Department of Human Resources Improvement Plan 2011-2012

Key Area 1: <u>Department Services</u>				
Activity		**Timeline Start-End**	**Responsible**	**Evidence of Completion**
Goal 1.1: To Promote and Foster EAP Support and Service Descriptions for all Hamburg Staff.				
1.1.1	Agency Collaborations.	September 2011-November 2011	EAP Coordinator and Asst. Super.	Projected meetings eliciting increased attendance and utilization based on Dept. statistics and staff needs. Sources of data will be the circumstances whereby a referral is made and how clear confidentiality standards are communicated to staff members.
1.1.2	Communications.	October 2011-May 2012	Asst. Super. & Director of Community Relations	Web-based communications, e-mail information, pamphlets within payroll reports, etc. will determine the effectiveness of increased awareness.
1.1.3	Other Promotions.	January 2012-April 2012	Asst. Super.	Opportunities for training staff on agency offerings will take place over the course of the year.
Goal 1.2: To Foster Personalized Customer Service for all Hamburg Staff.				
1.2.1	Leave Entrance and Exit Interviews.	September 2011-June 2012	Asst. Super.	Maternity leave, sick leave, dismissal meetings, etc. will determine proper communications with staff regarding key human resources topics.
1.2.2	Correspondence Plans.	Ongoing	Asst. Super.	Personalized letters or notes will be implemented for celebrating staff situations regarding positive leaves. Personal meetings will determine results of leaves.

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Activity		**Timeline Start-End**	**Responsible**	**Evidence of Completion**
				Bereavement leaves will elicit care and sympathy correspondences to respective staff members.
1.2.3	New staff handbooks and orientation into district.	January 2012-August 2012	Asst. Super.	Student teachers, substitute teachers, and all new staff will have support documents and person to person orientations before the start of their work in Hamburg.
1.2.4	Web-site service information	October 2011-January 2012	Asst. Super.	Inclusion of EAP information, TEACH, TRS, ERS, Benefits/Payroll calendars, student teacher and substitute teacher handbooks, Dept. of Labor, Applicant Tracker assistance documents, AESOP, Attendance information, and DIP plans will be included on web-site.

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Key Area 2: <u>Department Processes</u>				
Goal 1: Job Recruitment & Hiring				
Activity		**Timeline Start-End**	**Responsible**	**Evidence of Completion**
2.1.1	Research hiring processes.	October 2011	Asst. Super., Directors, & Principals	Internal and external process will be researched and analyzed. Local area school district data on hiring processes will be researched, as well as Human Resources practitioners being interviewed for insights on hiring processes.
2.1.2	Recognize gap areas in hiring processes.	October 2011	Administrators	After analysis is completed, gap area knowledge will lead to determining new processes for recruitment. Hiring PEL will be sustained, hiring criteria will be established, hiring tools will be expanded, etc.
2.1.3	Introduce policy recommendations.	January 2012	Asst. Super., Super., and BOE	Hamburg policy procedures and leadership team procedures will be refined and re-structured to implement new recruitment processes. Policy manuals will be adjusted and recommendations to the BOE will take place for instituting new procedures.
2.1.4	Implement changes in processes and communicate new process.	January 2012-June 2012	Asst. Super., Directors, & Principals	New processes will be in place after areas 2.1.2.1-2.1.2.3 are carried out.

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Key Area 2: <u>Department Processes</u>				
Goal 1: Job Recruitment & Hiring				

Key Area 3: <u>Staff Evaluation</u>				
Goal 1: To carry out APPR creation and process.				
Activity		**Timeline Start-End**	**Responsible**	**Evidence of Completion**
3.1.1	Creation and conception of APPR standards.	April 2010-Present	Asst. Super. (2), Super., Administrators	Negotiated plan in place.
3.1.2	Support and Evaluation of APPR standards.	September 2011-June 2012	Asst. Super. (2), Super., Administrators	Walk-throughs, HEMIO, Tenure determinations, etc.
3.1.3	Visibility to support APPR standards.	September 2011-June 2012	Asst. Super. (2), Super., Administrators	Building visitations, principal collaboration, and classroom visitations.