



Evergreen Solutions, LLC



## Human Resources Reviews for Schools Districts...

Human Resources is undoubtedly one of the most critical systems within any school district. Today's school district HR leader is faced with recruiting and retaining a highly effective staff under pressure from decreased budgets, growing



expectations for increased teacher performance, a push for optimal district wide collaboration, and a multitude of other challenges facing today's school systems. Additionally, HR leaders must ensure that their district possesses sound policies and procedures, compensation and classification

plans, and organization and reporting structures. With this in mind, it is important to ensure that all Human Resources functions, practices, and systems are operating efficiently, as well as that sound practices are in place to promote future success. Evergreen Solutions assists school districts human resources by conducting a thorough review of the HR systems and processes in place, and makes recommendations, based on best practice and years of experience, for those personnel and human resource management functions where improvements can be made.

## What to Expect From Your Partners in Change

Evergreen Solutions has been conducting evaluations and reviews of public school district human resources departments for years. In addition, Evergreen has worked with numerous public sector agencies including colleges, universities, technical centers, and other higher education agencies on studies related to compensation and classification, performance management, organizational assessments, disparity studies, employee training, staff augmentation, program evaluations, and school improvement. Our team of consultants uses a proven methodology and bases all recommendations on best practice and experience. In addition, we assist school district human resources leaders in implementing our recommendations, as well as provide ongoing support to address your future needs.

In recent human resources management studies, Evergreen has helped school districts:

- centralize human resources and personnel functions to eliminate redundancy;
- create and implement HR operating procedure manuals;
- review classification descriptions for accuracy;
- establish procedures for performance reviews of teaching and non-teaching positions, as well as implement solutions to track future performance evaluations;
- define professional development needs for all staff, including implementing methods to track professional development credits, courses, workshops, and progress;
- define department mission and performance goals to measure the success and effectiveness of the department;
- develop ways to monitor department outcomes associated with established performance goals, including collecting human resources performance metric data;
- implement best practice on record storage and access;
- construct customer service satisfaction surveys;
- redistribute work tasks to better align essential job functions with the HR department internal hierarchy;
- review personnel files and identify critical missing items;
- expand the current recruitment plan to include essential recruitment goals, benchmarks, and action steps to achieve the benchmarks;
- unify the hiring process;
- ensure that the compensation structure of the school district is both internally and externally equitable, and that a plan is in place to maintain equity;
- migrate processes that were once manual to the web;
- establish consistent practices regarding assignment of salaries; and
- solidify the administration of benefits.

**Evergreen is aware of the unique challenges that exist in all school districts, and understands the importance of tailoring each project to address each clients' one of a kind needs. We are eager to talk to you about the services you are seeking, as well as share with you more information about what services we offer. Please visit our website at [www.ConsultEvergreen.com](http://www.ConsultEvergreen.com) or give us a call for more information.**

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