

Human Resources Restructure

Objective: To reorganize the Human Resources department to ensure maximum effectiveness and efficiency in serving all future, and current employees.

Current Challenges

- HR Staff members are not assigned appropriately or equitably for optimal effectiveness.
- Some HR Staff members are overburdened with duties and tasks that distract from providing quality service to our schools and departments.
- Process is not well defined, and is often inconsistent.
- Redundancy of tasks across the HR department.
- Process, organizational structures, and services are assigned across multiple departments in the district and confuse our district employees about who to call and where to go for service.

Restructure Overview

- HR Staff who are tasked with supporting principals/supervisors to recruit and hire quality employees are often distracted by the paperwork and processing that must occur with each new hire. Truly dividing the department, and the tasks, by those that are related to Recruiting and Developing, and then those that are completely about Processing the hire (MUNIS actions, paperwork, orientation, etc.), will promote effectiveness, efficiency, and consistency.
 - **Recruitment & Development:** Our Staffing Consultants and HR Assistants are the face and the voice of our district. These HR Staff members are highly trained and highly qualified, and they are completely devoted to supporting principals, as well as prospective hires. Taking away all processing tasks, and providing them with the needed level of support staff will allow them to focus solely on the core of their work:
 - **Recruiting**
 - **Supporting**
 - **Hiring**
 - **Welcome Center:** Processing new employees should be clear, consistent and *easy*, especially for the new employee. We must create a “one-stop-shop”. To be effective and consistent, The Welcome Center will be the foundation of the organization.
 - When the Staffing Team makes a hire, all of the paperwork (Hiring Packet) will be delivered to the Processing Agents, working behind the scenes, in the Welcome Center. The Compensation Specialist will ensure that the salary quote is accurate, and that all of the needed paperwork is present. When the checklist has been verified and approved, the Hiring Packet will be delivered to the Processing Agent. The Processing Agent will enter the MUNIS action, and forward the approval. The Welcome Center Coordinator and the Compensation Specialist will approve all MUNIS actions. Having this consistent loop of processing will ensure accuracy, and eliminate errors.
 - All new or prospective employees will have one place to go to for assistance, and then processing. The Welcome Center will house application and assessment support for those seeking employment. Once hired, the new employee will make one visit to VanHoose, and all technical aspects of the hire will take place then and there— fingerprinting, employee badge photo, contract signing and form completion, Benefits package, and Orientation video.

- The Records Room will also be under the supervision of the Processing Center. The Processing Agents will ensure that the appropriate documents are included in the Personnel File. When an employee wants to view his/her Personnel File, or something is requested from the Personnel File, it will be requested in the Welcome Center.
- Human Resources also spends a great deal of time supporting our certified employees. Many of these functions are shared between HR at VanHoose, and Curriculum at Gheens. This is very ineffective, and often very confusing for all involved. Having all staff who are involved in the Development and Support of our certified employees, in one department and location, will ensure efficiency, and consistent communication and service.
 - **Recruitment & Development:** Naturally built into the function of Human Resources are some Recruitment tools. Assisting with questions as they relate to certification, overseeing Student Teacher Placement, and connections made through our Substitute Center all provide opportunities to recruit high quality employees. These functions will exist among and under the direction of our Staffing Consultants, HR Assistants, Recruiter, Resource Teacher, and Substitute Center.
 - **Recruitment & Development:** At this level, the development of a certified teacher includes; New Teacher Induction, KTIP, Mentoring Programs, and Professional Development monitoring (PD Central and accumulated hours).
 - **Recruitment & Development:** The next layer includes Certified Support for our teachers and administrators. National Board Certification, Professional Leave monitoring, LEAD Reporting, and Certification Renewal are the services offered and monitored in this area.
- Our well developed and supported teacher leaders sometimes move on to become the administrators in our district. Developing our administrators, and then supporting them to success is a major function of our Administrator Recruitment & Development department within Human Resources.
 - **Administrator Recruitment & Development:** The first layer of service includes developing our future and current administrators through leadership programming, university collaboration, administrator applicant support, facilitating administrator hiring, monitoring EILA hours, and collaboration with principals, assistant superintendents, and other district supervisors.
 - **Administrator Recruitment & Development:** Supporting administrators includes overseeing PGES implementation, TeachScape and Val-Ed licenses, Evaluation training, and assistance with the Non-renewal and Intensive Support processes.
- Human Resources also wants to ensure that **all** employees are supported through our **Benefits Department**. Compliance and accuracy are essential to the district, and equitable service and resources are key. Counseling and processing our Benefits programs, overseeing the Affordable Care Act, and maintaining worker's comp, unemployment, and retirement are some of the current major functions. However, Benefits will also be working to build a stronger and more accessible Wellness Program within our district. The Employee Leave Center will also be included within the Benefits department.