



# Client Case Study – Human Resources

30 Employees

Public School, Independently Operated  
(Charter)

Industry: Education

**This central Ohio charter school was in desperate need of someone to implement and manage full-cycle human resources, as well as bring them into compliance with Ohio Department of Education requirements in lieu of an impending sponsorship change.**



Our team came in and performed a complete HR audit, which led to a number of new initiatives to ensure consistency and compliance across the organization.

**Services Provided:**

- Creation and tracking of sick/personal/vacation leave tracker
- I-9 audit
- Implementation of a robust cloud-based training module for all positions within the organization, to ensure position-specific state requirements were being met
- Updating of staff handbook, and creation of tools and templates to enforce those new policies, including disciplinary forms, Performance Improvement Plans, performance management documents for non-certified positions
- Established recruiting process including interview materials, job description and job advertisement creation, tracking methodology to retain candidate information in the absence of an Applicant Tracking System, and licensure verification process to ensure state compliance
- Created employment contracts for all certified and administrative positions, as well as salary addendums to contracts to coincide with Board-approved annual salary increases
- Handled all Employee Relations issues in the organization, including terminations, performance improvement plan implementation and monitoring, investigations and engagement surveys

