

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

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

Teacher Rehire: Temporary & Probationary

Level	<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)

Level	Totals
<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

Level	Totals
<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

Level	Totals
<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

Level	Totals
<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

Level	Totals
<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