



Motor Carrier Attachment

LLB Management and Performance Review Page 45

Monaville, Texas December 17, 2021

HWY22FH002

(2 Pages)

FINDINGS

- ◆ Hempstead ISD's Human Resources Department lacks comprehensive, formally disseminated written procedures and regulations to ensure human resources functions are effectively and consistently implemented and are in compliance with federal and state laws and district policies.
- ◆ Hempstead ISD lacks a method to ensure personnel records are consistently managed and maintained in compliance with federal and state laws.
- ◆ Hempstead ISD does not manage the district's compensation plan to ensure internal pay system controls, equal pay for equal services, and that district pay is competitive with comparable external job markets.
- ◆ Hempstead ISD lacks a consistent method to accurately track hours worked and calculate overtime compensation for nonexempt employees in compliance with the federal Fair Labor Standards Act.
- ◆ Hempstead ISD does not fully implement fundamental features of its human resources software programs or train new staff in their use so that human resources functions are consistent, effective, and efficient.
- ◆ Hempstead ISD does not adequately describe the education and work experience requirements in its job descriptions or follow established hiring procedures to ensure the district hires qualified applicants.

RECOMMENDATIONS

- ◆ **Recommendation 13: Review, continue to develop, and implement written procedures and regulations to guide human resources functions.**
- ◆ **Recommendation 14: Provide personnel records management training to district employees who oversee and assist in establishing and maintaining personnel files.**
- ◆ **Recommendation 15: Use established procedures and guidelines to manage the district's compensation plan in accordance with best practice.**
- ◆ **Recommendation 16: Use consistent work-time records to collect nonexempt employees' work time and overtime information to ensure compliance with the federal Fair Labor Standards Act.**

- ◆ **Recommendation 17: Develop training protocols to assist staff in maximizing the use of the district's human resources software.**
- ◆ **Recommendation 18: Implement the hiring procedures in the district's Administrative Procedures Manual and revise job descriptions to delineate expected qualifications and required job experience.**

DETAILED FINDINGS

HUMAN RESOURCES MANAGEMENT (REC. 13)

Hempstead ISD's Human Resources Department lacks comprehensive, formally disseminated written procedures and regulations to ensure human resources functions are effectively and consistently implemented and are in compliance with federal and state laws and district policies.

In school year 2011–12, the former deputy superintendent/director of HR began developing an Administrative Procedures Manual. The Hempstead ISD Administrative Procedures Manual, last updated in March 2012, is a guide for implementing many processes and procedures for multiple departments in the district. The deputy superintendent/director of HR resigned from the district in July 2013 before completing the administrative procedures. However, before leaving the district, she posted the manual online in Eduphoria, a software system the district uses to archive teacher evaluations, test data, lesson plans, and other important district documents. Having the Administrative Procedures Manual posted in Eduphoria gave district personnel access to the procedures. Review team interviews with district staff indicated that the administrative assistant to curriculum and HR and some other central office staff knew that these procedures existed. The district still partially follows certain elements of the interview process described in the procedures.

The Administrative Procedures Manual outlines many HR functions, such as the application, selection, and interview processes; travel reimbursement procedures; administrator absence procedures; and procedures for reporting to the Board of Trustees. The manual explains how district vacancies should be posted and outlines the proper procedures for conducting interviews for various positions. For example, the manual explains that campus principals have the discretion to choose the teacher applicants they interview, and that principals are to conduct interviews using interview committees. The procedures explain that the HR Department