

Human Resources Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, August 21, 2012

UnitedHealth Group Building

4316 Rice Lake Road

Suite 108

Duluth, MN 55811

6:30 PM

1. **Staffing Report Action Items** 2
2. **Other Action Items**
 - A. Approval of Policy 4171-Public and Private Personnel Data 5
Policy 4171 - Public and Private Personnel Data
Attached are proposed revisions to Policy 4171- Use Policy for Public and Private Personnel Data for the second reading.

Recommendation: It is recommended that the Duluth School Board approve the proposed revisions to Policy 4171 - Use Policy for Public and Private Personnel Data for the second reading.
 - B. Approval of New Position - OST Site Supervisor (Lead) 8
3. **Informational Items**
 - A. *There are no Informational Items at this time.*
4. **Future Items**
 - A. *There are no HR Future Items at this time.*

HUMAN RESOURCES ACTION ITEM 8/21/2012

<u>CERT APPOINTMENT</u>	<u>POSITION/SITE/CLASS&STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
DANIELSON, KATIE	SOCIAL WORKER/DW/LINCOLN/NETTLETON, IV 9, FENA/POULOS	08/27/12
EDMUNDS, JEBEH	ELEMENTARY TEACHER/TBD, III+30 1, REALLOC OF FTE	09/03/12
ERICKSON, JAMES	ASST PRINCIPAL/DENFELD, III 2, 40/42WKS, \$86,478.00, T SCONIERS	08/20/12
NORMAN, ADRIAN	ASST PRINCIPAL/LINCOLN, II 2, 40/42WKS, \$86,226.00, L UDESEN	08/20/12
OLSON, ANTHONY	EBD/DENFELD, IV 6, J BABINEAU	09/03/12
STORTZ WIKLUND, BARBARA	SOCIAL WORKER/DW/DENFELD, IV 8, U FENA	08/27/12
ZMUDY, HOWARD	SPEC ED DCD SETTING III/DENFELD, IV+30 7, S JANSON	09/03/12
Total: 7		
<u>CERT COCURRICULAR</u>	<u>POSITION/LOCATION/EFFECTIVE DATE/STIPEND</u>	<u>EFFECTIVE DATES</u>
ABRAHAMSON, SUSAN	.5 ASST BOYS/GIRLS TRACK/WOODLAND, 11/12, \$350.00	
GRANTHAM, KAYLEE	.5 GR 9 ASST GIRLS TRACK/DENFELD, 11/12, \$1029.50	
HEIM, DONNA	.5 ASST BOYS/GIRLS/TRACK/WOODLAND, 11/12, \$350.00	
HEIM, DONNA	.5 HEAD BOYS/GIRLS TRACK/WOODLAND, 11/12, \$500.00	
SALO, MEGAN	.5 GR 9 ASST BOYS TRACK/DENFELD, 11/12, \$1029.50	
Total: 5		
<u>CERT EXTENSION</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
FULLER, LISA	EBD/ALC, NOT TO EXCEED 60 HRS	07/03/12 08/30/12
GOTTSCHALD, STEPHANIE	EBD/WOODLAND HILLS, NOT TO EXCEED 38 HRS, CHANGE IN DATES/HRS	06/18/12 06/29/12
GRAVES, PETER	TOSA CURRICULUM COORD/HOCHS, NOT TO EXCEED 400 HRS	07/13/12 06/13/13
PEARSON, TOM	ACTIVITY DIRECTOR/DENFELD, NOT TO EXCEED 160 HRS	07/01/12 06/30/13
ROED, SHAWN	ACTIVITY DIRECTOR/EAST, NOT TO EXCEED 160 HRS	07/01/12 06/30/13
WILLIAMS, PAULA	GUIDANCE COUNSELOR/ALC, NOT TO EXCEED 90 HRS	06/19/12 08/02/12
Total: 6		
<u>CERT LEAVES</u>	<u>POSITION/LOCATION/LEAVE TYPE</u>	<u>EFFECTIVE DATES</u>
CRANDALL, WILLIAM	PRINCIPAL/ALC, P#4125 W/O PAY	08/01/12 07/31/13
Total: 1		
<u>CERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
WILKINS, TAMMI	MEDIA & INSTRUCTION TECHNOLOGY COORD/HOCHS, .6 TO 1.0	09/03/12
Total: 1		
<u>CERT RECALL FROM LAYOFF</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
NACHBAR, CATHERINE	1.0 SOCIAL STUDIES/EAST	09/03/12
SCHMIDT, SUSAN	1.0 SOCIAL STUDIES/EAST	09/03/12
Total: 2		
<u>CERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
HUSTON, LAURIE	SOCIAL STUDIES/ORDEAN (ON LEAVE)	06/08/12
LIU, LIANHAI	MANDARIN CHINESE/DENFELD/EAST	06/08/12
Total: 2		
<u>CERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
ZAWACKI, MARK	GUIDANCE COUNSELOR/EAST	06/15/12
ISENSEE, KAREN	SPANISH/WOODLAND	06/08/12
Total: 2		
<u>CERTIFIED SUMMER SCHOOL</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
AKERVIK, KATHLEEN	EXCEL/PIEDMONT, NOT TO EXCEED 90 HRS	08/13/12 08/30/12
ANDERSON, KEVIN	EXCEL/HOCHS, NOT TO EXCEED 90 HRS	07/09/12 08/24/12
FOSTER, JOSEPH	EBD/WOODLAND HILLS, NOT TO EXCEED 66.5 HRS	07/09/12 07/27/12
PETERS, MIKI	EXCEL/PIEDMONT, NOT TO EXCEED 96 HRS	08/13/12 08/30/12
Total: 4		
<u>CERT TEMP DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
PHILLIPS, GLORIA	PRE-K/DW, 1.0 TO .625	09/03/12 06/07/13
Total: 1		

<u>CERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
PIERRE, SARAH ROSENZWEIG, BETSY Total: 2	PARENT EDUCATOR/BARNES/ECFE, .9 TO .975 SPEECH LANG PATH/DW, .6 TO .8	09/03/12 06/07/13 09/03/12 06/07/13
<u>NONCERT DEMOTION</u>	<u>NEW POSITION/OLD POSITION/LOCATION/RATE OF PAY</u>	<u>EFFECTIVE DATES</u>
GUNDERSON, KAREN WANGEN, STEPHEN Total: 2	SPECIAL ED PROG PARA/LINCOLN/CHILD CARE PARA/DENFELD, \$17.00/HR SUPV PARA/LINCOLN, SPECIAL ED BW PARA/DENFELD, \$14.96/HR	09/04/12 09/04/12
<u>NONCERT EXTENSION</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
LUNDAHL, DONNA MONTGOMERY, DEBRA WARNER, DAWN Total: 3	OFF SUP SPECIALIST/WOODLAND HILLS, NOT TO EXCEED 40 HRS COMMUNITY LIAISON/PIEDMONT, NOT TO EXCEED 280 HRS, & 7/30/12-8/31/12 CHANGE OFF SUP SPECIALIST/INTERMEIDATE/ORDEAN, NOT TO EXCEED 20 HRS	07/30/12 08/10/12 06/11/12 06/29/12 07/09/12 07/13/12
<u>NONCERT LAYOFF</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
BORRELL, CLARA ELLISON, ROBIN GANDT, JULIE GREEN, BRUCE HARTLEY, ATHENA LIVESAY, LORELEI MASSIE, BEVERLY MCCRACKEN, CRYSTAL MCDOUGALL, FREDERICK RONINGEN, JUDY SALMELA, GAYLE URBANIAK, JOAN WILLIAMS, CORAL Total: 13	SPECIAL ED RN/PARA/NETTLETON, .78125 SPECIAL ED PROG PARA/WOODLAND HILLS, .75 SUPV PARA/WOODLAND, .475 COMMUNITY LIAISON/WOODLAND, 1.0 INSTR PARA/MACARTHUR HDST SUPV PARA/MORGAN, .75 SUPV PARA/DENFELD, .475 SPECIAL ED BW PARA/WOODLAND, .84375 INDIAN YOUTH ADVOCATE/DW, 1.0 SUPV PARA/EAST, .5 SPECIAL ED PROG PARA/PIEDMONT/ECSE, .4375 SUPV PARA/MACARTHUR/LINCOLN, .375 SPECIAL ED STUDENT SPECIFIC PARA/DENFELD, .78125	08/17/12 07/27/12 06/27/12 06/27/12 06/27/12 06/27/12 06/27/12 06/27/12 06/27/12 07/17/12 06/27/12 08/17/12 08/23/12
<u>NONCERT LEAVES</u>	<u>POSITION/LOCATION/TYPE OF LEAVE</u>	<u>EFFECTIVE DATES</u>
GONHUE, KATHLEEN LAPLANTE, DAVID WHITE, KAREN Total: 3	OFFICE SUPPORT INTERMEDIATE/TRANSPORTATION, 'A' MEDICAL W/O PAY HELPER/LOWELL, 'A' MEDICAL W/O PAY OFFICE SUPPORT SENIOR/EAST, 'A' PERSONAL, W/O PAY	06/28/12 08/31/12 10/16/12 12/12/12 07/26/12 07/31/12
<u>NONCERT PERM DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
ADAMS, KATHLEEN BUETTNER, MOLLY FOUTS, PAMELA OLSON, SARAH PETERSON, TERESA TUTTLE, CORLISS WENTWORTH, BRYAN Total: 7	SUPV PARA/EAST, .78125 TO .6 INSTR PARA/MACARTHUR/HDST, .5 TO .4375 SPECIAL ED PROG PARA/HOCHS/JOB COACH, .8125 TO .5 INSTR PARA/BARNES/HDST, .45 TO .4375 SPECIAL ED PROG PARA/PIEDMONT/ECSE, .78125 TO .4375 SPECIAL ED BW PARA/HOMECROFT, .78125 TO .5 SPECIAL ED PROG PARA/DENFELD, .90625 TO .78125	09/04/12 09/04/12 09/04/12 09/04/12 09/04/12 09/04/12 09/04/12
<u>NONCERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
AUTIO, LIZABETH COLE, MARY HOFFBAUER, JESSE Total: 3	HELPER/CONGDON, .375 TO .40625 SPECIAL ED BW PARA/LOWELL, .75 TO .78125 SPECIAL ED STUDENT SPEC PARA/LINCOLN, .78125 TO .8125	09/06/12 09/04/12 09/04/12
<u>NONCERT PROMOTION</u>	<u>NEW POSITION/OLD POSITION/LOCATION/RATE OF PAY</u>	<u>EFFECTIVE DATES</u>
BATES, NEIL BRAXTON-BROWN, MELISSA CHESLAK, JAMES GUNSOLUS, LAURELEI JACKSON, GREGORY JOHN, DANIEL LARSON, DAWNMARIE LUNDBERG, STEVEN MICHELIZZI, SAMUEL MORRIS, MARY	ENGINEER II/NETTLETON, ENGINEER I/LAKEWOOD, \$21.15/HR SAT MGR II/CONGDON, HELPER/ORDEAN, \$13.86/HR ENGINEER II/CONGDON, FIREPERSON II/ORDEAN, \$21.15/HR SPECIAL ED/JOB COACH/HOCHS, INSTR PARA/PIEDMONT/ECFE, \$15.96/HR ENGINEER II/PIEDMONT, FIREPERSON II/LINCOLN, \$21.15/HR FIREPERSON II/HOCHS, CUSTODIAN II/HOCHS, \$17.93/HR SAT MGR II/LESTER, HELPER/ORDEAN, \$14.00/HR ENGINEER III/LINCOLN, ENGINEER II/MACARTHUR, \$21.96/HR ENGINEER III/ORDEAN, ENGINEER II/WOODLAND, \$21.96/HR SUPV PARA/ORDEAN, INSTR PARA/BARNES/HDST, \$14.96/HR	07/23/12 09/04/12 07/25/12 09/04/12 07/24/12 07/11/12 09/04/12 07/01/12 07/12/12 09/04/12

4171 – PUBLIC AND PRIVATE PERSONNEL DATA

I. **PURPOSE** - The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data is not available to the subject.
- D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning & ending work hours, place of employment & work telephone number.
- E. "Personnel data" means data on individuals collected because they are or were employees of the school district, or an individual was an applicant for employment, volunteers for the school district, or is a member of or applicant for an advisory board or commission.
- F. "Finalist" means an individual who is selected to be interviewed by the school board for a position.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteer & independent contractors, is public:
 - 1. Name
 - 2. Actual gross salary
 - 3. Salary Range
 - 4. Contract Fees
 - 5. Actual gross pension
 - 6. The value & nature of employer-paid fringe benefits
 - 7. The basis for & the amount of any added remuneration, including expense reimbursement, in addition to salary
 - 8. Job title
 - 9. Bargaining unit
 - 10. Job description
 - 11. Education & training background
 - 12. Previous work experience
 - 13. Date of first & last employment
 - 14. The existence & status of any complaints or chargers against the employee, regardless of whether the complaint or charge resulted in disciplinary action
 - 15. The final disposition of any disciplinary action, as defined in Minnesota Statute 13.43, Subd. 2(b), together with the specific reasons for the action & data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district
 - 16. The terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement

must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, & such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data

17. Work location
 18. Work telephone number
 19. Badge number
 20. Honors & awards received
 21. Payroll timesheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or medical leave or other not public data
 22. City & county of residence
- B. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when authorized by the Commissioner of the Bureau of Mediation Services.
- C. The following information on applicants for employment or advisory board/commission is public:
1. Veteran status
 2. Relevant test scores
 3. Rank on eligible list
 4. Job history
 5. Education and training
 6. Work availability
- D. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- E. Names & home addresses of applicants for appointment to & members of an advisory board/commission are public.
- F. Regardless of whether there has been a final disposition as defined in Minnesota Statute 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statute 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data is private & will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- C. Parking space leasing data is private.
- D. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee
- E. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;

- 2. A pre-petition screening team conducting an investigation of the employee under Minnesota Statute 253B.07, Subd. 1; or;
- 3. A court, law enforcement agency or prosecuting authority.
- F. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- G. The school district shall make any report to the board of teaching or the state board of education as required by Minnesota Statute 122A.20, Subd. 2, & shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, & settlement or compromise, or any investigative file in accordance with Minnesota Statute 122A.20, Subd. 2.
- H. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the reemployment insurance program under Minnesota Chapter 268.

VI. MULTIPLE CLASSIFICATIONS - If data on individuals is classified as both private and confidential by Chap. 13, or any other state or federal law, the data is private.

VII. CHANGE IN CLASSIFICATIONS - The classification of data in the possession of the school district shall change if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY - The school district has designated ~~Julio Almanza, the~~ Superintendent of Schools or his/her designee, 723-4100 (218) 336-8752, ext. 1109, as the authority responsible for personnel data. If you have any questions, contact his/her office.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM - An employee authorization form is included as an addendum to this policy. See 4171 - 1Legal References:
 Minnesota Statute Chapter 13 (Minnesota Government Data Practices Act)
 Minnesota Statute 13.02 (Definitions)
 Minnesota Statute 13.43 (Personnel Data)
 Minnesota Statute 122A.20, Subd. 2 (Mandatory Reporting)

Adopted: 06/19/01 - ISD 709
 Revised: 07/17/12, 08/19/03

CLASSIFICATION DESCRIPTION

TITLE: OST Site Supervisor (Lead)

<u>Title of Immediate Supervisor:</u> Community Education Coordinator	<u>Department:</u> Community Education	<u>FLSA Status:</u> Exempt
<u>Accountable For (Job Titles):</u>		<u>Pay Grade Assignment:</u> Non-Bargaining; Linked to Non-Certified Business Division Administrators' Association

General Summary or Purpose Of Job:

Assist with the oversight of an after-school child care site programs district wide and the supervision of the coordinators at all elementary and one middle school to include staff and activities.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Plans, implements and supervises the site school-year and summer programs. Provides for the well being and safety of all persons at the site.	Daily 30%
2.	Participates with children and staff in planned site activities. Provides for on and off-site enrichment activities. Interacts with children in creative play and crafts.	10%
3.	Performs various administrative tasks such as scheduling, recordkeeping, submitting payroll information, attendance reporting and other related tasks. Identifies and prepares a schedule of the children participating in the child care program by examining each child's daily schedule. Records the attendance, as well as overtime billings, of children attending the program.	Daily 10%
4.	Works with the community education coordinator in the overall planning, assessment and operation of the program. Attends training sessions associated with the program.	Weekly 10%

CLASSIFICATION DESCRIPTION

TITLE: OST Site Supervisor (Lead)

5.	Meets with parents and others to exchange information and ensure a positive experience for each child. Communicates with parents, both verbally and in writing, regarding concerns, daily activities and upcoming events. Serves as the liaison between the latchkey program and the school staff and the community.	Weekly 10%
6.	Recruits, hires, trains, supervises, evaluates and schedules various community education staff, including supervisory assistants, community education instructors, youth program facilitators, water safety instructors, lifeguards and other program staff.	10
7.	Promotes and publicizes the community education program by writing and editing information for brochures, fliers and other promotional materials. Writes news articles. Disseminates information to the media. Promotes the community education vision and concept through school-community relations.	10
8.	Assists in developing and monitoring the yearly budget for program and program planning. Provides program and special reports. Prepares and submits payrolls, deposits, building permits, class registration and schedules, equipment and staff requisitions, and billings	10

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a baccalaureate degree in elementary education, child development or a closely-related field, and at least one year of experience working with children in a group setting; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements (prior to job entry):

None required upon entry.

Knowledge Requirements:

Requires knowledge of:

- Methods of discipline and behavior control, especially behavior management techniques.
- First aid and CPR.

CLASSIFICATION DESCRIPTION

TITLE: OST Site Supervisor (Lead)

<u>Skill Requirements:</u>
Skilled in:
<ul style="list-style-type: none">▪ Organization, especially organizing groups of people involved in activities occurring in various locations.▪ Communications, verbal, written and interpersonal.▪ Ability to perform time calculations.▪ Ability to focus on multiple activities concurrently.

CLASSIFICATION DESCRIPTION

TITLE: OST Site Supervisor (Lead)

<u>Physical Requirements:</u> Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk			√	
Sit		√		
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl			√	
Talk and hear				√
Taste and smell		√		
Lift & Carry: Up to 10 lbs.		√		
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			

General Environmental Conditions:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Work is occasionally performed in outdoor weather conditions.

The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of Force frequently, and/or a negligible amount of force constantly to move objects.

<u>Vision Requirements:</u> Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

CLASSIFICATION DESCRIPTION

TITLE: OST Site Supervisor (Lead)

Job Classification History:

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting

REQUISITION REPORT

ER116408 site coord lead STATUS A REQUESTED DATE: 08/02/2012

005N404804 SITE COORD LEAD BOARD APPROVED DATE: _____

LOCATION: 005 DISTRICT WIDE FTE: 1.00000

FISCAL YR: 2012-13 EFFECTIVE YR: C

BARGAINING UNIT: NBAR

REASON CODE: 10 NEW POSITION REPLACING/AFFECTED EIN: 976 FRAUNDORF, ANITA

Start Date: 08/13/2012 Start Time: 08:00:00 M T W T H F
Permanent Assignment: N End Time: 04:00:00 Days Per Week
Temp End Date: 06/28/2013 Fulltime: Y FTE: 1.00000 Weeks/Year: 50.00

Job Description:

Minimum Qualifications:

Desirable Qualifications:

Comments/Special Instructions:

Notes:

paid 2 weeks behind and will fill out a timesheet

Budget Key Code	Object	PCN #	Percentage FTE	Approved Status:
04-571-005-321-000-114400		005N404804	100.00	A

HUMAN RESOURCES USE ONLY

Empl ID:(EIN#) _____ NAME: _____
Date Offered: _____ Date Accepted: _____ Start Date: _____
Offer Type: Internal External LTS
Salary Index _____ Range: _____ Step: _____ Next Step Increase: _____
Vacation Time Accrual: _____ Sick Time Accrual: _____ Sick Bank: Oct ___ May ___
Eligibility: Benefits _____ Sick/Personal Leave _____ Holiday _____ Snow Day _____ Vacation _____
Probation: Yes: ___ No: ___ # of months _____
Notes: _____

HR Signature:  Date: 8/15/12

CERTIFIED USE ONLY:

Minnesota Licensure: _____ Degree: _____ No. of Credits: _____

Need to pay for provisional: Yes / No Variance Needed for Position: YES / NO Count as Tenure: YES / NO