



Human Resources Report to the Board of Education and the Personnel Commission

William F. Roberts IV

Assistant Superintendent Human Resources

July 29, 2014

Employee Data

- **1058 – Classified employees**
- **1152 – Certificated, including Adult Education and Child Development**
- **87 – Certificated Management**
- **230 – K-12 Substitutes**
- **81 – Other Employees**
- **71 – Coaches**
- **25 – Adult hourly Substitutes**
- **891 - Volunteers**

Web Training – Keenan Safe Schools



- Keenan SafeSchools is an online safety training and tracking system designed specifically for education agency employees
- All courses are written by expert authors and are set in a school environment
- The Compliance Management System automatically tracks and reports on each employee as they complete their training assignments

Keenan Safe Schools Data

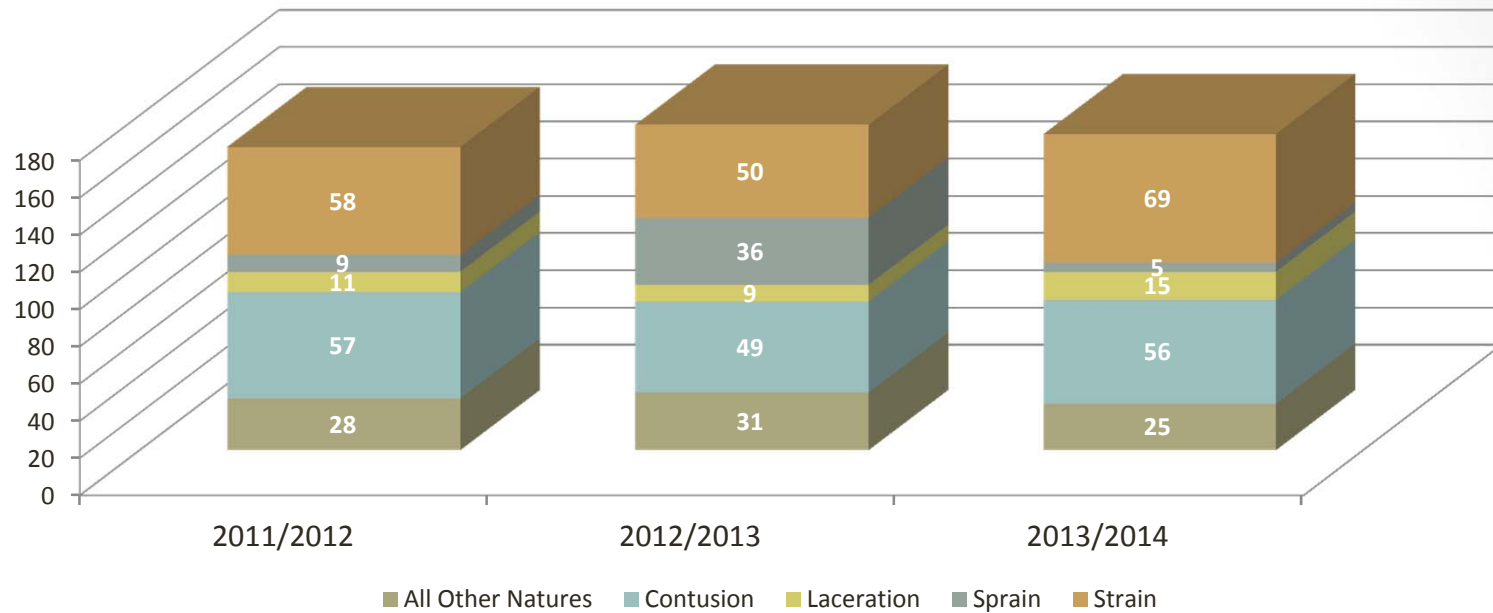
2013-2014 Orientations/Trainings

- New Employee Orientations (with P.C. and other Departments)
 - 10/17/2013, 1/29/2014, 4/30/2014
- New Administrator Training
 - 7/26/2013, 9/10/2013
- Active and Effective Supervision
 - 8/5/2014, 8/20/2013, 10/8/2013, 10/8/2013
 - (21 trainings in 2012-2013)
- Interest Based Bargaining
 - 11/5/2012, 11/6/2014, 11/7/2014 – CSEA
 - 12/10/2014, 12/11/2014, 11/12/2014 - SEIU
- HR Training on HRS & HR BOSS
 - 9/18/2014
- Workplace Bullying
 - 10/14/2013, 10/23/2014

Safety First!
Workers Compensation Data
2013/2014
Frequency & Severity Tables

Claims by Nature of Injury

Frequency



	2011/2012	2012/2013	2013/2014
● Contusion	57	49	56
● Laceration	11	9	15
● Sprain	9	36	5
● Strain	58	50	69
● All Other Natures	28	31	25
TOTAL	172	184	170

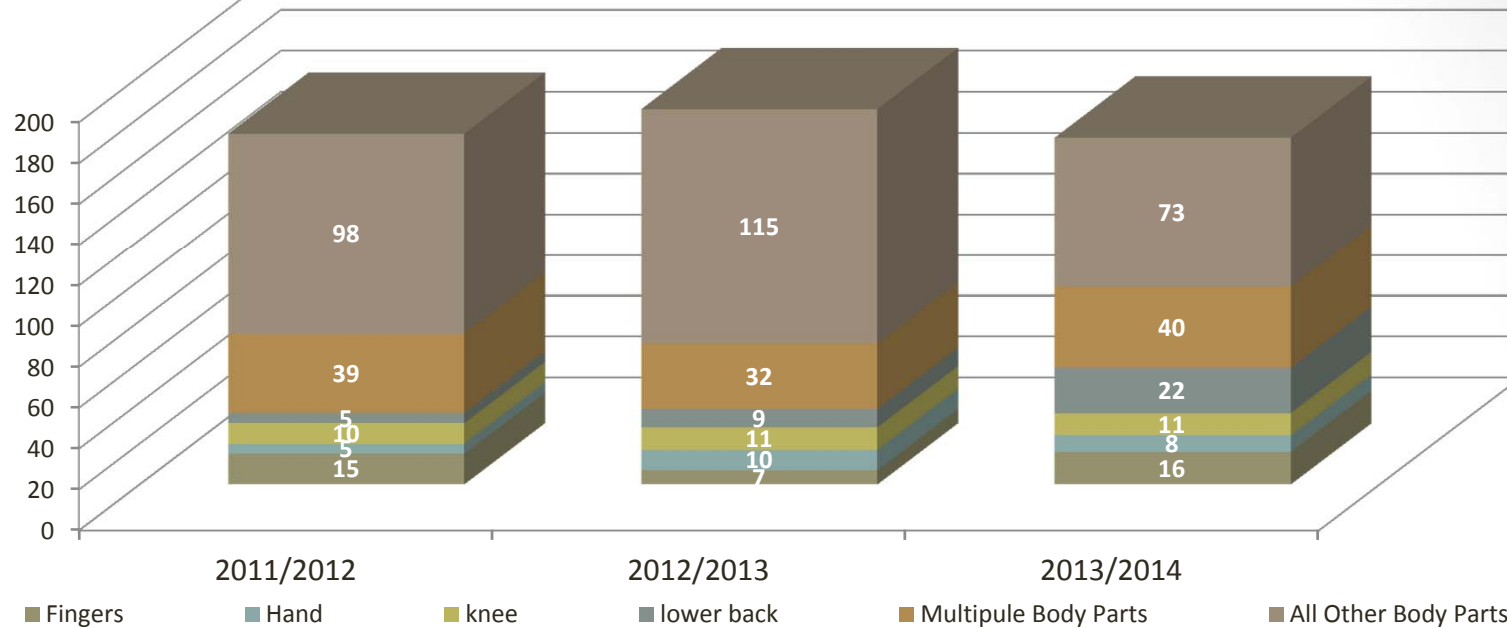
The above chart displays new claim frequency by nature of injury, for the past 3 fiscal years. The top three nature of injury classifications by fiscal year have been bolded.

In 2013/2014, strains were the most frequent nature of injury and made up 40.6% of all new claims received, 32.9% of injuries were contusions, and 8.8% were lacerations.

The remaining 17.6% of new claims in 2013/2014 had other natures of injury.

Claims by Body Part

Frequency



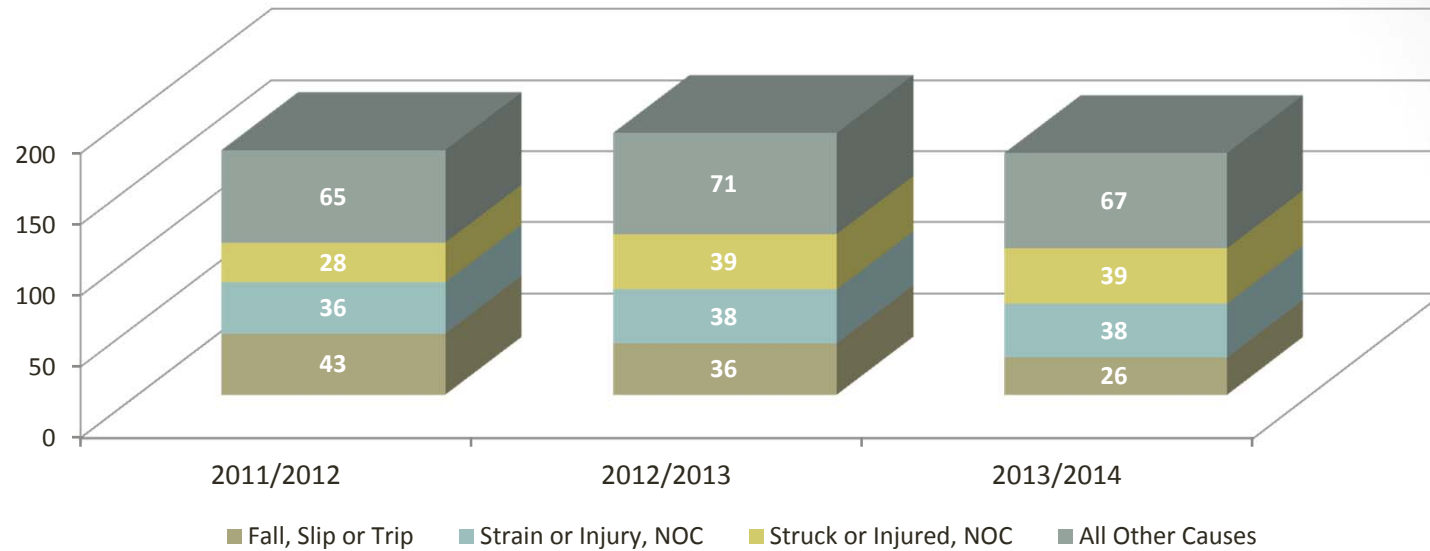
	2011/2012	2012/2013	2013/2014
● Fingers	15	7	16
● Hand	5	10	8
● Knee	10	11	11
● Lower Back	5	9	22
● Multiple Body Parts	39	32	40
● All Other Body Parts	98	115	73
TOTAL	172	184	170

The above chart displays the most common claim classifications by body part over the past 3 fiscal years. Bolded items represent the top three classifications for the referenced fiscal year.

In 2013/2014, claims with multiple body parts made up 23.5% of new injuries, lower back injuries made up 12.9%, finger injuries accounted for 9.4%, and the remaining 54.1% of injuries were to various other body parts.

Claims by Cause

Frequency



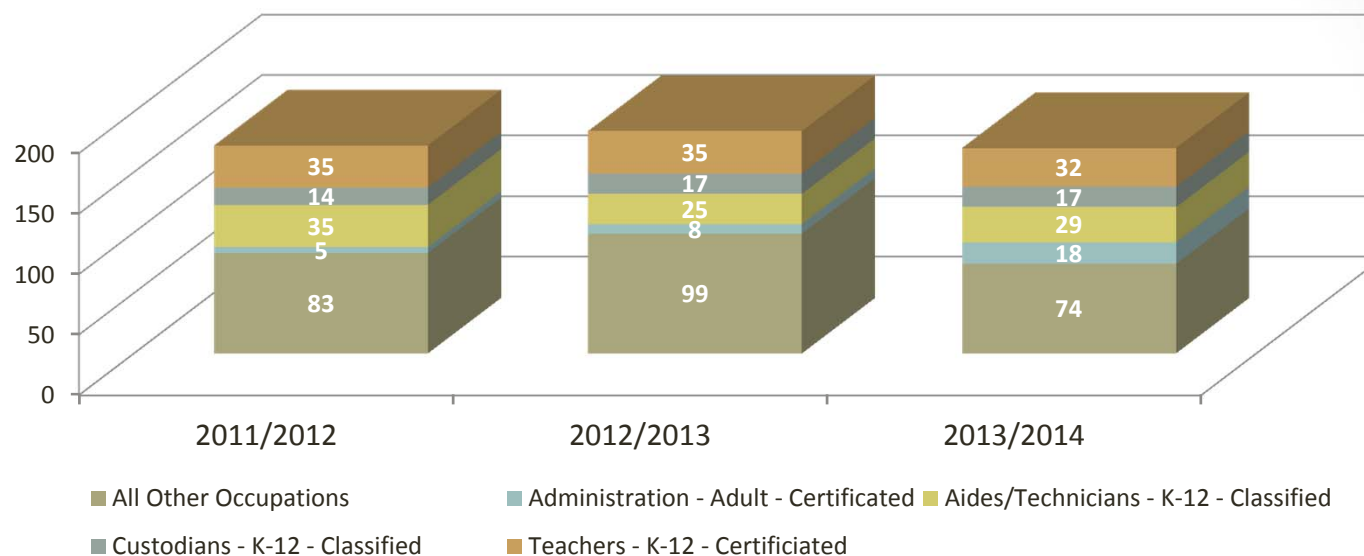
	2011/2012	2012/2013	2013/2014
● Fall, Slip or Trip	43	36	26
● Strain or Injury, NOC	36	38	38
● Struck or Injured, NOC	28	39	39
● All Other Causes	65	71	67
TOTAL	172	184	170

The above chart displays the most common claim classifications by cause over the past three years. Bolded items represent the top three classifications for the referenced fiscal year.

In 2013/2014, claims caused by a being struck or injured were the most frequent and made up 22.9% of total claims received; claims caused by a strain or injury made up 22.4%, claims caused by a fall, slip or trip made up 15.3%, and the remaining 39.4% of all claims received were the result of various other causes of injury.

Claims by Occupation

Frequency



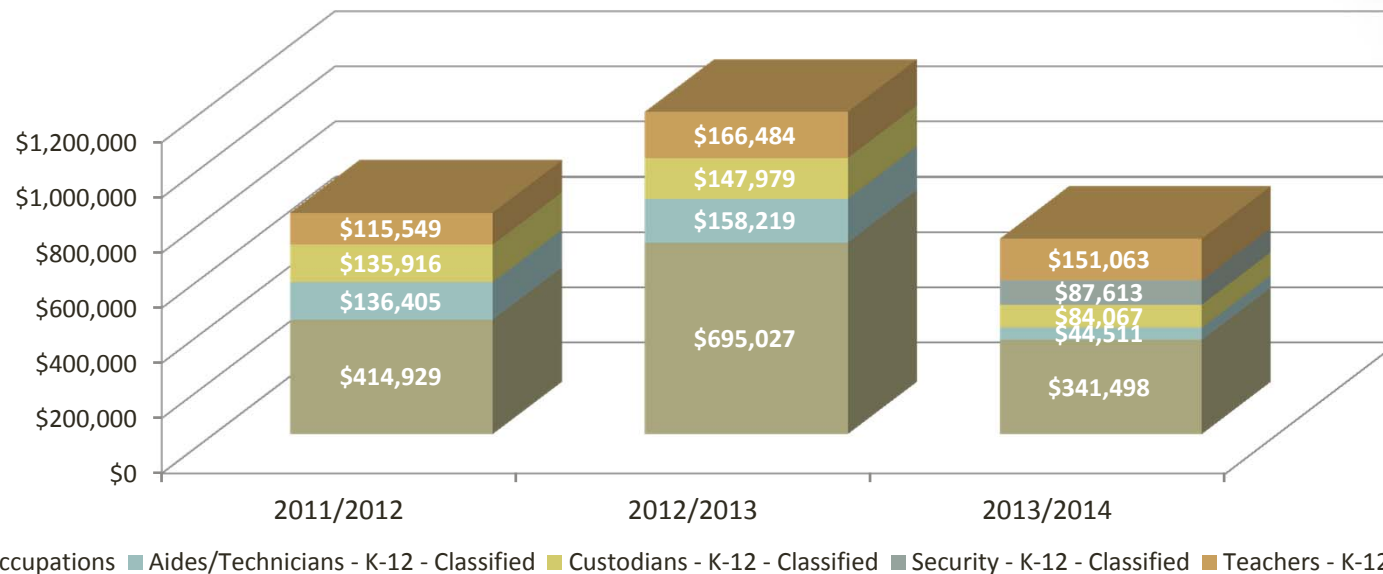
	2011/2012	2012/2013	2013/2014
● Teachers K-12 Classified	35	35	32
● Custodians K-12 Classified	14	17	17
● Aides/Techs K-12 Classified	35	25	29
● Administration – Adult Certificated	5	8	18
● All Other Occupations	76	91	74
TOTAL	172	184	170

The above chart displays the occupations with the highest frequency of new claims over the past three fiscal years. Bolded items represent the top three occupations for the referenced fiscal year.

HLPUSD trends show the highest frequency of new claims are reported by Teachers K-12 Classified and Aides/Techs K-12 Classified over the past three fiscal years. In 2013/2014, 18.8% of new claims were reported by Teachers K-12 Classified, 17.1% were reported by Aides/Techs K-12 Classified, and 10.6% were reported by Administration – Adult - Certificated; the remaining 53.5% were filed by all other occupations.

Claims by Occupation

Severity



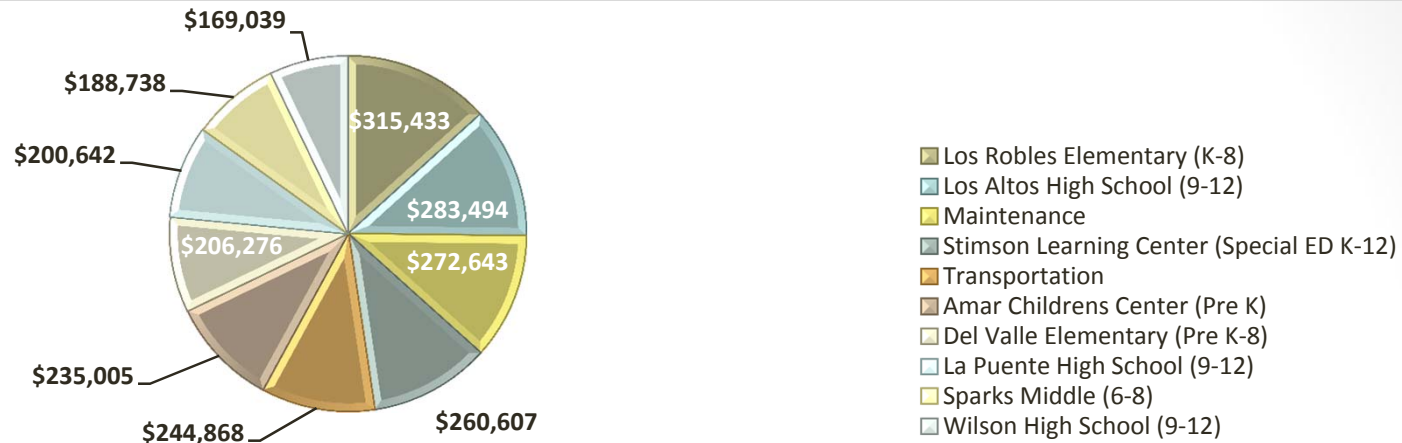
	2011/2012	2012/2013	2013/2014
● Teachers K-12 Classified	\$115,549	\$166,484	\$115,549
● Security – K-12 – Classified	\$294	\$500	\$87,613
● Custodians K-12 Classified	\$135,916	\$147,979	\$84,067
● Aides/Techs K-12 Classified	\$136,405	\$158,219	\$44,511
● All Other Occupations	\$318,762	\$639,098	\$341,498
TOTAL	\$803,093	\$1,168,209	\$708,752

The above chart displays the occupations with the highest severity over the past three fiscal years. Bolded items represent the top three occupations by severity for the referenced fiscal year.

In 2013/2014, injuries reported by Teachers K-12 Classified made up 21.3% of total incurred for new injuries reported in the fiscal year, injuries reported by Security –K-12 – Classified made up 12.4%, injuries reported by Custodians K-12 Classified made up 11.9%; and the remaining injuries reported by all other occupations made up 54.5% of total incurred for the fiscal year.

Top 10 Locations by Severity

All Claims Reported During the Past Three Fiscal Years



		Location	# of claims	Total Incurred*	Average Incurred*	% of Total Incurred
●	1	Los Robles Elementary (K-8)	13	\$315,433	\$24,264	8.0%
●	2	Los Altos High School (9-12)	16	\$283,494	\$17,718	7.2%
●	3	Maintenance	47	\$272,643	\$5,801	6.9%
●	4	Stimson Learning Center (Special ED K-12)	16	\$260,607	\$16,288	6.6%
●	5	Transportation	22	\$244,868	\$11,130	6.2%
●	6	Amar Children's Center (Pre K)	34	\$235,005	\$6,912	6.0%
●	7	Del Valle Elementary (Pre K-8)	5	\$206,276	\$41,255	5.2%
●	8	La Puente High School (9-12)	22	\$200,642	\$9,120	5.1%
●	9	Sparks Middle (6-8)	7	\$188,738	\$26,963	4.8%
●	10	Wilson High School (9-12)	13	\$169,039	\$13,003	4.3%
	Total of All Other Locations		331	1,568,220	\$4,738	39.8%
	TOTAL FOR ALL LOCATIONS		526	\$3,944,965	\$7,500	100.0%

The above chart and graph refer to the totals for all claims reported during the past three fiscal years, valued as of 6/30/14. The top 10 locations are listed in order of highest incurred value and identify the percentage of total incurred for all claims reported during the past three fiscal years. **Bolded locations have the highest claim frequency.** This three year total, including loss development, shows a larger view of where HLPUSD employees are experiencing injuries. HLPUSD may use this information to prioritize safety and loss control programs in specific locations in an effort to reduce future liabilities.

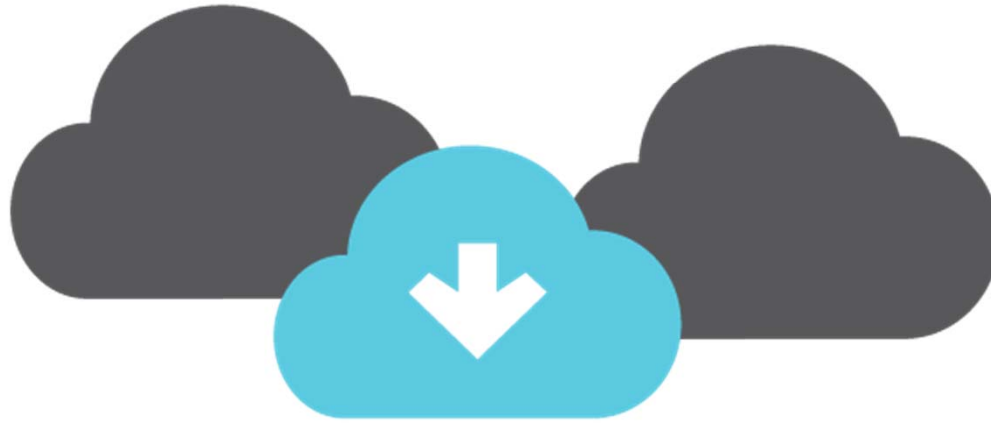
* Includes Loss Development

What's ahead in Human Resources for 2014-15?

- Fingerprint Audit
 - Audit of all current employees for LiveScan prints
- Uniform Expansion
 - Athletic PE Technician (Male & Female), Technology Service Technician, Cafeteria Worker I & II (aprons), Food Service Delivery Driver
 - All Positions in: Custodial, Labor/Craft/Trades, Security, Store Keeping/Warehouse, Transportation
- Human Resource form review
 - Review & revise current Human Resource forms in use
- Document Storage
 - Undertaking review of document storage options
 - Work with NCS to expand data storage capacity
- NetChemia / Talent Ed Perform
 - Implementation of on-line performance evaluation systems

NetChemia (TalentEd Perform)

- Nationally, *TalentEd Perform* is the leading cloud-based, performance evaluation solution; they are growing a California market
- NetChemia has more than 1,200 school district clients nationally
- *Netchemia* is the leading provider of talent management software for K12 education
- Leading clients across the country include the Virginia Beach City Schools, Tulsa Public Schools, Lincoln Public Schools (Nebraska) and Paradise Valley Schools (Arizona).
- In California: Orange County Department of Education, Huntington Beach City Schools, and Folsom Cordova School District, Hemet and East Whittier Elementary



Cloud-software platform delivers solutions with no software to install and no hardware to buy.



Automatic Backups. Secure. No Worries.



Mobile Support iPad, iPhone, Android

Offline Saving Mode. Easy Access. Device Agnostic.



Provide **value** to all **key** stakeholders.



Principals / Building Administrators

- Receive task reminders and improve efficiencies.
- Complete walk-throughs and observations
- Eliminate paperwork and repetitive steps to focus more on coaching and mentoring.
- Maintain clear picture of evaluation progress and building performance.



Central Office / HR

- Access and monitor district, building, and grade-level performance trends and analytics.
- Measure inter-rater reliability.
- Easy to change and customize forms and processes.



Staff/Teachers

- Receive immediate feedback that's actionable and collaborative.
- Understanding of and transparency in the process.
- Receive task reminders and access historical evaluations



Implementation Plan

Hacienda La Puente Unified School District

Your Netchemia Team



**Account Executive
(AE)**

Phillip Charlton

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800.490.9686 x 0000



**Customer Success
Manager (CSM)**

Kathryn Golden

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**System Owner
(District)**

Margaret Hesselgrave

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626.933.3837



**Customer Success
Specialist (CSS)**

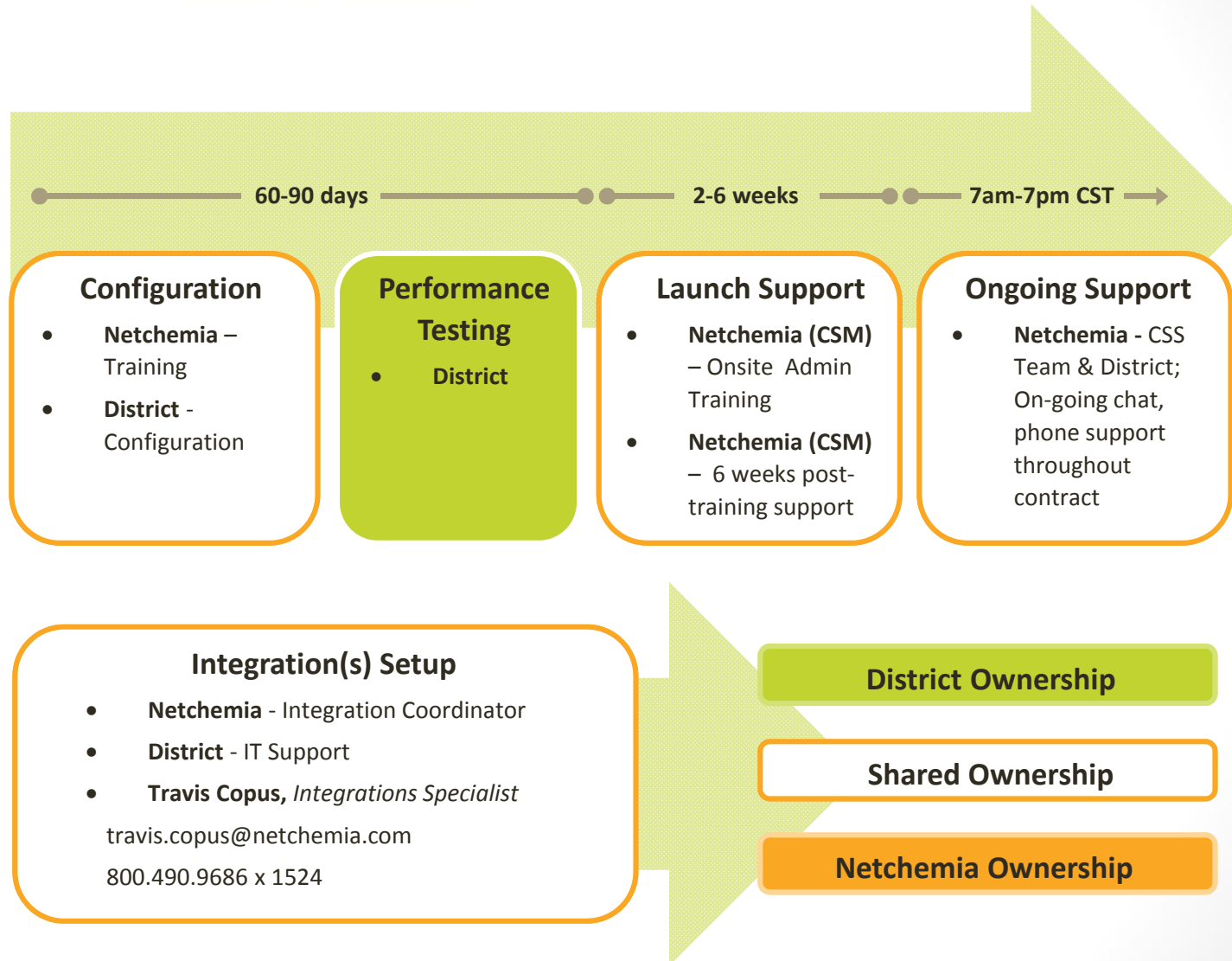
CSS Team

support@netchemia.zen
desk.com

800.490.9686 x 4000

Implementation Stages & Key Players

Implementation Plan



NetChemia Timeline

	Item	Time Allotted	Owner	Due Date
1.	Configuration Kickoff Call	1.5 hours	Netchemia: CSM District: System Owner(s); System Sponsor	7/2/14
1.	Integration Kickoff	1 hour	Netchemia: CSM, Integration Coordinator District: IT contact; System Sponsor	7/7/14
1.	All forms sent to Netchemia	---	District: System Owner	
1.	Gather data/staffing files needed for Integrations	2-10 hours	District: IT Specialist	
1.	Exemplar Forms Built	3-6 hours	Netchemia: CSM	
1.	Forms Building Workshop	2 hours	Netchemia: CSM District: System Owner(s)	7/14/14 @ 8:30 PST at NCS
1.	Build Remaining Forms	4-20 hours	District: System Owner(s)	
1.	Integrations Check-in	30 minutes	Netchemia: Integrations Coordinator District: IT Specialist	
1.	Process Building Workshop	2 hours	Netchemia: CSM District: System Owner(s) + 1 or more Building Administrators	7/22/14 @ 10am PST at NCS
1.	Build Remaining Processes	1-6 hours	District: System Owner(s)	
1.	HR Tools & Testing Prep	1.5 hours	Netchemia: CSM District: System Owner(s)	7/25/14 @ 9:30 PST at HR
1.	Performance Testing	3-10 hours	District: System Owner(s) + Fresh set of eyes	
1.	Testing Review	1 hour	Netchemia: CSM District: System Owner(s)	
1.	Onsite Administrator Training	2 hours (20 people)	Netchemia: CSM District: System Owner(s); All Administrators	8/26-27/14 90 Adms
1.	Launch Logins; Begin Program	1 hour	District: System Owner(s)	Sept 1st
1.	Post-Launch Support	6 weeks	Netchemia: CSM District: System Owner(s)	
1.	Implementation Survey	5 minutes	District: System Owner(s)	

Thank you!