

Human Resources Report Summary February 2024 Activities

Staffing Updates:

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

	Certified	Non-Certified
# New Hires	9	27
# Retirements	10	2
# Resignations	1	7
# Leave of Absences	7	2

HR Department Updates:

The Human Resources team has collectively started a HR Newsletter, with the first addition being sent to all employees on January 31, 2024. Topics included were Making Your New Year's Resolutions Work for You, Employee Assistance Program information, Employee Referral Program, Worksite Injury Reporting, Information on W-2's and 1095-C forms, and a Reminder from Payroll on submitting Time Off.

Human Resources attended the Hermantown Chamber of Commerce Job Fair on February 8, 2024. This fair was well attended and allowed us to focus primarily on hiring non-teaching positions. On April 1, our team will attend a teacher focused job fair being held at the Shakopee School District. This event replaces the Job Fair usually held by the Universities and College of Minnesota. We are also signed up to attend Career and Job Fairs being held by the Denfeld and East Career Centers. The Denfeld Fair is being held on April 3, and the East Fair is scheduled for April 10. This will be a great opportunity for us to share with students all the careers available at Duluth Public Schools and also recruit students who could be employees this summer.

The team has been busy working on statutory processes and gathering data for required reporting such as preparing W-2s, 1095s, Pay Equity, Civil Rights Data Collection, and Affordable Care Act.

Benefits Updates:

The Benefits Department hosted a Retirement Session for our future retirees on January 17th. In addition, TRA came to the DSC on January 30th for local TRA members to learn about their pensions and retirement benefits. The Calm Challenge that ran throughout January came to an end and a winner was randomly selected from eligible participants that completed the requirements. That employee won a Gravity weighted blanket, a personal Ninja Blender, and a desk sun lamp. The department is working on the annual ACA report, which will have all benefit eligible employees 1095-C documents available to them by February 29th.

Hiring Updates:

Certified:

Teachers, Elementary (1)
Teachers, High School (1)
Teachers, Special Education (1)

Non-Certified:

Child Nutrition (3)
Clerical (2)
Playground/Cafeteria Monitor (6)

Transportation
Bus Helper (6)
Bus Driver (3)
Van Driver (1)

Paraprofessionals

Duluth Preschool Paraprofessional (1)
Early Childhood Sp. Ed. Paraprofessional (3)
Licensed Sign Language Interpreter (3)
Sign Language Facilitator (1)
Sp. Ed. Building Wide Paraprofessional (4)
Sp. Ed. Program Paraprofessional (1)
Sp. Ed Student Specific Setting III Paraprofessional (3)
Sp. Ed RN or LPN Paraprofessional (1)
Tech Tutor (1)

Maintenance

Custodian I (3)
Floating Custodian (3)
Master Electrician (1)
Second Shift Engineer II(4)
Second Shift Engineer II (1)

Contract Negotiations:

After additional negotiations, we have a tentative agreement again with our Integration Specialists (ISpec). We are hopeful that the final contract will be sent for Board approval later this month. We have a potential tentative agreement with the Duluth Federation of Teachers with final language specifics being worked on. We believe that the contract will go for vote in mid-March. We are still active in negotiations with the Education Directors Association. The Clerical Unit is still waiting for Teachers to settle before negotiating and we are hopeful to get this group started in early April. The District-Wide Instructional Administrators Association has not yet requested to negotiate and we have talked briefly with the National Conference of Firemen and Oilers about starting negotiations late spring (for a July 1, 2024 contract expiration).