

Human Resources Division

Board of Education Presentation

December 3, 2020

Our guiding principles

Our vision

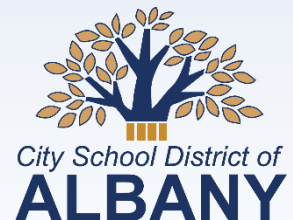
The City School District of Albany will be a district of excellence with caring relationships and engaging learning experiences that provide equitable opportunities for all students to reach their potential.

Our mission

We will work in partnership with our diverse community to engage every learner in a robust educational program designed to provide the knowledge and skills necessary for success.

Our goals

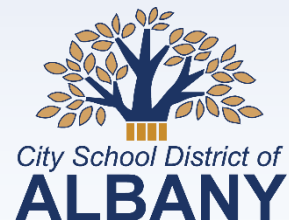
- Increase student achievement
- Enhance the delivery of quality instruction
- Build our leadership capacity and increase accountability
- Empower families to support the success of their children
- Partner with our diverse community



Our division's guiding principles

[We are] dedicated to accomplishing the following strategic goals in support of the district's mission:

- Recruiting, hiring and retaining the most highly qualified staff as well as a caring and competent teacher in every classroom, and highly effective leaders in every school and district office.
- Promoting positive labor relations through collaborative problem-solving and open communication
- Ensuring a safe and professional work environment that emphasizes mutual respect and maximizes employee effectiveness
- Providing employment-related resources and information to employees with an emphasis on timely responsiveness and customer service



HR by the numbers

Activities completed by HR as of 6/30/2020

- Job postings posted – 347
- Phone calls received – 2,460 (average per month)
- E-mails received – 850 (average per month)
- FMLA/LOA requests processed – 280
- Reasonable Accommodation requests reviewed – 233*
- Annual online trainings completed – 2,558
- New hires hired – 154

**Data from 7/1/2020-9/30/2020*

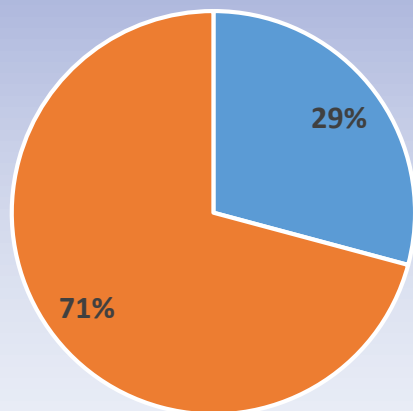


What's in a number?

HR Metrics

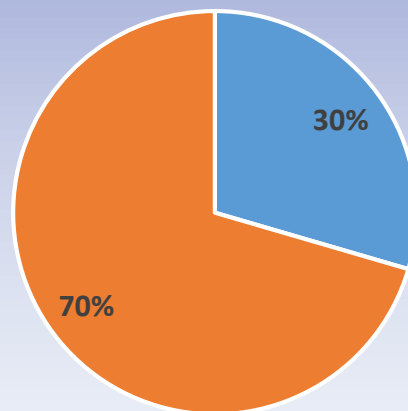
District Demographics – Gender

SY 2020



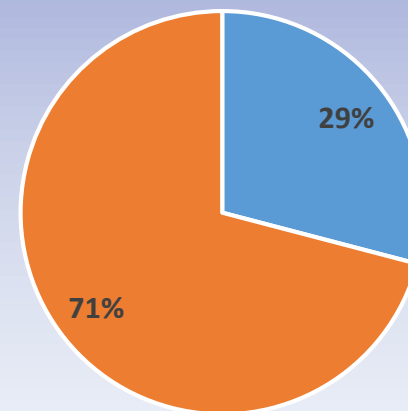
1,731 Employees

SY 2019



1,843 Employees

SY 2018



1,778 Employees

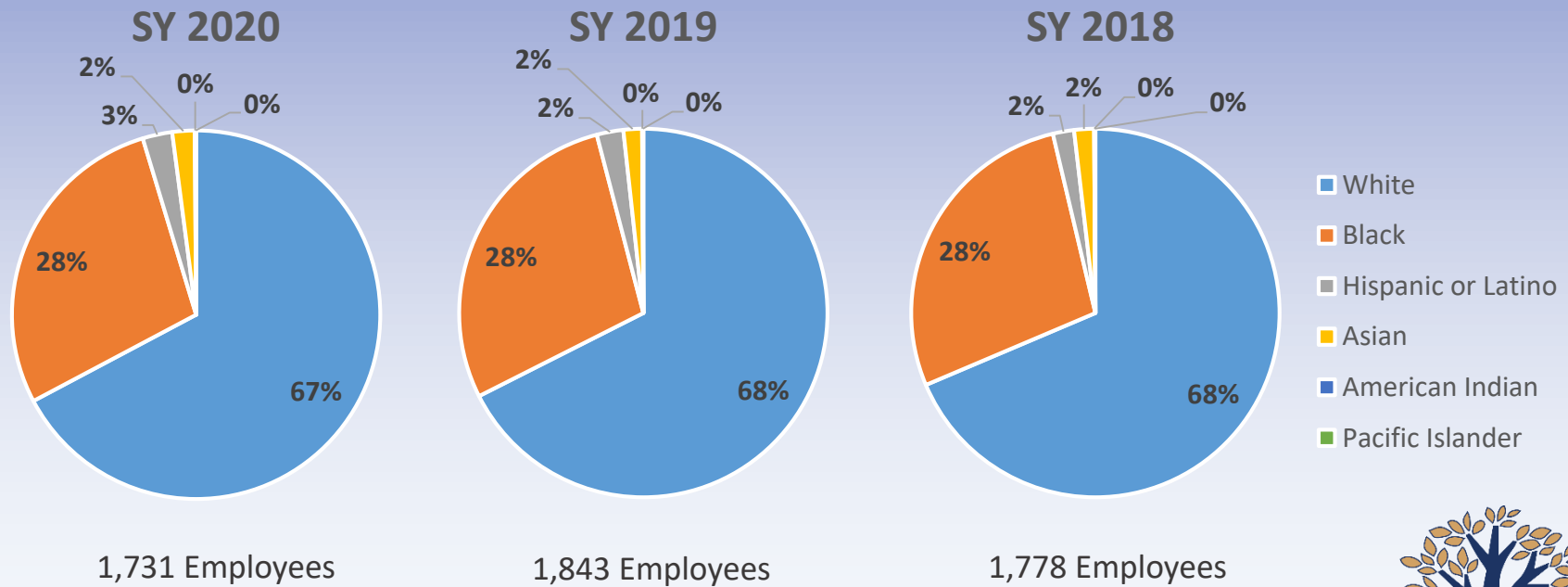
Male
Female

Data as of June 30, 2020



HR Metrics

District Demographics – Race/Ethnicity



Data as of June 30, 2020



HR Metrics

Position Statistics

Category	SY 2020		SY 2019		SY 2018	
Employees	1,731	100.0%	1,843	100.0%	1,778	100.0%
Separations	93	5.4%	72	3.9%	76	4.3%
Retirements	52	3.0%	33	1.8%	23	1.3%
Hires	154	8.9%	157	8.5%	246	13.8%
Administrator	4.5%	--	1.3%	--	5.7%	--
Teacher	33.8%	--	38.9%	--	37.4%	--
Support	57.8%	--	57.3%	--	51.6%	--
Management Confidential	3.9%	--	2.5%	--	5.3%	--

Data as of June 30, 2020



City School District of
ALBANY

Priorities 2019-2020

Projects pursued

- Validate Standard Operating Procedures Manual
- Consider a Fall CSDA job fair
- Continue targeted recruiting efforts (diversity, critical shortage areas)
- Refine the HR metrics progress monitoring tool
- Expand professional development opportunities for support staff
 - O&M Supervisors
 - Hall Monitor
 - Clerk Typist/Office Manager
 - Teacher Assistant
 - Home School Coordinators
- Quarterly HR Newsletters
- Consider employee wellness programs (partnering with Employee Associations)
- Continue process improvement practices

Professional Development

Training opportunities

- Substitute training
 - Frequency – biannual
 - Topics covered
- Typist/Administrative Assistant training
 - Frequency – annual
 - Topics covered
- Partnering with APSUE for professional development opportunities
 - Frequency – school calendar
 - C&I/HR partnership on Teaching Assistant trainings
 - Targeted professional development for clerical, maintenance, and security
 - Topics covered
- Administrator training
 - Frequency – monthly
 - Topics covered



Customer Service

Updates to how we approach service

- Added a HR page to the CSDA website
- Updated pay stubs to reflect accruals in “live” time
- Activating a benefits self-service portal
 - New hire enrollment
 - Life event changes
 - Open enrollment
 - Flex spending enrollment


Attendance As of 10/2/2020	Prior	Accrual	Taken	Balance
Personal	0.000	3.000	0.000	3.000
Sick	9.500	12.000	0.000	21.500

Home / Human Resources / Current Employees

HUMAN RESOURCES

- Employment
- Absence Management
- Who to Contact
- Current Employee Resources**
- Leave of Absence FAQs
- Mandatory Notices

RECENT NEWS

 Albany High academy info night

Current employee resources

The following links will provide current district employees direct access to our health insurance plans, our union contracts and other useful forms. If you have any questions, please feel free to contact Human Resources at humanresources@albany.k12.ny.us or (518) 475-6055.

Benefits resources

Our benefits administrator **Benetech** can be reached by phone at **855-223-6383**. They are your first stop for any of your benefit questions. If you are looking for even more information about a specific benefit provided, please visit any of the links below.

- [Capital District Physicians' Health Plan](#) | health insurance
- [Empire BlueCross BlueShield](#) | health insurance
- [Delta Dental](#) | dental insurance



COVID Response

Partnering with the district

- Virtual interviews
 - Digital paperwork
 - Appointment only activities
 - Working virtually
-
- HR sub-committee
 - Leave law changes
 - Staff training
 - Employee wellness
 - Health and safety concerns
 - Partnering with PPS/Dr. Staff on COVID screeners
 - Working with staff on Reasonable Accommodations
 - Managing time away
 - Working differently (working onsite, working virtually, hybrid)

CITY SCHOOL DISTRICT OF ALBANY
OFFICE OF HUMAN RESOURCES
ACADEMY PARK
ALBANY, NEW YORK 12207

Payroll Office
Health Insurance

NEW EMPLOYEE CHECKLIST **TEACHERS**

Name (please print): _____
 Position: _____
 Location: _____
 Effective: _____
For Record Maintenance build on _____

RECEIVED and RETURNED:

_____	_____
_____	(support staff)
_____	(support staff)
_____	(support staff)

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Technology Account Creation Form _____
 CSDA Employee Computer & Network _____
 Accessible Use Agreement _____
 Photo I.D. _____

By my signature: _____ I acknowledge that I have completed/received each of the documents checked above.

Date: _____

PLEASE CALL 475-6057 TO SET UP AN APPOINTMENT WHEN PAPERWORK IS COMPLETE

Shared Decision-Making Interview Panel Agreement

All interviewers of the City School District of Albany must complete this form prior to conducting any application review and/or interviewing on behalf of the District.

The primary role of the Shared Decision-Making (SDM) Committee is to maintain a collaborative process that elicits feedback from all CSDA stakeholders related to the hiring of all new staff for the District.

When executed successfully, the SDM process will not only help the District identify the right candidate for the right job, but do so in a fair, equitable and culturally-responsive manner to support our vision and mission.

The following sections contains a few ground rules you must follow while on this journey with us. Please review and indicate that you have read and understood each section.

*** Required**

Priorities 2020-2021

Projects identified during the Spring

- Continue targeted recruiting/retention efforts (diversity, critical shortage areas)
- Build partnerships for a student to teacher pipeline
- Refine the HR metrics progress monitoring tool
 - Communicate results with the organization
 - Build awareness of metrics, process and impact
- Continue professional development opportunities for administrators/support staff
- Increase HR communications
 - Real-time access to data
 - Self-service capacities
 - Quarterly HR Newsletters
- Review employee wellness opportunities (partnering with Employee Associations)
- Continue process improvement practices



Questions

