



Certified Auditing of Charter Schools Procedure (HR-P015)

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

- 1.1 This procedure discusses the process that the Human Resources Department uses to audit charter schools to assure if the school is within compliance of NRS regulation in the Washoe County School District.

2.0 RESPONSIBILITY:

- 2.1 Assistant Superintendent of Human Resources

3.0 APPROVAL AUTHORITY:

- 3.1 Human Resources Specialist

(Approval signature on file)

Signature

Date

4.0 DEFINITIONS:

- 4.1 HR – Human Resources for Washoe County School District
- 4.2 NRS – Nevada Revised Statutes
- 4.3 PERS – Public Employees Retirement System

5.0 PROCEDURE:

- 5.1 HR is in receipt of Timeline of Auditing Charter Schools from Public Policy, Accountability and Assessment Office.
- 5.2 The list is divided up among the HR Technicians to audit all of the school on the timeline. A lead HR Technician is assigned to each school.
- 5.3 Designated lead HR Technician calls the Charter School to make an appointment to audit the Human Resources Department.
- 5.4 Designated HR Technician sends spread sheet of information needed for report. The HR Technician audits the Charter School on the scheduled appointment date.
 - 5.4.1 The HR Technician pulls all employee files.
 - 5.4.2 The file is reviewed for, but not limited to license, transcripts, contract, assignment, degree held, experience, annual salary, PERS eligibility, health insurance.
 - 5.4.2.1 If information is not compliant the HR Technician researches to assure NRS compliance. The HR Technician notifies school of missing information and requests a follow-up to complete request.
 - 5.4.2.2 If the technician cannot assure compliance, it is noted on the Staff Profile Report, which is forward to the Assistant Superintendent of HR.
- 5.5 HR Technician types up the findings from the audit of the Charter School and forwards the report along with any related documentation to the Assistant Superintendent of HR.



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5.5.1 The Staff Profile Report, handwritten notes from the audit, is forwarded to the HR Specialist to be reviewed for compliance.

5.6 The HR Specialist reviews report and any findings with the HR Technician.

5.6.1 The report is then forwarded to Public Assessment and Accountability Department. This report is sent to the Board of Trustees.

6.0 ASSOCIATED DOCUMENTS:

6.1 Staff Profile Report

6.2 Audit Findings

6.3 Public Policy, Accountability and Assessment Office Timeline

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Staff Profile Report	HR Specialist Office files	6 months	Discard as desired	Standard file cabinet in secured office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/23/07	A	Initial Release

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