

## Human Resources Report Summary November 2021 Activities

### 1) Staffing Updates:

Number of staffing changes Received by HR during the month of November. This is a summary of the consent agenda.

	Certified	Non-Certified
<b># New Hires</b>	<b>9</b>	<b>15</b>
<b># Retirements</b>	<b>1</b>	<b>5</b>
<b># Resignations</b>	<b>1</b>	<b>9</b>
<b># Leave of Absences</b>	<b>2</b>	<b>9</b>

### 2) HR Department Updates:

**Human Resources Director Updates:** Increase wages for substitute teachers and substitute paraprofessionals went into effect on Monday, November 29, 2021. \$150/day and \$13.50/hr respectively. Staff reached out to all active substitutes to check in and verify their availability. We will be emailing all active subs to notify them of the pay rate change. The Pay Equity report will be completed this month and will need approval at the January meeting. The HR department is still short staffed. With two vacancies in the department we are actively looking to fill in the gaps. The HR department is also working through process mapping for hiring tasks and payroll tasks to seek more efficient internal processes.

**Contract Negotiation Updates:** Currently in discussions with DFT; next meeting will be December 15, 2021.

**Benefits Department:** Open Enrollment for Dental, Life, LTD, Flex and Vision (New!) was November 2nd - November 13th for active benefit eligible employees. It went well and we had a good response to the new benefit (vision). We didn't quite reach the 20% minimum so I re-opened that benefit election for 5 additional days. Planning on scheduling an in-person retirement information session for after the 1st of the year. Also considering giving new hires an option for in-person benefits orientation. Working on updating benefits materials on the website.

**Certified Department:** We currently have three full-time vacancies for teachers and one full-time vacancy for Guidance Counselor.

**Non Certified Department:** We currently have nine openings for playground/cafeteria monitors, two bus drivers, and full-time network engineer.