

# Human Resources Department

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# Philosophy

The Sayville School District Human Resources Department is part of the foundation of our District. Our goal is to recruit the most qualified, caring, and diverse employees to provide for our students. We look to employ individuals with expertise in their fields, as well as the ability to positively connect with our students, families, and colleagues. Human Resources strives to cultivate the overall well-being of our students through hiring staff that understands our fundamental values and has a steadfast commitment to serving our school community.

# Human Resources Areas/Functions

- ▶ Staffing
- ▶ Recruiting
- ▶ Interviews/Onboarding
- ▶ Teacher Administrator Certifications
- ▶ Civil Service Navigation
- ▶ Contract Negotiations
- ▶ Leaves of Absence
- ▶ Workplace Accommodations
- ▶ Professional Growth Committee
- ▶ Salary Advancement
- ▶ College & University Connections
- ▶ Implement Federal, State, and Local Laws/Regulations/Guidance
- ▶ County, State, and Federal Data Reporting
- ▶ Personnel Data Management
- ▶ Trustee for Sayville Employees Trust Fund
- ▶ Staff Transfers -Voluntary/Involuntary
- ▶ Retiree Waivers
- ▶ Mentoring Program Management
- ▶ Contract Grievances
- ▶ Disciplinary Action
- ▶ Employment Verification
- ▶ COVID-19 Staff Impact
- ▶ Succession Planning

# Staffing Groups

- ▶ Over 750 employees
- ▶ Instructional and Civil Service Employees
- ▶ District Office Staff
- ▶ Administrators
- ▶ Teachers
- ▶ Nurses
- ▶ School Related Professionals (SRPs)
- ▶ Clerical
- ▶ Buildings & Grounds
- ▶ Food Service Workers
- ▶ Security
- ▶ Technology
- ▶ Public Relations
- ▶ Print Room
- ▶ Substitutes- Teachers, Nurses, SRPs, Custodial, Clerical, Food Service
- ▶ Swim Program Staff
- ▶ Adult Education
- ▶ Summer School
- ▶ Coaches

# Recruiting

- ▶ OLAS - Online Application System
- ▶ Collaboration with ESBOCES - Job Fairs
- ▶ Working with local colleges/universities
- ▶ Networking with HR colleagues and Administrators from other districts
- ▶ Internal postings
- ▶ District webpage/Online postings

# Interview Process / Onboarding

- ▶ Site Based Team interview training (teachers, parents, administrators) for hiring of certificated positions
- ▶ Advertising positions/recruiting candidates
- ▶ Screening interviews
- ▶ Site based interviews (for teachers and administrators)- coordinating with teachers, administrators, and parents
- ▶ Background checks/Fingerprinting
- ▶ Reference checks
- ▶ Candidate recommendations
- ▶ BOE appointment agendas
- ▶ Approximately four to six weeks per new hire after advertising vacancies

# Teacher / Administrator Certification

- ▶ Work with faculty, NYSED, ESBOCES Regional Certification Office
- ▶ Collaborate with ESBOCES to expedite teacher certification approval with NYSED TEACH Management
- ▶ Teacher certification registration for professional and permanent certificate holders
- ▶ Review and evaluate teacher professional development offered by Sayville School District to grant CTLE (Continuing Teacher and Leader Education) hour approval

# Civil Service

- ▶ Competitive and non competitive titles
  - ▶ Competitive titles include clerical staff, buildings and grounds leadership positions, and technology staff
    - ▶ Need to canvass list of eligible candidates provided by Suffolk County Civil Service
    - ▶ List of eligible candidates is based on competitive test scores
    - ▶ Must hire candidates with highest scores using the “rule of three”
  - ▶ Non competitive titles include nurses, teacher aides, school monitors, custodial workers, food service workers, security guards, coaches, and swim program staff
    - ▶ List of eligible candidates does not exist for non competitive positions
    - ▶ Minimum education and experience requirements



# Contract Negotiations

- ▶ Clerical Employees (UPSEU)
- ▶ Custodial and Maintenance Employees (UPSEU)
- ▶ Food Service Employees (UPSEU)
- ▶ Sayville Association of School Administrators (SASA)
- ▶ School Related Professionals (SRPs)
- ▶ Sayville Teachers Association (STA)
- ▶ Sayville Substitute Teachers Association (STA)
- ▶ Security (STA)

# Leaves of Absence

- ▶ FMLA (Family Medical Leave Act)
- ▶ Service/Military
- ▶ Infant care
- ▶ BOE approved unpaid LOA
- ▶ Bereavement
- ▶ In addition to providing for State and Federal LOA requirements, additional collectively bargained LOA need to be implemented and managed

# Workplace Accommodations

Under Title I of the Americans with Disabilities Act, there are three areas in which reasonable accommodations may be needed:

- ▶ Adjustments to the job application process so a qualified applicant with a disability can be considered for a position
- ▶ Modifications to the physical work environment, or to the way a job is usually performed, so an individual with a disability can perform the essential functions of that position
- ▶ Changes that enable an employee with a disability to enjoy equal benefits and privileges of employment like those that are enjoyed by other employees without disabilities- this may include access to cafeterias, lounges, auditoriums and buildings

# Professional Growth

- ▶ Continuing Teacher and Leader Education (CTLE) hours (for maintaining professional certification)
- ▶ Professional Growth PD Management - Professional Growth Committee
- ▶ Observation/Evaluation information for probationary teachers
- ▶ Mentoring program management - Work with STA leadership to identify teacher mentors

# Data Management

- ▶ nVision - Database for staff management
- ▶ Finance Manager - Database for staff payroll, budgeting
- ▶ AESOP - Substitute teacher management
- ▶ Infinite Campus
- ▶ Basic Educational Data System Reporting
  - ▶ Collaborate with IMC and Curriculum Office to gather and report staff/student data
  - ▶ Coordinate with school buildings to complete NYS reporting
  - ▶ Submit District BEDS information on NYSED Data Exchange
- ▶ EEOC reporting
- ▶ Preferred Eligibility List
- ▶ Years or Service
- ▶ Probationary/Tenure/Seniority Status - Certificated Staff
- ▶ Probationary/Permanent Status - Civil Service

# Equal Employment Opportunity Commission Reporting

- ▶ The Equal Employment Opportunity Commission (EEOC) collects workforce data from employers with more than 100 employees (lower thresholds apply to federal contractors). Employers meeting the reporting thresholds have a legal obligation to provide the data; it is not voluntary. The data is collected and used for a variety of purposes including enforcement, self-assessment by employers, and research. Each of the reports collects data about gender and race/ethnicity by some type of job grouping. This information is shared with other authorized federal agencies in order to avoid duplicate collection of data and reduce the burden placed on employers. Although the data is confidential, aggregated data is available to the public.

# COVID-19 - Staff Impact

- ▶ Keep updated about frequently changing information since March 2020
- ▶ Staff Quarantines
- ▶ Staff Vaccinations
- ▶ Staff Testing
- ▶ Management of Vaccination/Testing Status - all regular staff, substitute staff, contracted service providers, and student teachers/observers

# Additional Responsibilities

- ▶ Sayville Employee Trust Fund
  - ▶ Quarterly meetings with Administrators and current/retired STA members
  - ▶ Collaborate with trustees to oversee benefits
  - ▶ Review benefit expenditures
  - ▶ Provide recommendations to effectively and efficiently manage staff/retiree benefits
- ▶ Student Loan Forgiveness
  - ▶ Collect data and process requests for current and former staff members
- ▶ Employment Verification
  - ▶ Mortgage / Loan Companies
  - ▶ Prospective future employers
  - ▶ Legal requests
- ▶ Paid Experience Verification
  - ▶ NYSED professional certification eligibility
- ▶ College/University Connections
  - ▶ Student Teachers, Observers, Interns
  - ▶ Recruiting new staff members through college & university advisors



# Future Plans

- ▶ Update Human Resources staff management database
  - ▶ Transfer spreadsheet data to nVision / Finance Manager
- ▶ Develop new and creative staff recruiting strategies to navigate the challenging labor market
- ▶ Investigate digital onboarding platforms
  - ▶ Increase efficiency of paperwork completion/hiring process

Questions?