

**HUMAN RESOURCES DEPARTMENT
SIX-YEAR INSTRUCTIONAL PLAN
June 9, 2008**

ABSTRACT

During the next six years, the Human Resources Department will:

- Collaborate with all programs and departments to recruit a highly qualified and diverse workforce.
- Ensure compliance with NCLB and other local, State and Federal requirements.
- Provide training for new and existing employees in Human Resource policies and procedures.
- Administer and recommend fiscally responsible and competitive salary and benefit packages designed to recruit and retain exemplary employees.
- Develop and implement web-based Human Resource systems designed to increase access and efficiency of operation.

Human Resources Six-Year Instructional Plan FY07 to FY12

Year 1 FY 2006 - 2007	Year 2 FY 2007- 2008	Year 3 FY 2008 - 2009	Year 4 FY 2009 - 2010	Year 5 FY 2010 – 2011	Year 6 FY 2011 - 2012
<p>Goal 1:</p> <ul style="list-style-type: none"> ▪ Increase achievement of all students ▪ Reduce achievement gap 					
<p>Recruit a highly qualified workforce.</p> <p><i>Submit a yearly fall Certificated Recruitment Report to the Superintendent.</i></p> <p><i>Analyze, review, and modify the CRP based on the Recruitment Report.</i></p> <p><i>Increase classified components of the CRP (separate from bus, student nutrition and operations).</i></p> <p><i>Upgrade entire HR website.</i></p>	<p>Staffing and Recruitment will recruit and process hires to meet NCLB requirements, diversity goals and Recruitment Plan needs.</p> <p>Increase the certificated applicant pool size by 30%</p> <p><i>Submit a yearly fall Certificated Recruitment Report to the Superintendent.</i></p> <p><i>Analyze, review, and modify the CRP based on the Recruitment Report.</i></p> <p><i>Research, purchase and implement a new Certificated Online Applicant Tool.</i></p> <p><i>Maintain HR website.</i></p>	<p style="text-align: center;">—————→</p> <p>Increase the certificated applicant pool size by 20%</p> <p><i>Submit a yearly fall Certificated Recruitment Report to the Superintendent.</i></p> <p style="text-align: center;">—————→</p> <p><i>Analyze effectiveness of new Online Applicant Tool.</i></p> <p><i>Implement, analyze and update new Online Applicant Tool.</i></p> <p><u><i>Continue to Increase general and targeted classified recruitment outreach.</i></u></p> <p style="text-align: center;">—————→</p>	<p style="text-align: center;">—————→</p> <p>Increase the certificated applicant pool size by 10%</p> <p><i>Submit a yearly fall Certificated Recruitment Report to the Superintendent.</i></p> <p style="text-align: center;">—————→</p> <p style="text-align: center;">—————→</p> <p style="text-align: center;">—————→</p> <p style="text-align: center;">—————→</p>	<p style="text-align: center;">—————→</p> <p>Increase the applicant pool size by 5%</p> <p><i>Submit a yearly fall Certificated Recruitment Report to the Superintendent.</i></p> <p style="text-align: center;">—————→</p> <p style="text-align: center;">—————→</p> <p style="text-align: center;">—————→</p>	<p style="text-align: center;">—————→</p> <p>Maintain the applicant pool size of 2010-2011.</p> <p><i>Submit a yearly fall Certificated Recruitment Report to the Superintendent.</i></p> <p style="text-align: center;">—————→</p> <p style="text-align: center;">—————→</p> <p style="text-align: center;">—————→</p>

Human Resources Six-Year Instructional Plan FY07 to FY12

Year 1 FY 2006 - 2007	Year 2 FY 2007- 2008	Year 3 FY 2008 - 2009	Year 4 FY 2009 - 2010	Year 5 FY 2010 – 2011	Year 6 FY 2011 - 2012
<p>Analyze impact of new certification process on hiring.</p> <p>Implement succession plan.</p> <p>Implement comprehensive induction plan.</p>	<p>Include analysis of new certification process in Recruitment Report.</p> <p>Return to analysis of areas and individuals impacted by a succession plan.</p> <p>Return to analysis of the barriers to a comprehensive induction plan. Institute non-face-to-face certificated paper process orientation. Institute new employee orientations.</p>	<p><u>Review and update District EEO Online/Powerpoint Trainings.</u></p> <p>—————→</p> <p><u>Analyze classified ‘source’ survey to adjust processes as necessary. Analyze data of exiting survey, relative to the impact on retention and other practices.</u></p> <p><u>Implement succession plan</u> <u>Continue dialogue and identification of potential positions needing a succession plan (e.g., Executive Directors and above)</u></p> <p>Collaboratively investigate, design and begin implementation of additional components of comprehensive induction plan.</p>	<p>—————→</p> <p>—————→</p> <p>—————→</p>	<p>—————→</p> <p>—————→</p> <p>—————→</p>	<p>—————→</p> <p>—————→</p> <p>—————→</p>
<p>Ensure compliance with No Child Left Behind requirements for highly qualified teachers and paraprofessionals.</p> <p>Ensure that 100% of our certificated workforce meets Highly Qualified Teacher compliance with NCLB.</p>	<p>Assist in implementing District decisions with regard to teachers who do not meet HQT compliance by blocking transfers of Non-HQT teachers and hiring new hires on term contracts.</p>	<p>Continue to implement District decisions with regard to HQT staffing of certificated teachers.</p>	<p>—————→</p>	<p>—————→</p>	<p>—————→</p>

Human Resources Six-Year Instructional Plan FY07 to FY12

Year 1 FY 2006 - 2007	Year 2 FY 2007- 2008	Year 3 FY 2008 - 2009	Year 4 FY 2009 - 2010	Year 5 FY 2010 – 2011	Year 6 FY 2011 - 2012
<p>Ensure that 100% of our impacted classified paraprofessionals meet NCLB requirements</p> <p><i>Implement Performance Incentive Program sponsored by the State of Alaska.</i></p>	<p><i>Assist in implementing District decisions with regard to paraprofessionals who have not meet NCLB requirements.</i></p>	<p><i>Continue to implement District decisions with regard to HQT staffing of paraprofessionals.</i></p> <p><i>Continue to collaborate with the State and other Departments regarding the PIP.</i></p>	<p>→</p>	<p>→</p>	<p>→</p>
<p>Goal 2: Supportive and Effective Learning Environment</p>					
<p>All staff knows local, state and federal compliance requirements for sexual harassment, discrimination, ADA and 504 requirements.</p>	<p>EEO will ensure equal education and employment opportunity in the ASD as determined by Board policy and law.</p> <p><i>Implement ethnic reporting changes to match Federal and State requirements.</i></p>	<p>All staff knows local, state and federal compliance requirements for sexual harassment, discrimination, ADA and Title IX. (504 now done by SPED department)</p> <p><i>Maintain ethnic reporting data for the district.</i></p>	<p>→</p> <p>→</p>	<p>→</p> <p>→</p>	<p>→</p> <p>→</p>
<p>EEO will provide mandatory training and reviews completed in the areas of sexual harassment and discrimination to 80% of the employees.</p>	<p>EEO will provide mandatory training and reviews completed in the areas of sexual harassment and discrimination to 85% of the employees.</p>	<p>EEO will provide mandatory training and reviews completed in the areas of sexual harassment and discrimination to 95+% of the employees.</p>	<p>→</p>	<p>→</p>	<p>→</p>
		<p><i>Continue intra departmental</i></p>			

Human Resources Six-Year Instructional Plan FY07 to FY12

Year 1 FY 2006 - 2007	Year 2 FY 2007- 2008	Year 3 FY 2008 - 2009	Year 4 FY 2009 - 2010	Year 5 FY 2010 – 2011	Year 6 FY 2011 - 2012
<p>Compliance with sexual harassment overview will be maintained through MLP documentation of the review.</p>	<p>→</p>	<p><i>trainings, e.g., customer service, legal issues, hiring practices.</i></p> <p>→</p>	<p>→</p>	<p>→</p>	<p>→</p>
<p>Provide EEO Training opportunities in the areas of: Diversity (target trained is 300); Sexual harassment (makeup sessions for employees not trained by department and new employee w/ target trained at 400); Section 504 (target 100); Title VII/ADA training fro new to the District employees (target 350); Hiring policies and procedures trainings for leadership (target 75).</p> <p>Title IX training integrated into the non-discrimination training agenda.</p>	<p>Target training number increased by 5%</p>	<p>Provide EEO Training opportunities in the areas of: Diversity (target trained is 300); Sexual harassment (makeup sessions for employees not trained by department and new employee w/ target trained at 400); Title VII/ADA training fro new to the District employees (target 350); Hiring policies and procedures trainings for leadership (target 75). (504 trainings moved to the Website & CDs)</p> <p>Target training number increased by 5%</p> <p><i>Update Title IX trainings</i></p>	<p>Target training number increased by 5%</p>	<p>Target training number increased by 5%</p>	<p>Target training number increased by 5%</p>
<p>Respond to internal complaints submitted to EEO in a timely, appropriate and legal fashion.</p>	<p>→</p>	<p>Respond to internal and external complaints submitted to EEO in a timely, appropriate and legal fashion. (added external language)</p>	<p>→</p>	<p>→</p>	<p>→</p>
		<p><i>Refine fact finding and pre-investigatory process.</i></p>			

June 9, 2008

Human Resources Six-Year Instructional Plan FY07 to FY12

Year 1 FY 2006 - 2007	Year 2 FY 2007- 2008	Year 3 FY 2008 - 2009	Year 4 FY 2009 - 2010	Year 5 FY 2010 – 2011	Year 6 FY 2011 - 2012
Decrease number of open and closed cases by 5%, based on baseline data of open and closed cases in 2005-06.	Decrease number of open and closed cases by 5%.	Decrease number of open and closed cases by 5%.	Decrease number of open and closed cases by 5%.	Decrease number of open and closed cases by 5%.	Decrease number of open and closed cases by 5%.
EEO will revise, update and publish the District's Diversity Plan bi-annually.	<i>Revise and update the District's Diversity Plan.</i>	<i>Publish the Diversity Plan.</i>	<i>Revise and update the District's Diversity Plan.</i>	<i>Publish the Diversity plan.</i>	<i>Revise and update the District's Diversity Plan.</i>
	<i>Data presentation to the School Board on Diversity.</i>		<i>Data presentation to the School Board on Diversity.</i>		<i>Data presentation to the School Board on Diversity.</i>
Contract Administration will ensure an employee evaluation system uses best practices to accurately and appropriately measure performance.	—————>	<i>Review and revise classified evaluation tools, as appropriate.</i>	—————>	—————>	—————>
Third year implementation of Web Evaluation Tool with 75% of employee evaluations completed utilizing the online evaluation tool. <i>Development of Exempt Evaluation Tool.</i>	Increase percentage of online web evaluation usage by 5%. <i>Implementation Exempt Evaluation Tool.</i>	Increase percentage of online web evaluation usage by 5%. <i>Evaluate the efficacy of the Exempt Evaluation Tool and it's usage.</i>	Increase percentage of online web evaluation usage by 5%. —————>	Increase percentage of online web evaluation usage by 5%. —————>	100% of employee evaluations completed using the online web evaluation tool. —————>
Evaluation Process Training conducted for 120 supervisors.	Provide Evaluation Process Training opportunities for up to 150 supervisors. <i>Probationary evaluation process reviewed for potential electronic monitoring.</i>	Provide building level training opportunities for up to 750 employees.	Provide Evaluation Process Training opportunities for up to 150 supervisors.	Provide building level training opportunities for up to 750 employees.	Provide Evaluation Process Training opportunities for up to 150 supervisors.
Successfully negotiate TOTEM, AEA and APA contracts for 2007-2008 and beyond.	Successfully negotiate Maintenance contract.	Successfully negotiate future contracts TBD. with ACE, TOTEM, Student Nutrition and Transportation.	<u>Successfully negotiate AEA and APA contract.</u>	<u>Successfully negotiate AEA contract.</u> <u>Successfully negotiate future contracts TBD.</u>	Successfully negotiate future contracts TBD.

Human Resources Six-Year Instructional Plan FY07 to FY12

Year 1 FY 2006 - 2007	Year 2 FY 2007- 2008	Year 3 FY 2008 - 2009	Year 4 FY 2009 - 2010	Year 5 FY 2010 – 2011	Year 6 FY 2011 - 2012
Using baseline data collected in 2005-2006, decrease formal grievances by 5% from the previous year.	Using baseline data collected in 2005-2006, decrease formal grievances by 5% from the previous year.	Using baseline data collected in 2005-2006, decrease formal grievances by 5% from the previous year.	Using baseline data collected in 2005-2006, decrease formal grievances by 5% from the previous year.		
		<u>Evaluate the root causes of grievances to develop preventative actions to decrease the numbers.</u>			
		<i>As a department, effectively participate in incident command and emergency trainings.</i>			
Goal 3: Public Accountability					
Implement Human Resources policies and procedures consistently and fairly.	—————>	—————>	—————>	—————>	—————>
The functions and processes of the Human Resources Department will maintain an appropriate balance of efficiency and effectiveness.	—————> <i>HR will implement upgrades to the current IFAS system.</i> <i>HR will test and implement new 7I web based IFAS product.</i>	—————>	—————>	—————>	—————>
The Human Resources Department will complete accurate Data Report requests in a timely fashion.	—————>	—————>	—————>	—————>	—————>

Human Resources Six-Year Instructional Plan FY07 to FY12

Year 1 FY 2006 - 2007	Year 2 FY 2007- 2008	Year 3 FY 2008 - 2009	Year 4 FY 2009 - 2010	Year 5 FY 2010 – 2011	Year 6 FY 2011 - 2012
<p>Implement the District document imaging tool in HR.</p>	<p>The Human Resources Department will present a report to the Superintendent in the Fall 2008 of the data report requests that were completed along with an accounting of the resources used to complete the reports.</p>	<p>—————></p>	<p>—————></p>	<p>—————></p>	<p>—————></p>
	<p>Review and revise job descriptions for AEA to be inputted into the Online PVA tool.</p>	<p>Review and revise AGE job descriptions.</p> <p><u>Continue to review and revise certificated and classified job descriptions to include changes associated with the new applicant tracking system, e.g. HQT, PVAs, work flow processes.</u></p>			
	<p>Ongoing revision of TOTEM job descriptions.</p>	<p>—————></p>	<p>—————></p>	<p>—————></p>	<p>—————></p>
	<p>Research the feasibility of providing search features to the posted HR Handbook.</p>	<p>Revise the HR Handbook, distribute and post to the website. Provide search feature if feasible.</p>	<p>Update posted HR Handbook.</p>	<p>Revise the HR Handbook, distribute and post to the website.</p>	<p>Update posted HR Handbook.</p>
	<p>Continue pursuit of electronic versions of external hiring processes (electronic 502, summary of hire, position request, etc.).</p>	<p>Implement electronic work flows, relative to the hiring processes.</p>	<p>Analyzing of the electronic workflow implementation.</p>	<p>—————></p>	<p>—————></p>
<p>Complete internal trainings associated with the document imaging tool (ImageNow).</p>	<p>Maintain ImageNow and expand on features as determined to be appropriate (i.e., applicant documents).</p>	<p>—————></p>	<p>—————></p>	<p>—————></p>	

Human Resources Six-Year Instructional Plan FY07 to FY12

Year 1 FY 2006 - 2007	Year 2 FY 2007- 2008	Year 3 FY 2008 - 2009	Year 4 FY 2009 - 2010	Year 5 FY 2010 – 2011	Year 6 FY 2011 - 2012
<p>HR/IT Data Access Plan guides access needs of the HR Department.</p>	<p><i>Complete document imaging of all vault hard copy personnel documents.</i></p> <p>—————→</p>	<p>—————→</p>	<p>—————→</p>	<p>—————→</p>	<p>—————→</p>
	<p><i>Employee exit survey tool integrated into termination process with online access.</i></p> <p>A yearly exit survey report will be submitted to the superintendent in the fall.</p>	<p><i>Employee exit annual survey project conducted.</i></p> <p>A yearly exit survey report showing differences between the previous year’s results will be submitted to the superintendent in the fall.</p>	<p>—————→</p>	<p>—————→</p>	<p>—————→</p>
<p><i>Implement, train and assess the impact of the new retirement system.</i></p> <p><i>Analyze and assess the effectiveness of moving to self-funded insurance.</i></p> <p><i>Conduct market analysis for substitutes (certificated and classified subs) using job demand and unfilled positions. Analyze effective of certificated sub incentive</i></p>	<p>The HR department (HR, Benefits, Labor and EEO) will administer and recommend fiscally responsible and competitive salary and benefit packages designed to recruit and retain exemplary employees.</p> <p>—————→</p> <p><i>Make recommendation and implement self-insurance if the recommendation is positive.</i></p> <p><i>Make official recommendation for modification of substitute employee compensation,</i></p>	<p>—————→</p> <p>—————→</p> <p><i>Analyze and report on the sub usage/fill rates for both classified and certificated from the previous year.</i></p>	<p>—————→</p> <p>—————→</p>	<p>—————→</p> <p>—————→</p>	<p>—————→</p> <p>—————→</p>

June 9, 2008

Human Resources Six-Year Instructional Plan FY07 to FY12

Year 1 FY 2006 - 2007	Year 2 FY 2007- 2008	Year 3 FY 2008 - 2009	Year 4 FY 2009 - 2010	Year 5 FY 2010 – 2011	Year 6 FY 2011 - 2012
<p><i>program.</i></p> <p><i>Assist in the development of the Ethics Policy with regard to outside employment.</i></p>	<p><i>based on market analysis.</i></p> <p><i>Assist in the development of the Ethic Procedures and implementation with regard to outside employment.</i></p>	<p><i><u>Implement ethics notification and provide new employee ethics training.</u></i></p> <p><i><u>Analyze, design and implement 403b plan for the district.</u></i></p> <p><i><u>Analyze 457 plan opportunities.</u></i></p> <p><i><u>Coordinate positive open enrollment for the district plan.</u></i></p>			