benefits Manager
- ❖ ADP 866.237.7297

IV.   **Administering Policy:**

#	Responsibility	Procedure	Comment
1	Payroll Benefits Manager	In PayX, Payroll Benefits Manager starts the cycle for each school company code	
2	Payroll Benefits Manager	Sends email to Office Manager's of the due dates for the upcoming payroll cycle. cc's Principal	
3	Office Manager	New employees and changes to employee data including pay rates are maintained in HRB immediately. See related procedures for new hire, termination, pay rate changes	Make sure that all information for each employee is up to date in HRB at least one business day prior to the day you will enter payroll.
4	Office Manager	Logs onto PayX and makes sure the payroll cycle has started for the upcoming payroll period	
5	Office Manager	Make any changes to employee's record in PayX that do not originate from HRB. This includes entering tax information and direct deposit information. Make sure any recently terminated employees have "cancel auto pay" checked in their record. Also remove direct deposit for any terminated employees	Note most payroll data originates in HRB including, name, pay rates, medical withholdings. Some data items do not transfer from HRB and is entered directly into PayX, under employee maintenance.
6	Office Manager	Make sure any recently terminated employees have "cancel auto pay" checked in their record.	This is under the tab "Employee Information/Position/Status
7	Office Manager	Delete "direct deposit" for any terminated employees	This is under the tab "Employee Information/Deductions/Deposits
8	Office Manager	In PayX, goes into "Pay Employees" and creates a batch	Batch will create a payroll grid where hours can be entered or stipends, or other pay types
9	Office Manager	Enter all hours and earnings in the proper columns. A separate check (pay #2, pay #3,	

Payroll Cycle.doc

Updated: December 15, 2008
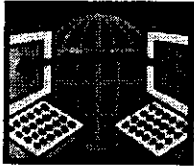
etc.) should be entered for each type of earnings (summer school, stipend, and bonus). Any salary employee will automatically be paid. Hours and days worked information must be entered if those Items are tracked.

10	Office Manager	In PayX, Creates the payroll file. Press the "Verify and Create Payroll File"	
11	Office Manager	In PayX, submits file payroll for processing by pressing "Submit files for Processing"	In about thirty (30) minutes, your payroll preview will be ready. Print out your preview. Go to "Accept/Reject" and then to the tab for payroll preview. Do not accept payroll at this time.
12	Office Manager	Prints the Payroll Preview Report	
13	Office Manager	Review the withholding columns for errors in retirement, social security, other withholdings	
14	Office Manager	Reviews and reconciles gross pay. Opens the Excel Payroll Trend Report for the current fiscal year.	The payroll trend report is a reconciliation report that is used for review and accounting
15	Office Manager	Creates a new column next to the previous payroll	
16	Office Manager	Enters the gross total from the last page of the Payroll Preview into the last line of the Excel column	See FORM Payroll Trend for information
17	Office Manager	Enters the gross from the Payroll Preview report of each employee into the Excel column, being careful to enter different pay types into different rows	If an employee is paid a stipend and a salary those are considered different types of pay. Overtime is also a different pay type and needs to be entered on its own row
18	Office Manager	Reconcile the gross pay entered on Excel to the Payroll Preview.	compare total of excel to report to make sure you have recorded all pay
19	Office Manager	Review for errors in gross pay	Compare to the trend for any unusual payments such as paying a terminated employee, or errors with the wrong pay rate such.
20	Office Manager	Fix errors, Reject the payroll and make corrections	
21	Office Manager	Re-submit the payroll	
22	Office Manager	Print the Payroll Preview report again	
23	Office Manager	Update Excel trend report	
24	Office Manager	Once payroll is deemed correct by the Office Manager, print the excel trend report, initial the top, staple the Payroll Preview report and hand it to the Principal for their approval	
25	Principal	Principal reviews the trend report	1. make sure all employees are included 2. There are no terminated employees being paid except for a final pay check 3. Compare to the approved salary column 4. compare to

Payroll Cycle.doc

Updated: December 15, 2008
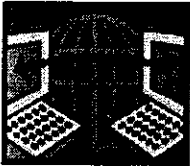
previous payrolls for any
unusual amounts

26	Principal	Approves the payroll by signing the Trend Report and hands it back to the Office Manager	
27	Office Manager	Scans and emails the Trend Report with the Payroll Preview to the Payroll Benefits Manager	
28	Payroll Benefits Manager	Reviews the Trend Report - makes sure the gross matches the Payroll Preview.	
29	Payroll Benefits Manager	Reviews the Trend Report - reviews the trend and inquires about unusual payments such as unidentified stipends, gaps in payrolls, unusual gross payments	
30	Payroll Benefits Manager	Reviews the Payroll Preview Report, for errors in withholding	
31	Payroll Benefits Manager	Initials the Trend Report under the Office Manager and PAL sign off and hands to the VP of Finance	
32	VP Finance	Reviews the Trend and Payroll Preview Reports. Logs Into PAyX and Accepts the payroll	
33	Payroll Benefits Manager	Files the report worksheet by school for auditors	
34	Office Manager	Distributes the payroll checks. For those who elected paperless informs them of the website to retrieve payroll check info	Paychecks will be delivered to the school office on or before the pay date.
35	Payroll Benefits Manager	Logs into Ireports to retrieve the payroll cycle reports	
36	Payroll Benefits Manager	Downloads the reports onto the server	
37	Accountants	From the server makes sure the I-reports have been downloaded.	
38	Accountants	Prints the Payroll Register and Statistical Summary	
39	Accountants	Enters the gross pay into the Journal Entry template	
40	Accountants	Enters the payroll into Accounting System	
41	Accountants	Reconciles all employee withholding accounts including garnishments, retirement	
42	Accountants	Reconciles manual checks	
43	Accountants	Reports any open issues or unreconciled accounts to VP Finance or Payroll Benefits Manager	

OVERTIME CALCULATION

I.   **Purpose:** The purpose of this procedure is to outline the steps for calculating overtime hours to be paid to hourly non-exempt employees.

      Functional Lead:
* ❖ Principal
* ❖ Office Manager

       1. Obtain timesheets for hourly employees and any back up documents to support overtime of non-hourly non-exempt employees.
       2. Enter overtime hours using calculation in table (below) into PayeXpert.

II.   **Related Policies and Procedures:**
* ❖ Payroll Cycle Procedure
* ❖ Personnel Handbook

III.   **Technical Assistance:**
* ❖ Payroll and Benefits Manager
* ❖ ADP 866.237.7297

IV.   **Administering Policy:**

#	Responsibility	Procedure
1	Office Manager	Overtime is calculated by the week, from Monday to Sunday. Assume this is the calendar for October:

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	**5**
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

* Payroll is paid on the 5th and 20th of each month. For the month shown above, it will be paid on the 4th and the 18th because the 5th and 20th are on a weekend.
* Assume payroll for the 20th has to be submitted on the 15th. All holidays, sick time and paid time off through the 15th will be reported and paid. Overtime is only known for the week ending Sunday, the 11th so overtime is only reported and paid for the days through the 11th.
* Overtime is defined as the amount of hours a non-exempt employee actually worked during a 7 day week which exceed 40 hours. For example if the Office Manager works 10 hour days on Monday, Wednesday, Thursday and Friday; but is out sick on

Overtime Calculation.doc

Updated: December 15, 2008

| | | Tuesday, then she has actually worked 40 hours. There is no overtime pay. She is paid for the 40 hours she worked plus the 8 sick hours. All of this is paid at the regular rate. |
| | | • For example, lunch is subtracted out of the time worked, but only if the non-exempt employee does no work during lunch: does not answer phones or questions or supervise any students. If a non-exempt employee worked 9 hours per day, Monday through Friday that is 45 hours. If he takes ½ hour for lunch each day, that time is subtracted to the total hours actually worked are 42 ½ hours. He gets paid for 40 hours plus 2 ½ hours of overtime. |

PROCEDURES FOR OPEN ENROLLMENT

I. Insurance Enrollment, including a qualifying event
Purpose: The purpose of this procedure is to provide a cost effective strategy with the annual renewal of health, dental and other employee benefit plans

Functional Lead:
- ❖ Paryoll and Benefits Manager
- ❖ VP Finance
- ❖ Office Manager

Notes:
Open enrollment is usually 30 days prior to the August annual renewal of the health plans

II. Related Policies and Procedures:
- ❖ Benefit Enrollment

III. Technical Assistance:
- ❖ CEO

IV. Administering Policy:

#	Responsibility	Procedure
1	Payroll Benefits Manager	Sets up meeting with insurance agent 90 days prior to the end of the annual benefit term which is currently August 1st
2	Payroll Benefits Manager	Analyzes quotes from the agent for health, dental and disability
3	Payroll Benefits Manager	Sets up meeting with VPF and CEO to discuss cost for renewal and setting employee/employer shares
4	Payroll Benefits Manager	Contacts ADP Employease to set up planning meeting 60 to 90 days prior to Open Enrollment
5	Payroll Benefits Manager	Prepares letter to employees notifying of upcoming annual plans selected, cost and the instructions for Open Enrollment. Gives letter to VPF and CEO for review
6	Payroll Benefits Manager	Communicates and manages Open Enrollment with ADP Employease representative
7	Payroll Benefits Manager	Notifies and instructs OM's with regard to Open Enrollment. See related procedure for Benefits Enrollment.

PROCEDURES FOR OFFER LETTERS AND CONFIDENTIALITY NON SOLICITATION AND NON COMEPETE AGREEMENT

I. **Process for issuing offer letters and confidentiality agreements to employees and temporary staff (substitutes, interns and tutors.)**
    Purpose: The purpose of this procedure is to ensure that offer letters and confidentiality agreements are issued to all personnel, regardless of position. The FT Exempt Academic Offer Letter must be signed by the RD and Hiring Manager. All other offer letters and confidentiality agreements must be signed and approved by the Hiring Manager.

    Functional Lead:
    ❖ Hiring Manager
    ❖ Office Manager/Business Manager
    ❖ Payroll and Benefits Manager

    Notes:
    ❖ Employees must receive an offer letter upon their date of hire **and if they change positions.** All existing employees will also receive offer letters beginning the new fiscal year-July 1st. of each year.
    ❖ New York and Arkansas school employees are not Lighthouse Academies, Inc. employees. Some of the forms listed in this procedure are not applicable; the alternative form(s)/letter(s) are located on the Prism in the School Procedure Manual/HR Forms folder.
    ❖ Templates for offer letters are specific to type of position. (Ex: Full Time Exempt or Full Time Non Exempt) There are four Offer Letter templates on the Prism. Those are the only letters that should be sent to new hire candidates. Offer letters must be on school specific letterhead and should not be altered without specific authorization from VP of Finance.
    ❖ Prior to making the offer determine if any relocation assistance is to be offered. If so then decide the amount and confirm funds are available in the corporate/school budget. Add this provision to the offer letter in the sentence in which you state the salary. Example: Your annual salary will be $ xxx. In addition you will be allowed up to xxx for relocation costs subject to the terms of your relocation agreement. Complete the *relocation agreement template*. Send the letter and the agreement to your supervisor for review and approval. The relocation template must be signed by both parties before any relocation expenses are paid. Receipts for relocation reimbursement are to be submitted with the standard LHA Expense Report form.

II. **Related Policies, Procedures and Forms:**
    ❖ New Hire Procedure
    ❖ Personnel Handbook
    ❖ Employee Personnel Folder
    ❖ Form I-9 Procedure
    ❖ Background Check Procedure
    ❖ Relocation Agreement (if applicable)
    ❖ Expense Report Form

III. Technical Assistance:
- ❖ Supervisor
- ❖ Payroll and Benefits Manager

IV. Administering Policy:

#	Responsibility	Procedure
1	Office Manager/Business Manager	Once the Hiring Manager has decided to make an offer of employment: • Create an individual offer letter using the appropriate *Offer Letter Form* **located on the Prism** • Make sure the offer letter includes the position, date of employment, status (full-time, part-time etc.), salary and any other necessary provisions of employment. • If any relocation assistance is to be included add this provision to the offer letter in the sentence in which you state the salary. Ex: Your annual salary will be $xxx. In addition your will be allowed up to $xxx for relocation costs subject to the terms of your relocation agreement. If the salary will exceed the salary stated in the budget, the principal must get approval from the RD and VP of Finance before making the offer.
2	Hiring Manager	• Review, approve and sign the offer letter and confidentiality agreement (Make sure all new hires have been approved by the Board, if applicable EX: In New York, Board approval is required) • If relocation is offered complete that document and have your supervisor review it.
3	Office Manager/Business Manager	Mail or hand-deliver the signed agreements to the offeree. These should be given to the offeree in pdf format or hard copy only.
4	Office Manager/Business Manager	Once the employee signs the agreements: (1) Give a copy of the agreements to the employee (2) Enter employee in HRB (3) Place required agreements in employee file, mark receipt of agreements on *New Hire Checklist* (4) The offer letter, and confidentiality agreement, and, if applicable, the relocation agreement, must have both employee's signature and the Hiring Managers' signature. (5) See *New Hire Procedure* for more information on next steps.

PROCEDURES FOR OFFER LETTERS AND AGREEMENT LIMITING CERTAIN UNFAIR ACTIVITIES FORM

I.   **Process for issuing offer letters and confidentiality agreements to employees and temporary staff (substitutes, interns and tutors.)**
Purpose: The purpose of this procedure is to ensure that offer letters and confidentiality agreements are issued to all personnel, regardless of position. The FT Exempt Academic Offer Letter must be signed by the RD and Hiring Manager. All other offer letters and confidentiality agreements must be signed and approved by the Hiring Manager.

Functional Lead:
❖ Hiring Manager
❖ Office Manager/Business Manager
❖ Payroll and Benefits Manager

Notes:
❖ Employees must receive an offer letter upon their date of hire **and if they change positions.** All existing employees will also receive offer letters beginning the new fiscal year-July 1st. of each year.
❖ New York and Arkansas school employees are not Lighthouse Academies, Inc. employees. Some of the forms listed in this procedure are not applicable; the alternative form(s)/letter(s) are located on the Prism in the School Procedure Manual/HR Forms folder.
❖ Templates for offer letters are specific to type of position. (Ex: Full Time Exempt or Full Time Non Exempt) There are four Offer Letter templates on the Prism. Those are the only letters that should be sent to new hire candidates. Offer letters must be on school specific letterhead and should not be altered without specific authorization from VP of Finance.
❖ Prior to making the offer determine if any relocation assistance is to be offered. If so then decide the amount and confirm funds are available in the corporate/school budget. Add this provision to the offer letter in the sentence in which you state the salary. Example: Your annual salary will be $ xxx. In addition you will be allowed up to xxx for relocation costs subject to the terms of your relocation agreement. Complete the *relocation agreement template.* Send the letter and the agreement to your supervisor for review and approval. The relocation template must be signed by both parties before any relocation expenses are paid. Receipts for relocation reimbursement are to be submitted with the standard LHA Expense Report form.

II.   **Related Policies, Procedures and Forms:**
❖ New Hire Procedure
❖ Personnel Folder Document Checklist
❖ Personnel Handbook
❖ Employee Personnel Folder
❖ Form I-9 Procedure
❖ Background Check Procedure
❖ Relocation Agreement (if applicable)
❖ Expense Report Form
❖ Agreement Limiting Certain Unfair Activities Form

Updated: November 29, 2010

III. Technical Assistance:
- ❖ Supervisor
- ❖ Payroll and Benefits Manager

IV. Administering Policy:

#	Responsibility	Procedure

1	Office Manager/Business Manager
	
	Or
	
	Hiring Manager
		Once the Hiring Manager has decided to make an offer of employment and the background checks have cleared:
		
		• Creates an individual offer letter
		   o Make sure the offer letter includes the position, date of employment, status (full-time, part-time etc.), salary and any other necessary provisions of employment.
		   o If any relocation assistance is to be included add this provision to the offer letter in the sentence in which you state the salary. Ex: Your annual salary will be $xxx. In addition your will be allowed up to $xxx for relocation costs subject to the terms of your relocation agreement.
		If the salary will exceed the salary stated in the budget, the principal must get approval from the RD and VP of Finance before making the offer.
		• Creates Agreement Limiting Certain Unfair Activities
		• Prints position description

2	Hiring Manager	• Review, approve and sign the offer letter and Agreement Limiting Certain Unfair Activities (Make sure all new hires have been approved by the Board, if applicable EX: In New York, Board approval is required) • If relocation is offered complete that document and have your supervisor review it.
3	Office Manager/Business Manager	Mail or hand-deliver the signed agreements to the offeree. These should be given to the offeree in pdf format or hard copy only.
4	Office Manager/Business Manager	After the Office manager receives signed offer letter and Agreements, he/she makes copies for the employee and then goes to *New Hire Procedure* for next steps.

PROCEDURES FOR OFFER LETTERS AND CONFIDENTIALITY AGREEMENTS

I.   Process for issuing offer letters and confidentiality agreements to employees and temporary staff (substitutes, interns and tutors.)

Purpose: The purpose of this procedure is to ensure that offer letters and confidentiality agreements are issued to all personnel, regardless of position. All offer letters and confidentiality agreements must be signed and approved by the Principal.

Functional Lead:
* Principal
* Office Manager

Notes:
* Employees must receive an offer letter upon their date of hire **and if they change positions within the School.** Academic employees, such as teachers will receive a letter for each academic year.
* Employees at Indiana schools are employed by Lighthouse Academies of Indiana, Inc. Reference Indiana State specific folder.
* New York School employees are not Lighthouse Academies, Inc. employees. Some of the forms listed in this procedure are not applicable; the alternative form(s)/letter(s) are located in the New York section of this manual.
* Templates for offer letters are specific to type of position. Please see Offer Letter Form based on position. (Ex: Full Time Exempt or Full Time Non Exempt)

II.   **Related Policies and Procedures:**
* New Hire Documentation Procedure
* Personnel Handbook
* Employee Personnel Folder
* Form I-9 Procedure
* Background Check Procedure

III.   **Technical Assistance:**
* Supervisor
* Payroll and Benefits Manager

IV.   **Administering Policy:**

| #	Responsibility	Procedure
1	Office Manager	Once the Principal has decided to make an offer of employment: • Create an individual offer letter using the appropriate **Offer Letter Form** • New York school staff are not Lighthouse Academies, Inc. employees-they will use New York specific forms • Make sure the offer letter includes the position, date of employment, status (full-time, part-time etc.), salary and any other necessary provisions of employment.

		If the salary will exceed the salary stated in the budget, the principal must get approval from the RD and VP of Finance before making the offer.
2	Principal	Review, approve and sign the offer letter and confidentiality agreement (Make sure all new hires have been approved by the Board, if applicable EX: In New York, Board approval is required)
3	Office Manager	Mail or hand-deliver the signed agreements to the offeree. These should be given to the offeree in pdf format or hard copy only.
4	Office Manager	Once the employee signs both agreements: (1) Give a copy of the agreements to the employee (2) Enter employee in HRB (3) Place agreements in employee file, mark receipt of agreements on **Employee File Checklist** (4) All offer letters and confidentiality agreements must have both employee's signature and the principal's signature.

Updated: December 15, 2008
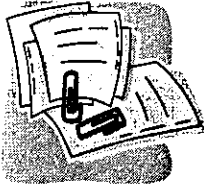
NEW HIRE PROCEDURE

I. New hire process

Purpose: The purpose of this procedure is to provide detailed steps for processing a new hire. Successful application of this procedure will result in the creation of a proper and complete hard copy personnel file and all necessary information will be added into HRB and ADP.

Functional Lead:
* Office Manager/Business Manager – school employees
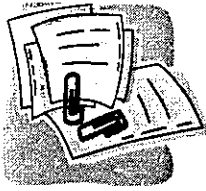* Payroll and Benefits Manger- corporate employees

Notes:
* This procedure is to ensure that the employee record is complete and all mandatory forms are in compliance. *An employee cannot begin work and cannot be paid until all mandatory paperwork is completed and all background checks are returned clean. An employee must complete and submit before starting: offer letter, confidentiality agreement, authorization for background check, I-9 form, tax forms.*
* Consult state laws for any specific requirements in each region.
* A background check for a potential employee should be processed when the Hiring Manager has decided to make that candidate an offer. It can be sent with the offer letter. Offer letters state the offer is based on a clear background check. It should not be processed on a pool of candidates or during the early stages of the interview process. This is for both legal and financial purposes.

II. Related Policies, Forms and Procedures:
* Offer Letter and Confidentiality Agreement Procedure
* Personnel Folder-Document Checklist
* I-9 Procedure
* Background Check Procedure

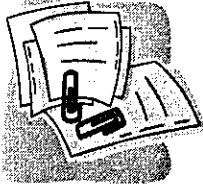## III. Technical Assistance:
* Payroll and Benefits Manager (PBM)

IV. Administering Policy:

#	Responsibility	Procedure
1.	Hiring Manager	Informs the OM for school employees and PBM of new hires for corporate employees.
2.	OM(school employees)/PBM(corporate employees)	Send new hire a *Welcome Packet* to their home address. *Welcome Packet* is found on the Prism at School Site Operations/Procedure Manual/HR Forms
3.	Hiring Manager	Starts a training schedule to ensure training modules are completed in all areas needed for the specific position. (As Applicable)
4.	Hiring Manager	Hiring Manager and new employee sit down and review training schedule and start training within first couple days of start date.
5.	OM/PBM	Give employee applicable forms from the *Personnel Folder-Document Checklist*. Forms and *Checklist* are located on the Prism at School Site Operations/Procedure Manual/HR Forms.
6.	OM/PBM	Set up employee file(s) for new hire. The employee file checklist will go on the top of the first flap. The checklist indicates on which flap each document should go to make it easier to find and check for documents later. The file is to be labeled with the employee's name, last name, first name.
7.	OM/PBM	Within the first three days of employment review all required materials in the *Personnel Folder-Document Checklist* with employee. This includes the Personnel Handbook. All new employees will be given a paper copy of the Personnel Handbook. Make sure to have the employee sign any and all policies, handbooks, and medical/dental waiver. Please see the *Personnel Folder-Document Checklist* for the complete list of documents.
8.	OM/PBM	Employee returns all other completed documents within the first three (3) days of employment. OM/PBM must follow up after three days if documentation is not returned. Verify the accuracy of the documents. All signatures are made.
9.	OM/PBM	Notifies the CIO of new hire and their effective date of employment via the Help Desk to setup new email address and Prism access for new hire. Email and Prism access will be completed by first date of employment.
10.	OM/PBM	Sets up new employee in HRB and ADP. Provide login information to employee for HRB.
11.	New Employee	Enters personal data and benefit information into HRB system's Employeease. [It is the responsibility of the new hire to enter their benefit information in to the HRB system. Per HRB requirements the OM/PBM cannot do this for the new employee].

12.	OM/PBM	OM/PBM sets an Outlook scheduled meeting with new hire 30 days from date of hire. The OM/PBM then follows up with the new employee to be sure they have entered their information completely in HRB within 30 days of their start date.
13.	OM/PBM	By law, certain information **must be kept in a separate file**. These separate files can be regular manila files, labeled with the employee name - All background checks with negative criminal or non-criminal information should be kept in one separate file. - All medical information about an employee needs to be kept in a separate file, one for each employee with medical information. Medical information will arise if the employee has a disability, applies for a leave of absence or is injured on the job. - I-9 - Annual reviews, memos, letters, action plans that may indicate a negative review or unsatisfactory performance,
14.	OM/PBM	All employee files are kept in a locked fire proof file cabinet that is locked at all times. Keys are to be maintained by the OM/PBM and Principal only.

MANUAL PAYROLL CHECKS

I. **Purpose:** The purpose of this procedure is to outline the steps for obtaining a manual check outside the payroll cycle.

Functional Lead:
- ❖ Principal
- ❖ Office Manager

1. Office Manager advises Principal and the Payroll and Benefits Manager of the need for a manual check. Principal Approves.
2. Enter manual check using table (below) into PayeXpert.
3. Inform the Payroll Benefits Manager of the net amount of check, company and employee name.

II. **Related Policies and Procedures:**
- ❖ Payroll Cycle Procedure

III. **Technical Assistance:**
- ❖ Payroll and Benefits Manager
- ❖ ADP 866.237.7297

IV. **Administering Policy:**

#	Responsibility	Procedure
1	Office Manager	Determine the need for a manual check outside the payroll cycle. Examples of reasons: 1. forgot to pay an employee overtime or a stipend 2. forgot to pay a new hire 3. immediate payment to settle a terminated employee
2	Office Manager	Informs Payroll and Benefits Manager of a need for a manual check. Obtains Principal Approval.
3	Office Manager	Logs in to PayeXpert and creates a manual check using the "quick calc" option.
4	Office Manager	Prints the manual check information and faxes to Sr. Accountant
5	Payroll and Benefits Manager	After receiving manual check information fax, the Payroll Benefits Manager cuts a check equal to the net pay. Provides to VP of Finance for signature. Overnights to school.
6	Office Manager	Receives check and provides to employee with a copy of the manual payroll check information.

Manual Payroll Checks.doc

Updated: December 15, 2008
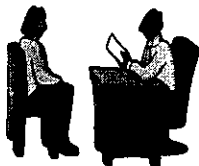
PROCEDURES FOR LEAVE OF ABSENCE AND INSURANCE PREMIUM PAYMENT WHILE ON LEAVE

I. **Leave of Absence and Paying Portion of the Insurance Premium while on leave**
Purpose: The purpose of this procedure is to establish guidelines for employees to submit leave of absence requests and remit insurance premiums while on a leave of absence, including but not limited to short-term disability, family medical leave, personal leave, etc.

Functional Lead:
❖ Office Manager

Note: Employees at New York schools are not employees of Lighthouse Academies, Inc. Reference New York section for form(s)

II. **Related Policies and Procedures:**
❖ Personnel Handbook

III. **Technical Assistance:**
❖ Payroll and Benefits Manager
❖ Regional Director

IV. **Administering Policy:**

#	Responsibility	Procedure
I	Office Manager	(1) Give employee a *Leave Request Form* for completion (2) Ensure request and expected return date is completed with signature. (3) Give to Principal for review.
2	Principal	(1) Call Payroll and Benefits Manager to discuss. (2) Advise employee of your approval or denial. Sign the form if you approve leave. The employee must be given a response within two business days of submitting the request.
3	Office Manager	Place employee on leave in HRB. Note PTO and sick balances should be paid out to employee with the exception of three (3) days.
4	Office Manager	(1) Give employee payment coupons with correct amounts entered from the EE contribution rates in HRB. (2) Track payments and contact Payroll and Benefits Manager if payments are missing.

Employee must return premiums and coupons to Human Resources by the date indicated on the coupon.
Failure to submit these payments in a timely manner could result in a loss of insurance coverage.
If an employee owes money for premiums upon their return from leave, then applicable deductions will be taken from the first paycheck upon their return to work, but this is a last resort.

LOA and Insurance Premium.doc

Updated: December 15, 2008

Lighthouse Academies®

What to Do When an Employee Requests a Leave of Absence

Lighthouse Academies®

Step by Step Guide To Leaves of Absence

1. Employee makes a written request to the Principal. This must state the date or approximate date, reason and estimated time of leave.

2. Principal approves the request. If the Principal feels it should not be approved, the Principal should call their RD. The Regional Director will confer with the CEO as needed. Reasons allowed: care for medical issues for self, child, spouse or parent; birth or adoption. If employee has been at school less than 12 months, Principal should call their RD. (Please refer to the employee handbook for more detail on policy)

3. The employee is given a letter in writing, signed by Principal. (attached)

The following steps apply only if the leave is approved.

4. Employee must provide written medical documentation. This may be provided up to two weeks after leave begins (such as two weeks after birth).

5. The employee may call the benefits service center to find out where to call to file a disability claim, if employee has disability insurance. 877-551-0603

6. Office Manager places employee on "leave" status in HRB and enters leave of absence in the "Leave" tab of HRB. This is entered as a Family Medical Leave Act, unless special circumstances apply. If Employee uses accrued time to get paid, that time is entered as used and remainder is entered as FMLA. Example, employee gets paid first three days of leave using accrued PTO time. The Office Manager enters 3 days of PTO time used. The remaining days of the leave are entered as FMLA.

7. The Office Manager and the Principal make sure the employee is not paid unless using accrued time.

8. Employee must pay insurance premiums during leave. This is only the employee's regular portion if the leave is covered under FMLA, otherwise, they must pay the employee plus employer portions. Office Manager should fill in coupons (attached). The amount of deductions can be found by looking on the "Benefits" tab of HRB. Employee then returns coupons with a check to the Office Manager. Check should be payable to the school. The Office Manager should call the employee if a payment is missed.

9. Employee must provide written medical documentation prior to returning to work. It is the employee's responsibility to get this document to the school before the leave expires. Leave cannot be extended because the document is late.

A leave of absence is 12 weeks in a year. 12 weeks is 60 work days. If an employee's leave starts on a Wednesday, the employee must return to work 12 Wednesdays later.

- If the leave expires during the summer and the employee is an Academic employee, the employee need not return until all Academic staff returns.

- If an employee uses leave time before going out on a full leave, that time counts. For example: suppose Louise is put on bed rest and misses a week of work. She

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then returns to work. Two weeks later, Louise gives birth. The week she already missed counts. After the birth, she has 11 weeks of leave left.

- Leave is counted in the 12 month year. For example, if someone uses a 12 week leave in April, May and June, they are not eligible for another leave until the following April. The year, for this purpose, does not start over on January 1.

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[date]
Employee name and home address
Dear _____,
You have been approved to take a leave of absence from your employment at
_____. The reason for this leave is _____. You will be/were first out
on _____ and thus must return to work no later than _____. Please note
the following:

1. You will need to provide us with a written note from your doctor at the beginning of your leave, or within one week of its start.

2. You will be required to continue paying your portion of the insurance premiums. Checks should be made payable to the school and sent to the school office. Your office manager will give you coupons to use as reminders of payments due. It is your responsibility to ensure these payments are made on time. If for any reason you do not return at the end of your leave, you will be required to reimburse the school for its portion of insurance premiums paid during the leave.

3. If this is a maternity or paternity leave, please note that you have 30 days from the date of birth or adoption to add the child to your insurance. It is your responsibility to do this by contacting the Lighthouse Academies Benefits Service Center at 877-551-0603 or lighthousebenefits@employease.com.

4. Your leave may be no more than sixty work days. You must provide a written note from a physician in order to return to work. It is your responsibility to provide this note on or before the date you are returning to work.

5. Upon return, you will hold the same position you held before your leave, or an equivalent position for the remainder of the school year. Thus, your salary will not be affected. If you are a teacher, for example, you may need to work with a different group of children upon return. To further elaborate, a teacher returning from a three month leave in May might cause too much disruption to the children. Of course, when the new school year begins, you would have the same position as before the leave. The decision of how to place you upon your return is up to the discretion of the school principal.

6. The leave will have no impact on your evaluation, negative or positive.

If you have any questions, please speak with me.
Sincerely,

Principal

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Payment Coupon for Leave of Absence

Employee Name:

School:

First Date of Leave: _____ Leave Expires: _____

(maximum is 12 calendar weeks)

Amount Owed by Employee:

Medical: $ Total:

Dental: $ $_____

Disability: $

Due Date of this Payment:

(1/2 month after start of leave)

I, the employee, understand that if I do not return to work at the school by the date my leave expires, I will be responsible for repaying any claims or premiums that have been paid on my behalf during my leave. In addition, I understand that my premiums may be recalculated after the birth and subsequent enrollment of my child on my insurance plans.

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Payment Coupon for Leave of Absence

Employee Name:

School:

First Date of Leave: _____ Leave Expires: _____

(maximum Is 12 calendar weeks)

Amount Owed by Employee:

Medical: $ Total:

Dental: $ $_____

Disability: $

Due Date of this Payment:

(1/2 month after start of leave)

I, the employee, understand that if I do not return to work at the school by the date my leave expires, I will be responsible for repaying any claims or premiums that have been paid on my behalf during my leave. In addition, I understand that my premiums may be recalculated after the birth and subsequent enrollment of my child on my insurance plans.

We prepare our students for college through a rigorous arts-infused program.

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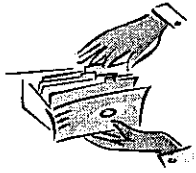
INVOICE PROCESSING – HEALTH INSURANCE

I. **Purpose:** The purpose of this procedure is to ensure compliance with this federal law.

Functional Lead:
* ❖ Payroll and Benefit Manager

Note:
* ❖ Below is a general explanation of FERPA

II. **Technical Assistance:**
* ❖ VP of Finance

III. **Administering Policy:**

#	Responsibility	Procedure
1	Payroll and Benefit Manager	One week before the due date of the health insurance bill the Payroll and Benefit Manager will approve the invoice for payment
2	Payroll and Benefit Manager	Obtain the reconciliation report from ADP including list of all pending changes. The report will include HRB list bill reconciled to the vendor invoice and a list should be kept of all timing differences including additions and deletions
3	Payroll and Benefit Manager	If ADP fails to reconcile the report the Payroll and Benefit Manager must perform alternative procedure to approve the invoice
4	Payroll and Benefit Manager	Exports into Excel the invoice from United Health Care or vendor
5	Payroll and Benefit Manager	Exports into Excel the list bill from HRB of particular vendor
6	Payroll and Benefit Manager	cross check the data using Vlookup
7	Payroll and Benefit Manager	Note any timing differences and follow up immediately
8	Payroll and Benefit Manager	If vendor does not offer export option than a manual reconciliation of the invoice to the list bill must be performed each month
9	Payroll and Benefit Manager	prints the reconciliation including the timing differences and attaches to the invoice
10	Payroll and Benefit Manager	signs off of the invoice
11	Payroll and Benefit Manager	hands to the VPF for approval
12	Payroll and Benefit Manager	hands to the Accountant for payment
13	Payroll and Benefit Manager	cuts the check and includes all of the support
14	Payroll and Benefit Manager	hands the check to CEO for signature

PROCEDURES FOR COMPLETING FORM I-9

I.   Form I-9

Purpose: The purpose of this procedure is to ensure compliance **for all employees** with the U.S. Department of Homeland Security, specifically the U.S. Citizenship and Immigration Services.

Functional Lead:
❖ Office Manager

Notes: New York staff are not employees of Lighthouse Academies, Inc. Use blank I-9 Form

II.   Related Policies and Procedures:
❖ New Hire Documentation Procedure
❖ New Hire Checklist

III.   Technical Assistance: Payroll and Benefits Manager

IV.   Administering Policy:

#	Responsibility	Procedure
1	Office Manager and new Employee	(1) *I-9* must be completed within *three (3)* days of the beginning of employment, including supporting documents. (2) Employee completes Section 1. Employee presents original documents for examination (employee may not present copies) (3) Examine the documentation presented and complete section 2, "Employer Review and Verification" in full. Form I-9 lists on the back which documents are acceptable. (4) Call Payroll and Benefits Manager if the validity or authenticity of any documents is in doubt. (5) If the employee cannot produce a document because it has been lost or stolen, he/she must produce a receipt for a replacement document within three days of beginning employment. (6) If employee cannot produce original documents within three (3) business days as requested in offer letter – *contact Payroll and Benefits Manager immediately.*
2	Office Manager	(1) Make a copy of the support documents for the file. Return the original support documents to the employee immediately. (2) **All I-9's and the copied support documentation must be maintained in a binder separate from the employee's personnel records at the school.**
3	Office Manager	(1) Make sure to maintain copies of I-9's and the support documentation for one year after the termination date *in a separate file* from the personnel records.

SECTION	PROCEDURE	KEY DISCUSSIONS	STAFF	RELATED FORMS
RECRUITMENT				
	Staff Recruitment	• Using Hirebridge • Placing ads • job fairs • interviews • budget amendment	• Hiring Manager • Regional Director	Authorization for Release Steps in the Interview Process Phone Interview Employment application
	Background Checks	• Obtaining BC • Separate Files	• Office Manager	HR Reference Check
	Unfavorable Background Checks	• Hiring decisions	• Principal	n/a
NEW HIRES				
	New Hire Documentation	• Creating personnel files • Obtain sign-off of employee's receipt of personnel handbook, travel policy receipt of equipment • Documents in personnel file • Creating HRB Employease files	• Office Manager • Principal • Payroll Benefit Manager	Personnel Action Form
	Process Form I-9	• Complete Form I9	• Office Manager	I-9
	Teacher Permits / Certification	• Teacher Certification	• Principal • Office Manager	Certificates
PAYROLL PROCESSING				
	Payroll Cycle	• Using PayeXpert • Pay employees	• Principal • Office Manager	n/a
	Direct Deposit	• Obtaining bank information • Setting up DD • Prenote	• Office Manager	Direct Deposit Form
	Manual Payroll Checks	• How to generate a manual check	• Payroll Benefits Manager • Office Manager	n/a

SECTION	PROCEDURE	KEY DISCUSSIONS	STAFF	RELATED FORMS
	Overtime Calculation	• How to compute overtime	• Office Manager	
EMPLOYEE HEALTH, DENTAL, AND DISABILITY PLANS				
	Benefits Enrollment	• Annual Plan Selction • Plan Changes • Open Enrollment on HRB	• Office Manager • Payroll Benefits Manager	
	Invoice Processing - Health Insurance	• Review health insurance premiums due for only those employees electing benefits • Pay the correct benefits per employee election • Review to make sure terminated employees are removed • Review for former employees electing COBRA	• Payroll Benefits Manager	
	Life Events	• HRB Employease	• Office Manager • ADP's Lighthouse Benefits Center	n/a
	Flexible Spending Accounts	• Electing to enroll in the FSA	• Office Manager	
	Employee Termination	• Termination of service • Final Pay • COBRA election	• Supervisor • Office Manager	Personnel Action Form Exit Checklist
	Filing Employee Disability Claims	• Self Managed Disability • Involuntary meaning employer provided to full time employees	• Office Manager • Employee • Insurance Company	LHA Sunlife Sunlife S-T Disability Sunlife STD Dr Statement

SECTION	PROCEDURE	KEY DISCUSSIONS	STAFF	RELATED FORMS
				<u>Application LHA sunlife LTD</u> <u>LHA Sunlife LTD Dr Statement</u>
				<u>LAI - Linclon</u> <u>Lincoln STD Disability form</u> <u>Lincoln Phys. Statement</u>
	<u>LOA and Insurance Premium</u> & <u>LOA - Addendum Leave of Absence Step by Step</u>	• Written Leave of Absence, • Related procedure disability • Health insurance available at 100% employee cost	• Supervisor	
RETIREMENT PLANS				
	<u>Retirement LHA 401k Administration Procedures</u>	• Employee setup • Employee deferrals • Employee investment • Beneficiary statements • Summary Annual Reports • Form 5500 • Audit	• Office Manager • Employee • Payroll Benefits Manager • VP Finance	• <u>401k Sentinel Enrollment</u> <u>401k Participant Distribution Election Form</u> <u>Log Into Sentinel Benefits 401k plan</u>
	<u>Retirement LAI 403b Administration Procedures</u>	• Enrolling in 403(b)	• Office Manager • Employee • Principal Financial	<u>403b Highlight</u> <u>403b Notice</u> <u>403b Enrollment Instructions</u>

SECTION	PROCEDURE	KEY DISCUSSIONS	STAFF	RELATED FORMS
				403b Easy Enrollment Form 403b Beneficiary Designation 403b Rollover Declaration
OTHER				
	Employee Due Process	• Written and Verbal Reprimand	• Supervisors • Office Manager	n/a
	Workers Compensation	• Reporting accidents • filing claims	• Office Manager • Payroll Benefits Manager	Claim Form
	Employment Posters	• Maintain updated employment Posters	• Payroll Benefits Manager • Office Manager	Posters
	Compliance with FOIA	• Freedom of Information Act	• Principal • Office Manager	n/a
	Compliance with FERPA	• Family Educational Rights And Privacy Act	• Principal • Office Manager	

PROCEDURES FOR FLEXIBLE SPENDING ACCOUNTS

I. **Flexible Spending Accounts (FSA)**
   Purpose: The purpose of this procedure for flexible spending accounts

   Functional Lead:
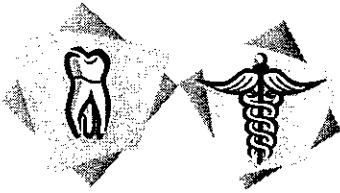   ❖ Office Manager

II. **Related Policies and Procedures:**
   ❖ Open Enrollment
   ❖ Payroll Cycle

III. **Technical Assistance:**
   ❖ FSA Vendor
   ❖ HRB
   ❖ Payroll and Benefits Manager

IV. **Administering Policy:**

#	Responsibility	Procedure
1.	Office Manager	Gives employee access to HRB Employease
2	Employee	New employee has 30 days to enroll. All employees enroll during the annual open enrollment period in November or December as announced each year.
3	Employee with instructions from OM	Employee elects to participate and elects at what level for health or dependent care or other elements to the FSA plan **online in HRB**
4	Office Manager	Collects waiver forms for those not participating
5	Office Manager	Reviews employee's withholdings are correct in the payroll cycle.
6	Payroll Benefits Manager	Reconciles the withholdings transmitted to vendor. Ensures connection with vendor is working

PROCEDURES FOR EMPLOYEE DISABILITY CLAIMS

I. **Short Term and Long Term Disability Claims**
Purpose: The purpose of this procedure is to document the claims filing procedure

Functional Lead:
❖ Office Manager

Notes:
❖ The disability plans are involuntary employer paid plans and self administered by the employee
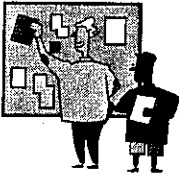
II. **Related Policies and Procedures:**
❖ Benefit Enrollment

III. **Technical Assistance:**
❖ Payroll and Benefits Manager
❖ Lighthouse Benefit Center

IV. **Administering Policy:**

#	Responsibility	Procedure
1	Office Manager	Receives information from that an employee is out of work and is disabled.
2	Office Manager	Notifies employee of remaining sick time
3	Office Manager	Provides Employee with Disability Claim Form
4	Office Manager	Instructs employee to complete the form; obtain the necessary Dr's signature, and return the form to Office Manager so that the OM can obtain the Principal's signature on the form.
5	Office Manager	Retains a copy of the form, and sends a copy to the Payroll Benefits Manager.
6	Office Manager	Instructs the employee to fax or mail the claim form to the disability company.
7	Employee	Faxes forms to insurance company
8	Insurance Company	Will process the form in 24 to 48 hours and will attempt to contact the employee three times with any questions.
9	Employee	Calls the insurance company directly to ensure the form is received and processed. As this is a self service plan, the employee initiates and provides ongoing communication with the insurance company
10	Insurance Company	Will send check to employee for entitled benefits.

PROCEDURES FOR POSTING EMPLOYMENT NOTICES

I.   **Employment Posters**

Purpose: The purpose of this procedure is to ensure compliance with state and federal laws requiring the posting of certain information for employees.

Functional Lead:
- ❖ Office Manager
- ❖ Payroll and Benefits Manager

II.   **Related Policies and Procedures:**

III.   **Technical Assistance:**
- ❖ Poster Guard (G. Neil)
  - 866.463.4574
  - www.posterguard.com
  - posterguard@gneil.com

IV.   **Administering Policy:**

#	Responsibility	Procedure
1	Payroll and Benefits Manager	Contact Poster Guard to request they send all posters needed for compliance in your state. Be sure you give them school name and proper mailing address
2	Office Manager	When posters are received, these should be placed on the wall in a conspicuous place where all employees will see them. Suggestions include the employee break room, copy room or school office. Examples of posters are: notice of workers compensation insurance, Fair Labor Standards Act. The requirements vary by state.

The posting should be done during the weeks/months before the school first opens. Posters should not be taken down or changed unless you receive notification from the corporate office, Poster Guard or the government that the posting requirements have changed.

Confidentiality Requirements

Records and documents relating to medical certifications, recertifications or medical histories of employees or employees' family members created for purposes of the FMLA must be maintained as **confidential medical records** in **separate files/records** from the usual personnel files, except that:

- Supervisors and managers may be informed regarding necessary restrictions on the work or duties of an employee and necessary accommodations

- First-aid and safety personnel may be informed (when appropriate) if an employee's physical or medical condition might require emergency treatment

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- Government officials investigating compliance with the FMLA (or other pertinent law) must be provided with relevant information from these files upon request

PROCEDURES FOR EMPLOYEE DUE PROCESS

I. **Initiating and documenting discipline issues with employees**
Purpose: The purpose of this procedure is to provide guidance when counseling an employee on disciplinary issues.

Functional Lead:
❖ Supervisor

Notes:
❖ If an employee has violated a Board, School, or Lighthouse Academies policy, or committed an inappropriate action, they should receive notification regarding the violation and/or inappropriate action and respective corrective action.
❖ Note all correspondence should include this statement "A copy of this plan will be filed in your personnel folder. You have the right to request in writing that this letter be removed from your personnel folder. You have the right to attach written comments to this letter. The contents of your personnel folder will be retained for three years after the termination of your employment, unless we mutually agree, in writing, to remove a document (s) from your personnel folder."
❖ "Supervisor" as used here refers to a person who has authority to hire or terminate an employee.
❖ Keep in mind that discipline need not be progressive.

II. **Related Policies and Procedures:** None

III. **Technical Assistance:**
❖ Regional Vice President
❖ Regional Director
❖ Payroll and Benefits Manager
❖ CEO

IV. **Administering Policy:**

#	Responsibility	Procedure
1	Supervisor	Inform your Supervisor regarding any and all violation(s) and/or inappropriate action(s).
2	Supervisor	Work with your Supervisor to document these events. Your Supervisor will help you draft all documents related to action(s) to be taken or results of investigations and send these to you for review, approval and signature.
3	Supervisor	With a third person, present, meet with the employee, review the documentation, and have them sign indicating that they understand