



Dedham Public Schools

America's first tax supported, free public school

Human Resources Update

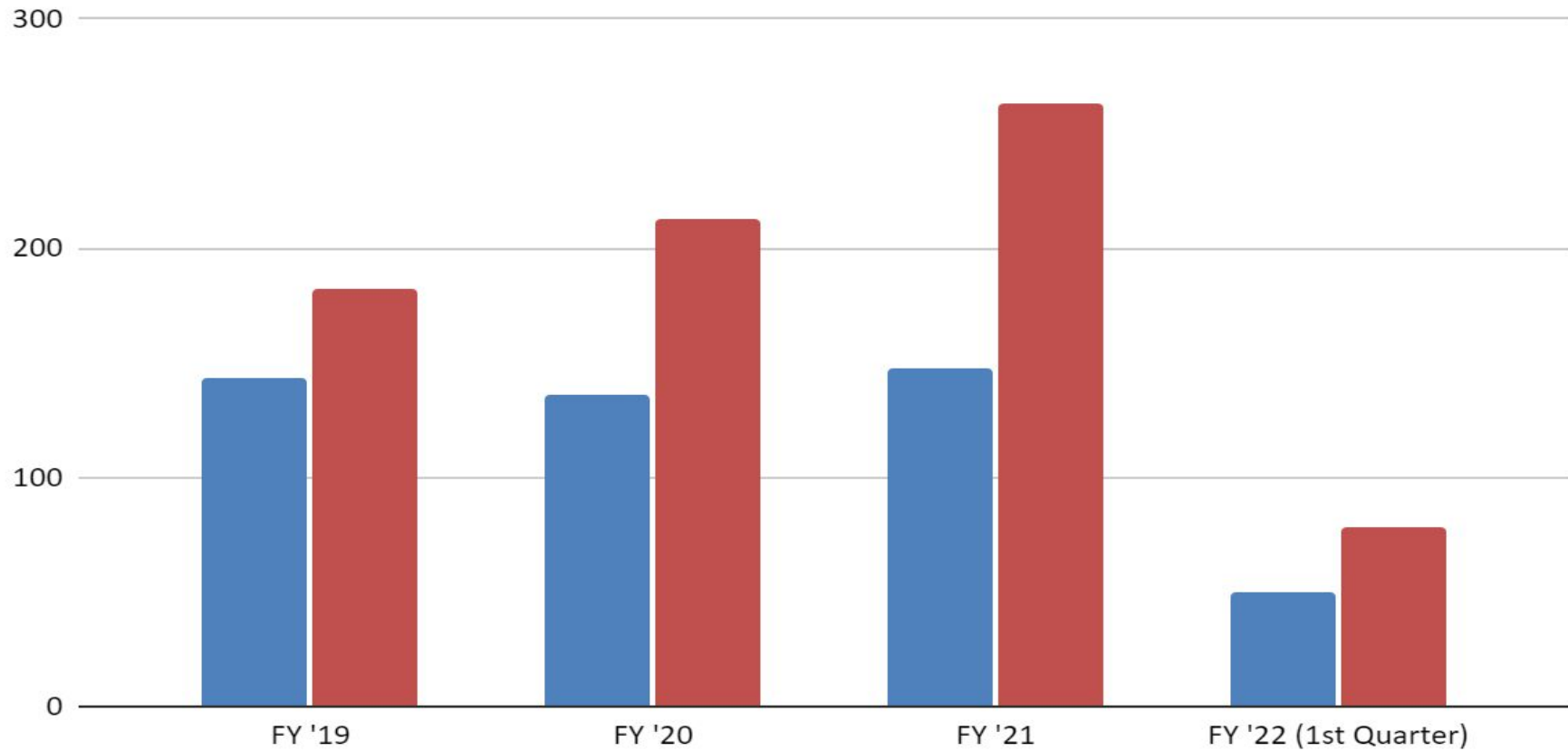
October 6, 2021

Kathy Davies O'Leary, SHRM-SCP
Human Resources Administrator

Human Resources

- **Job Postings/Recruitment**
- **Onboarding of New Employees**
- **Process and Track Leaves of Absence**
- **Oversee Sick Bank Operations (Contributions, Calls, Requests, Meeting Schedules and Staff Communications)**
- **Generate Seniority Lists, Salary Notification Letters, Staff Accrual Notification Letters, DEA Staffing Updates**
- **Participate in Collective Bargaining**
- **Gather Exit Interview Data**
- **Ensure Compliance with Federal, State and Local Laws and Policies**
- **Interpret Existing Personnel Policies and Contractual Agreements**
- **Liaison to Municipal HR and Benefit Programs**
- **Verify Unemployment Claims**
- **Process and Track CORIs, Fingerprinting Results and now, COVID Vaccinations**
- **Employee Consultations for LOAs, Loan Forgiveness, Employment Verifications**
- **Maintain TalentEd/Unified Talent Applicant Tracking and Records System**

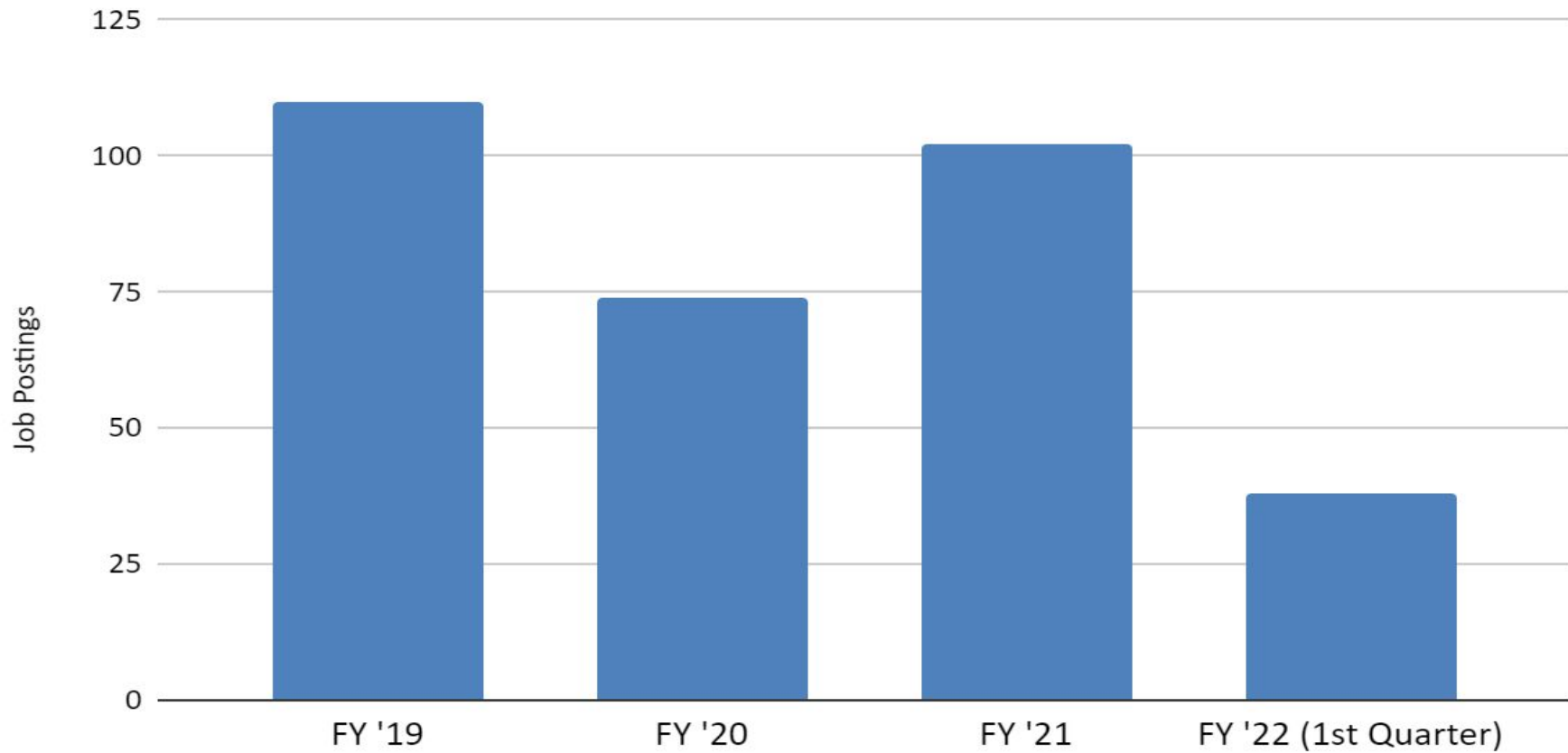
■ New Hires ■ Status Changes



Status Changes

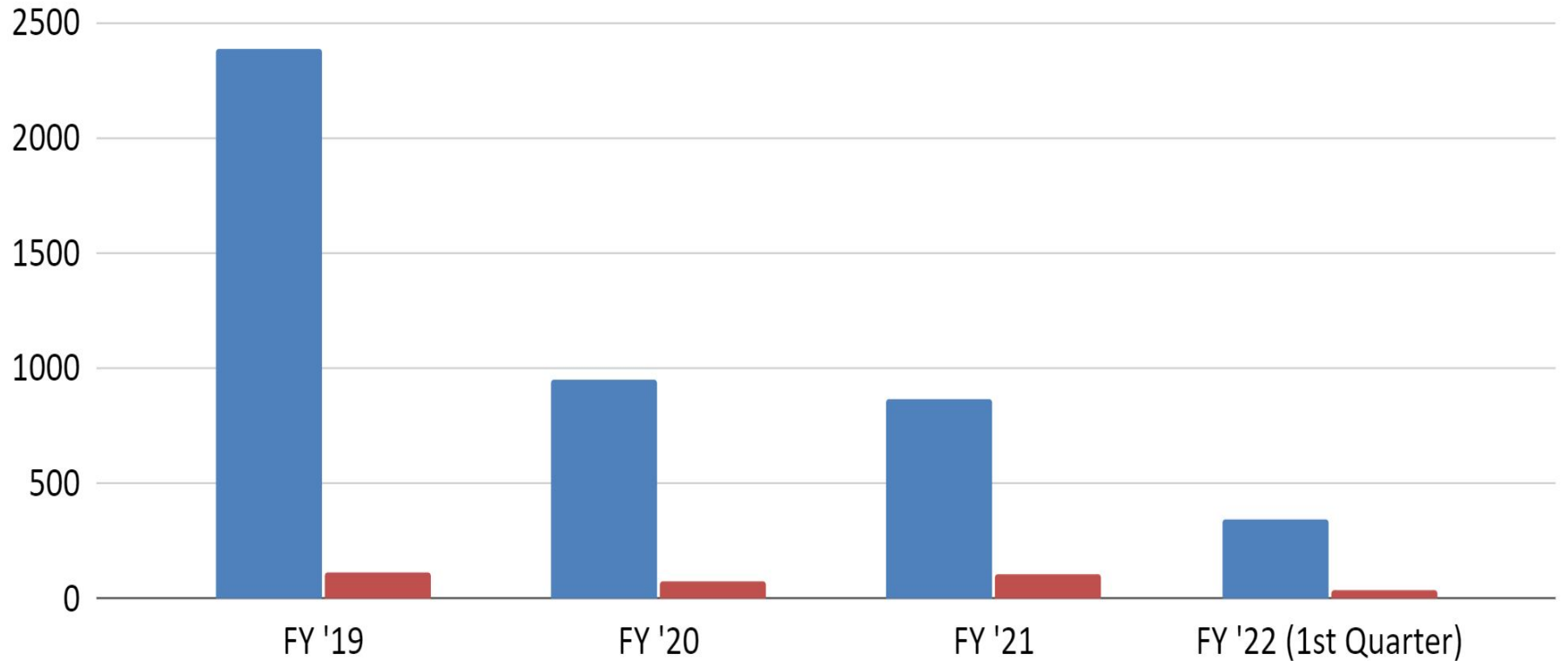
- **Resignations**
- **Temporary to Permanent**
- **Part-Time to Full-Time**
- **Changes in Benefit Eligibility**
- **Changes in Retirement Programs**
- **Going on a Leave of Absence (FMLA)**
- **Returning from a Leave of Absence**
- **Pay Changes due to Obtaining Licensure**
- **Rehires**
- **Temporary Changes in Position**
- **Non-Renewals**
- **RIFs**

Job Postings



Applications to Job Postings

■ Applications ■ Job Postings



Questions?

