



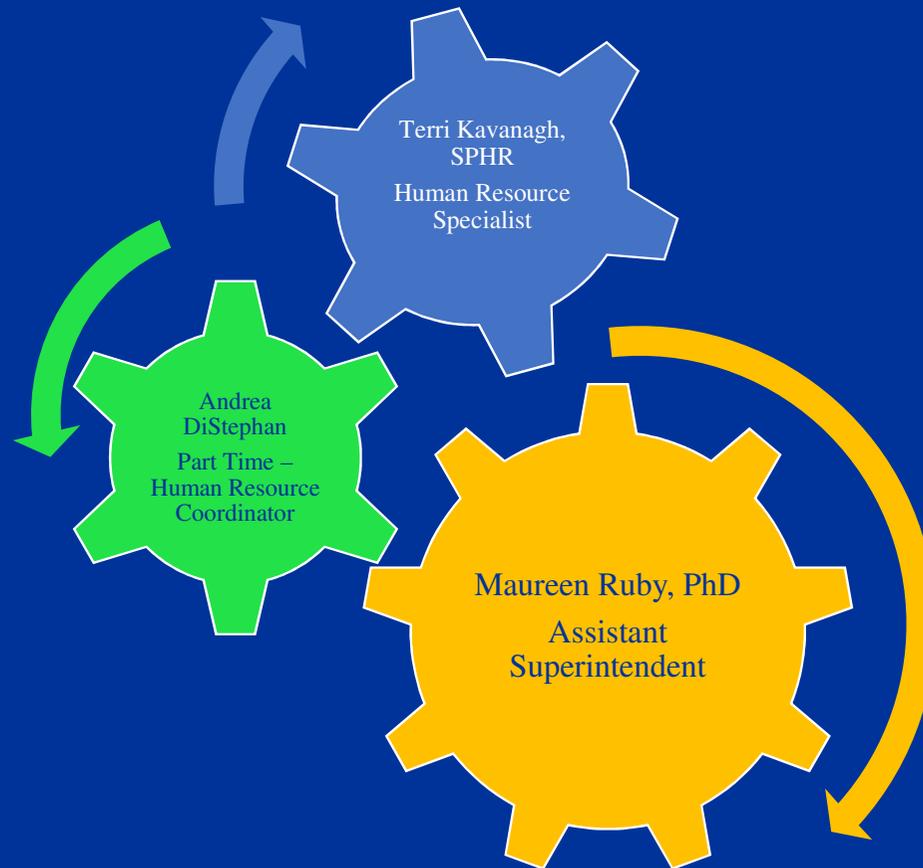
# Brookfield Public Schools

## Human Resources Department

*The sole reason for the existence of our profession  
is the student –  
the role of Human Resources is to attract, retain  
and assist the our employees so they can  
concentrate on the student.*



# Who We Are:





# HR Responsibilities

- Talent Management
- Employee Benefits
- Certification Compliance – State Department of Education
- Data Management/Reporting
- Employee Relations
- Department of Labor/Unemployment



# Talent Management 2015-2016

## Recruiting – Hired 41 Staff (8.5 New & 32.5 Replacement Positions)

### ■ 22 Certified Staff

#### ■ 4.5 = New Positions

- 1 CES – Special Ed
- 1 WMS – 6<sup>th</sup> Grade
- 2.5 HHES – 2 Special Ed, .5 Spanish

### ■ 5 Administrators (all replacements)

- 3 District
- 2 High School



### ■ 8 Para Educators

- 2 new

### ■ 3 District Employees

- 1 Part Time HR
- 1 Part Time Payroll
- Full Time Electrician - new

### ■ 4 Custodians

- 1 @ CES - new

## Substitute Management

- Increased Sub Rate - Comparison Data with competing Districts
- Generating & Onboarding of new subs – 30 New Subs in 2015-16
- Management of time & attendance
- Tracking Fill Rates – 80%
- Looking for alternatives to sub pool



# Employee Benefits

- Working with Business Operations to streamline benefits for all employees & retirees
- Provide Health Insurance for 6 Unions + Unaffiliated employees + retirees
- 73% of Active Employees take Benefits
- Per union contracts, employee benefits include:
  - Medical, Dental, Vision
  - Disability
  - Life insurance, AD&D, LTD
  - Personal Time/Sick Time/Scheduled Time Off/Emergency Time
- Counsel Employees on the Family Medical Leave Act Process
- Monitor & Report employee leaves



# Employee Benefits

## Family Medical Leave Act/Leave Of Absence Management & Tracking

### 2014-15

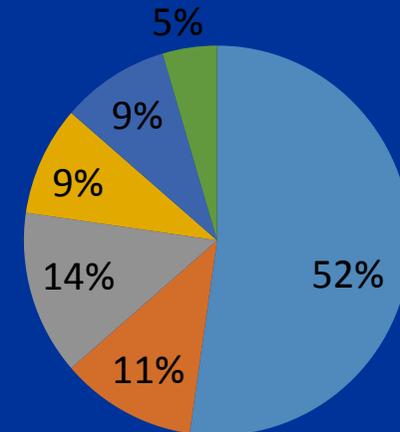
- 44 Total FMLA/LOA
  - 37% increase from 13-14
  - Total of 2,210 days
  - Avg of 50+ days

### 2015-16

- 7 Currently on going
- 6 Additional Projected by December

### FMLA/LOA – 2014-15

- Teacher
- Administrative
- Paraprofessional
- Custodian
- Secretary
- Unaffiliated



212°



# Certification Compliance – State Department of Education

- Monitor certification status of teachers and administrators
- Handle compliance issues that arise
- Advise Staff when Certifications are expiring
- Check Status of Candidates during application process
- Complete forms for Certification
- Coach staff on process
- Liase with State Department of Education on Questions
- Check Status of Long Term Subs
- Monitor & Update Tenure Status



# Data Management/Reporting

- Educator Data System (EDS) State System Management – Daily Compliance Reporting
- State Reporting Requirements – Annually
  - Fall Hiring Survey
  - Non-Certified Staff Reporting
  - Equal Employment Opportunity Commission Reporting
- Affordable Care Act (ACA) Reporting for Employees and Subs
- Payroll Changes, System Changes, System Maintenance
- Employee Lists –
  - New Staff, Terminations, Resignations, Retirements...
- Maintain Confidential Employee Files
- Maintain Position Descriptions
- Process Freedom Of Information (FOI) and Audit Requests
- Open Position Tracking



# Employee Relations

- Performance Improvement Plans
- Track Evaluations for Non-Certified Staff
- Employee Expectations/Needs
- Track Employee Grievances



# Department of Labor/Unemployment

- Coordinate all aspects of unemployment compensation
  - Respond to Unemployment Filings
  - Attend Hearings
  - Dispute Charges
- Stay apprised of and implement all new laws affecting employment
  - Changes in CT Minimum Wage
  - Over time Hours



## So What? – What's the extra degree?

- Full and Complete Compliance
  - FMLA – organized and in compliance with Federal & State Rules
  - New State Reporting - Even in the First Year of the new EDS System!
  - Training – Sexual Harrassment, FMLA for Supervisors, Lactation Laws
- Implementing Best Practices in H.R.
  - Information Online – Contracts & Contacts
  - Staff Only Website – Benefit Information, Forms, Certification Information
- Human Resource Participation in Bargaining Unit Negotiations
- Strengthen Relationships with State Dept of Education
- Developed Relationships with H.R. Teams from the surrounding towns (Bethel, Danbury, New Milford & Newtown)
- Building Relationships with our Partners – Stirling Benefits, CIRMA