

# BUSD Human Resources (HR) Department

*Board Presentation*

*Wednesday, June 27, 2018*

## BUSD Human Resources (HR) Goals

- Hire, retain and recruit highly and qualified teachers to meet the needs of our diverse student population
- Implement a paperless onboarding process for all BUSD new hires
- Finalize a Memorandum of Understanding Understanding (MOU) between the District and Personnel Commission
- Move all HR forms for employees from paper to electronic
- Improve the District's absence and timesheets tracking systems
- Revise the HR Department's Vision and Mission statements

# Review of 18-19 Hiring Processes, Changes & Goals

# Past vs. New HR Hiring Practices

<i>Past Practices and Goals</i>	New Practices and Goals for 18-19
<ul style="list-style-type: none"><li>• <i>Provide “Teacher Template” to Principals by Late March/April</i></li><li>• <i>HR and Position Control Meetings as Needed</i></li><li>• <i>Teacher Recruitment Consultant attending job fairs and recruiting candidates</i></li><li>• <i>Approve Leave Requests (Received by March 1) by April 15</i></li><li>• <i>Rehire Contract Signings starting in Late-May/New Hire Contract Signings July-August</i></li><li>• <i>Limited Paperless Systems for Hirings</i></li><li>• <i>No Classified Employee Teacher Pathway</i></li></ul>	<ul style="list-style-type: none"><li>• “Teacher Template” to Principals by Early March</li><li>• HR and Position Control Weekly Meetings</li><li>• Teacher Recruitment Consultant “1 on 1” Meetings</li><li>• Informational Meetings for BUSD Teachers on Adding Credential Authorizations in Areas of Need</li><li>• Increased Postings of Eligibility Pools</li><li>• Conduct District Interviews</li><li>• Approve Leave Requests (Received by March 1) by April 1</li><li>• Rehire Contract Signings starting in Early-May/ New Hire Contract Signings June-August</li><li>• Continue to Transition to Paperless Forms</li><li>• Classified Employee Teacher Pathway: Berkeley’s Pathway to Achieving Credentialed Teachers (B-PACT)</li></ul>

# Results of New Practices and Current Status of 18-19 Hiring

## Teacher Rehire: Temporary & Probationary

<b>Level</b>	<i>97% (91/94) Contract Signings Completed</i>
<i>District</i>	<i>13</i>
<i>High School</i>	<i>30</i>
<i>Middle School</i>	<i>18</i>
<i>TK-Elementary</i>	<i>30</i>

*\*As of 6/20/18*

## New Teacher Hires in the Onboarding Process (52)

<b>Level</b>	<b>Totals</b>
<i>District</i>	5
<i>High School</i>	14
<i>Middle School</i>	8
<i>TK-Elementary</i>	25

*\*As of 6/20/18*

## BHS Universal 9th Grade Staffing

Department	Vacancies (# Vacancies, FTE)
<i>English/Social Science</i>	<i>None</i>
<i>Math</i>	<i>None</i>
<i>Physics</i>	<i>None</i>
<i>LEAP</i> <i>(Learn, Engage, Accelerate, Persist)</i>	<i>None</i>

*\*As of 6/20/18*

## Current Teacher Vacancies > 0.8 FTE

<b>Level</b>	<b>Totals</b>
<i>District</i>	<i>1</i>
<i>VAPA</i>	<i>1</i>
<i>High School</i>	<i>6</i>
<i>Middle School</i>	<i>3</i>
<i>TK-Elementary</i>	<i>8</i>

*\*As of 6/20/18*

## Current Teacher Vacancies < 0.8 FTE

<b>Level</b>	<b>Totals</b>
<i>District</i>	<i>None</i>
<i>VAPA</i>	<i>None</i>
<i>High School</i>	<i>4</i>
<i>Middle School</i>	<i>3</i>
<i>TK-Elementary</i>	<i>1</i>

*\*As of 6/20/18*

# Completed Certificated Management Recruitments

<b>Level</b>	<b>Totals</b>
<i>District</i>	2
<i>High School</i>	2**
<i>Middle School</i>	N/A
<i>TK-Elementary</i>	2

*\*\*One position is in the Onboarding Process*

*\*As of 6/20/18*

# Open Certificated Management Recruitments

<b>Level</b>	<b>Totals</b>
<i>District</i>	<i>0</i>
<i>High School</i>	<i>1</i>
<i>Middle School</i>	<i>0</i>
<i>TK-Elementary</i>	<i>1</i>

*\*As of 6/20/18*

## Next Steps and Follow Through

- Complete the Rehiring of Temps./Probs by June 2018
- Initiate New Contract Signings June 2018
- Complete New Contract Signings by August 2018
- Complete Certificated Management Recruitments by June/July 2018
- Continue to implement new paperless systems to streamline the certificated hiring process
- Initiate the implementation of a “full” paperless onboarding process for certificated teachers via NeoGov July 2018
- Continue to improve and explore processes to streamline the workflow between Human Resources and Position Control for hiring purposes