

HR Assessment Synopsis for Marblehead Community Charter Public School



We are a Hilb Group Company

About this Document

The HR Assessment involves taking an objective look at your organization's HR policies, procedures, and practices. This review can help to identify whether specific practice areas or processes are adequate, legal and effective. We have provided a comprehensive **Gap Analysis** on the HR areas reviewed and discussed, along with our professional opinion, and best practices. This report also includes links to resources found on HRK's [HR Resources Library](#), as well as other helpful government weblinks to ensure regulatory compliance. This document serves as a **Synopsis** in that it condenses the material and presents the essence of our findings.

Overall Summary of Findings

Areas Identified as Immediate Concern

These are the areas that put organizations at a higher risk for potential fines, penalties, and/or employee claims due to your current practices or lack thereof; immediate corrective action is recommended.

- **Payroll Compliance** - The Schools pays employees on a semi-monthly cycle. Because there are hourly employees on payroll the School is not in compliance with Massachusetts pay frequency laws and violate these rules in two ways: by 1) paying less frequently than biweekly, and 2) by failing to pay within six days of the end of the pay period.
- **Employee Handbook** - The current handbook was published in 2020, and we conducted a cursory review and recommend it be strengthened in several areas for the 2021-2022 school year. Our detailed review is outlined in the Gap Analysis.
- **Workplace Postings** - The School shared pictures of the posters currently hung up and it appears that certain employment rights are not posted.

Areas Identified as Opportunity for Improvement

These are areas of less urgent nature, but they are areas we recommend some improvement, optimization and/or efficiencies; best practice guidance has been provided.

- **Recruitment and Selection** - Recommend improvement related to tracking job applicant data. Consider an electronic signature platform, like DocuSign or eSignature for offer letters.
- **Employment Offers** - We reviewed 4 employment offer letters, (admin, hourly, inclusion and teacher) and made recommendations which are outlined in the Gap Analysis.

- **New Hire Onboarding** - The School may benefit from having a formal onboarding checklist. We recommend the School explore Pay Entry and its employee portal functionality. This would cut down on the paperwork provided to new hires and returning teachers.
- **Job Descriptions** - Recommended that job descriptions could use some refreshing and consider having employees sign their job description upon hire.
- **Independent Contractors** - The School is aware of the rules surrounding independent contractors. There are few contractors that still provide their services surrounding education and curriculum consulting. W-9s and agreements are kept on file, and the School is aware that this may be a potential area of exposure.
- **Performance Management** - Recommend tightening up documentation process when it comes to managing performance and conduct.
- **Leave Management** - Recommend revising the current paid maternity leave benefit for employees after 5 years of service to provide an equal amount of parental leave to all new parents.
- **Paid Time Off** - Consider automating the time off request process through payroll system. Recommend clarifying the terms and conditions for earning and using sick, personal, vacation and holidays are not clearly outlined in the handbook.
- **Title IX Compliance** - Recommend updating the Title IX Coordinator since Nina is no longer employed at the school.
- **Sexual Harassment Prevention** – Recommend including a policy in current handbook.
- **Separation Process** – Ensure you issue the state's required unemployment notice to separating employees.

Areas Identified as No Further Action

These are areas that the organization is compliant in and/or is implementing best practice. No Further Action rating is also applied if the organization does not need to comply with those outlined requirements based on your size, location or industry.

- **Renewals**
- **Form I-9s**
- **Employee Files**
- **Conflict of Interest Training**