

Note: Due to various factors, including the volume of participation from districts, contract negotiations for products and services being purchased and delivered within this contract, possible funding changes for districts or ESC Region 11, and other factors, this contract is offered in good faith but does not become binding until September 1, 2015, on either the district or ESC Region 11. Until September 1, 2015, a district or ESC Region 11 can notify the other party of its wishes to void this contract, but early acceptance of this contract is necessary so that ESC Region 11 can plan and prepare to deliver these services. An alternative contract may be offered if this contract cannot be delivered as stated.

The Human Resources Department offers the following services and discounts to school districts/charter schools that sign the **Human Resources Service Contract**:

Basic Services

The Human Resources Service contract provides practical advice and support with:

- Leaves of Absence (FMLA, sick leave, personal leave, assault leave)
- Disciplinary Actions
- Workers Compensation
- Policies and Procedures
- Fingerprinting
- Contracts
- NCLB/HQ
- Affordable Care Act (ACA)
- HR Administrative Responsibilities

In addition to the support provisions, the contract also provides the following professional development for two (2) staff members from each contracting district*:

- TASB Workshops (ESC Region 11 offers two TASB sessions each year from the options below):
 - Hiring Effective Teachers
 - Managing Overtime and Leave
 - Managing Employee Performance
 - Determining Employment Status
 - Managing Personnel Records
 - Job Descriptions That Work
- Fingerprinting Session by TEA/SBEC
- Notary Public Training
- Documentation
- Affordable Care Act

**Options for HR professional development may vary based on availability of third-party presenter and minimum enrollment requirements.*

Optional Services Offered for an Additional Fee

- District membership in the DFW Area Application Consortium
- On-site Training for District/Campus Administrators/Personnel (Customized)
- Sexual Harassment Training
- Customer Service Training
- Dos and Don'ts of Social Media Training

ESC Region 11 Contact

Human Resources Department
(817) 740-3651



Human Resources Service Contract

Price List — 2015-2016

<u>District Enrollment</u>	<u>Cost</u>
0-500	\$2,000
501-1,200	\$2,500
1,201-2,000	\$3,000
2,001-2,800	\$3,500
2,801-3,600	\$4,000
3,601-4,300	\$4,500
4,301-5,000	\$5,000