

Human Resources Review

2022 – 2023 School Year

- Hiring Practices – Point of contact for questions, administrator review of process and determine that hiring practices were followed based on current policy.
- ABDO Engage – Currently participating in a 9-month program. In partnership with Blethen Berens Law Firm. An opportunity to build practical and strategic skills with a cohort of HR admins across all experience levels.
- Staffing Interviews/Process Assistance – Guiding the Buildings and Grounds Director through the Custodial hiring process to adequately staff locations by reviewing and updating hiring processes.
- Accommodation Meetings – Staff requests for accommodation per ADA/FMLA. Meetings held virtually. There remains a consistent number of requests compared to previous year.
- FMLA Requests – More requests than previous years.
- Investigations/Human Rights – This year has seen an increase in investigations and time spent following up with administrators.
- Teachers On Call – Remain the point of contact between vendor and RWPS. Addressing questions from staff, TOC and prospective subs.
 - Work with the Communications Manager to market.
 - On February 9th, I collaborated with Teachers On Call to host a virtual Red Wing Public Schools Substitute Information session. Worked with Communications on marketing the session. 7 people indicated interest. The day of event, HR and TOC were the only ones present. Another one is planned at a later date closer to the beginning of the 22-23 school year.
- Recruitment –
 - Participated in a virtual Career Fair for Teachers of Color. Two Principals, myself and the Special Education Director participated. The only candidates that we spoke with were from outside the US seeking sponsorship.
 - Will be attending the MDE Job Fair in Minneapolis on April 12th. Principal Pagel and Special Education Director Marcia Walker will be attending. We have secured a booth to do on-site interviews this year at the fair.
 - Utilized the paid Indeed feature to reach a broader pool during our most recent Custodial recruitment phase. Received over double the amount of applicants resulting in quality candidates.
- Pay Equity Report submitted in 2022
- Flexible Work Arrangement Procedure draft is completed.
- Other Future Topics –
 - Continue to focus on 22-23 staffing
 - Will be looking at the option of Short Term Disability benefits for 2023
 - SMARTeR Time Tracker Module (expected rollout late summer) – Setup, communication, implementation
 - Benefit Portal
 - Review of Organizational Chart