
INTEROFFICE MEMORANDUM

TO: BOARD MEMBERS
TIM WYROSDICK, SUPERINTENDENT

FROM: DON LEWIS LYNN, JR.
ASST. SUPT./HUMAN RESOURCES

SUBJECT: HRPM REVISIONS

DATE: 07/24/2014

Please approve the changes listed below to our Human Resource Procedures Manual.

- Pages 39, 40 – Eliminate a step in the administrative hiring process that is not utilized
- Page 61 – Clarify no experience credited for private school experience
- Pages 65, 68, 69 – Explanation of new conflict of interest policy and procedures
- Pages 75, 76 – Clarify suspension with pay disciplinary action
- Page 83 – Repeated same information on page 82
- Pages 108, 109, 110 – Addressed unused sick leave bank hours
- Page 114 – Clarification on BENCOR plan

If you have any questions concerning these revisions, please call me at 983-5030.