

Maine Endwell CSD  
Internal Audit 6/30/21  
Corrective Action Plan-Board approved 11/4/2021

October 21, 2021

**FINDING: PERSONNEL**

Issue 1: While reviewing the employee handbook, reference is made to an annual evaluation according to the bargaining unit contracts, however the contracts for Support Staff and Maintenance make no mention of requiring an annual evaluation.

The District has a practice of doing the evaluations for the past fifteen years. We will attempt to negotiate language in the next contract for each unit regarding the evaluation language.

Issue 2: In testing the job description for administrators we noted it did not contain the minimum qualifications for the job.

The District will make the changes to each job description.

Issue 3: We noted the New Hire packet does not include the Code of Ethics, however it is included as part of the Employee Handbook. Employees are directed to read the Handbook online as a printed version is not provided.

The District will have a separate acknowledgment that will be signed and returned indicating the new hire has read the Handbook.

Sincerely,

Jeffrey L'Amoreaux  
Assistant Superintendent