

**Our Vision:**

OASBO and its members are the leading experts in school finance and business operations, resulting in efficient and effective schools.

**Our Mission:**

An association of Ohio school business officials empowering members by providing advocacy, collaboration, and innovative education

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**Ohio Association of School Business Officials  
Official Curriculum Syllabus**

**Course Number:**

EHR 101

**Course Title:**

Essentials of Human Resources

**Course Description:**

The Essentials of Human Resources course is a 2-day course in human resources or those seeking their treasurer's license, assistant treasurers, other finance office staff, or those currently licensed treasurers/CFOs wanting a refresher. This course will provide comprehensive content in the following areas: Hiring, Compensation, Employment Laws, Leave Provisions, Performance Reviews, Incentive Pay, Discipline, and Employment Separation.

**Knowledge:**

The participant will acquire knowledge in:

1. Factors involved when developing a job posting and recruiting strategy (2.4, 4.2, 4.3, 5.1, 5.2, 5.3)
2. Basics of developing a job application form (2.4, 5.3)
3. Fundamentals of conducting a meaningful job interview (1.1, 2.4, 4.2, 4.3, 5.2, 5.3)
4. Documents needed for pre-employment (2.4, 5.3)
5. Characteristics of the various employment classifications/civil service (2.4, 5.3)
6. Types of employment contracts and what should be included in the contracts (2.4, 5.3)
7. Legal basics of negotiation in Ohio (2.4, 5.3)
8. Standard salary schedule formats commonly used in Ohio (4.2)
9. Basics of certain state and federal employment laws (2.4, 5.3)

10. Basics of workers' compensation and unemployment (2.4, 5.3)
11. Employee benefit plans (1.1, 1.2, 2.4, 4.2, 4.3, 5.2, 5.3)
12. Process for managing employee leave (1.1, 1.2, 2.4, 4.2, 5.2, 5.3)
13. Training obligations for evaluators (2.4, 5.3)
14. Mandatory performance evaluation criteria (2.4, 5.3)
15. Techniques for effectively conveying performance criticisms (4.2, 5.2)
16. Legal requirements for evaluations (2.4, 5.3)
17. Merit pay systems (1.2, 1.4)
18. Value of documentation and how to conduct a thorough investigation (1.2, 1.6, 4.2, 4.3, 5.2)
19. Importance of progressive discipline (1.2, 1.6, 4.2, 4.3, 5.2)
20. Proper grievance administration (1.2, 2.4, 5.3)
21. Tenets of "past practice" (1.2, 2.4, 5.2, 5.3)
22. Rights of union representation (2.4, 5.3)
23. Responding to different kinds of employee separations (2.4, 4.2, 5.2, 5.3)
24. Applying separation principles to different categories of district employees (1.2, 2.4, 4.2, 5.2, 5.3)
25. Criteria for resignation/retirement letters (1.2, 2.4, 5.3)
26. Benefits of exit interview (4.2, 5.2)

**Suggested Text and/or References:**

Ohio Association of School Business Officials *Essentials of Human Resources* (2021).  
Columbus: Hopkins Printing Company

**Evaluation of Students:**

Analysis of school district policies, procedures; examinations, papers, power point presentations

**Presenters:**

Several school business officials and content experts associated with the development of the curriculum will present under the direction of James Rowan, Executive Director, OASBO.