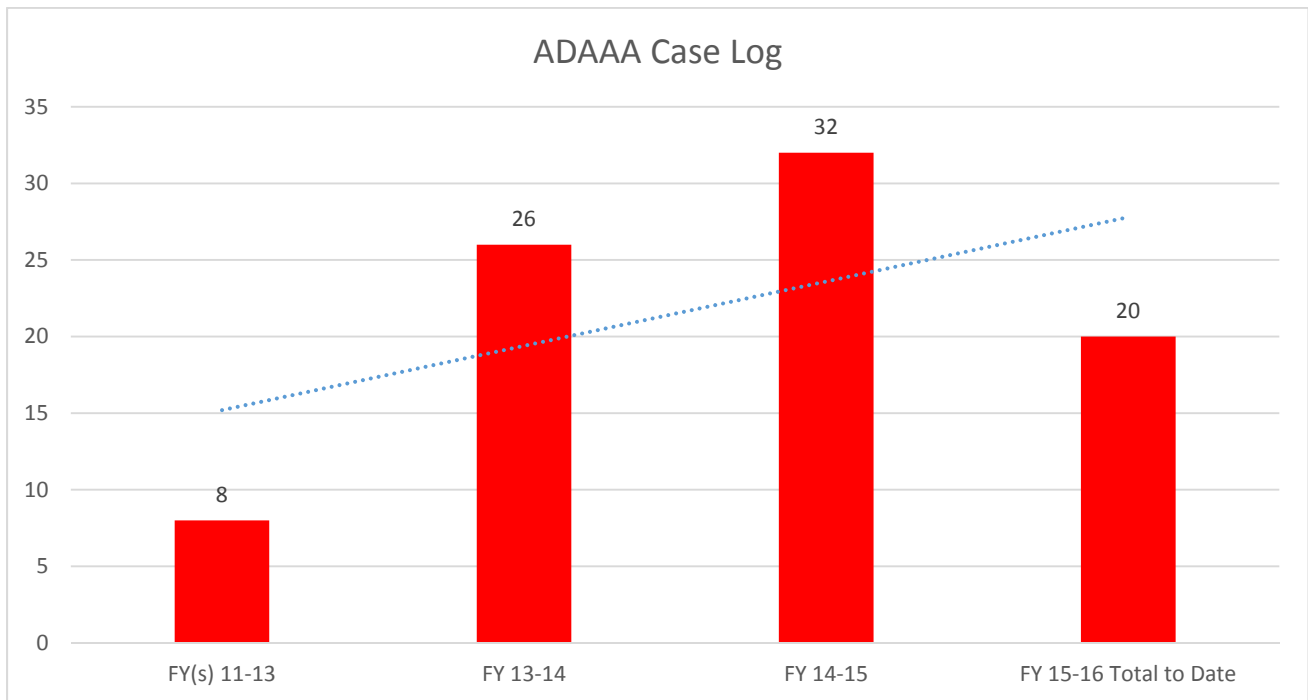


## Human Resources Functional Support & Work Load Trends

As of February 2016

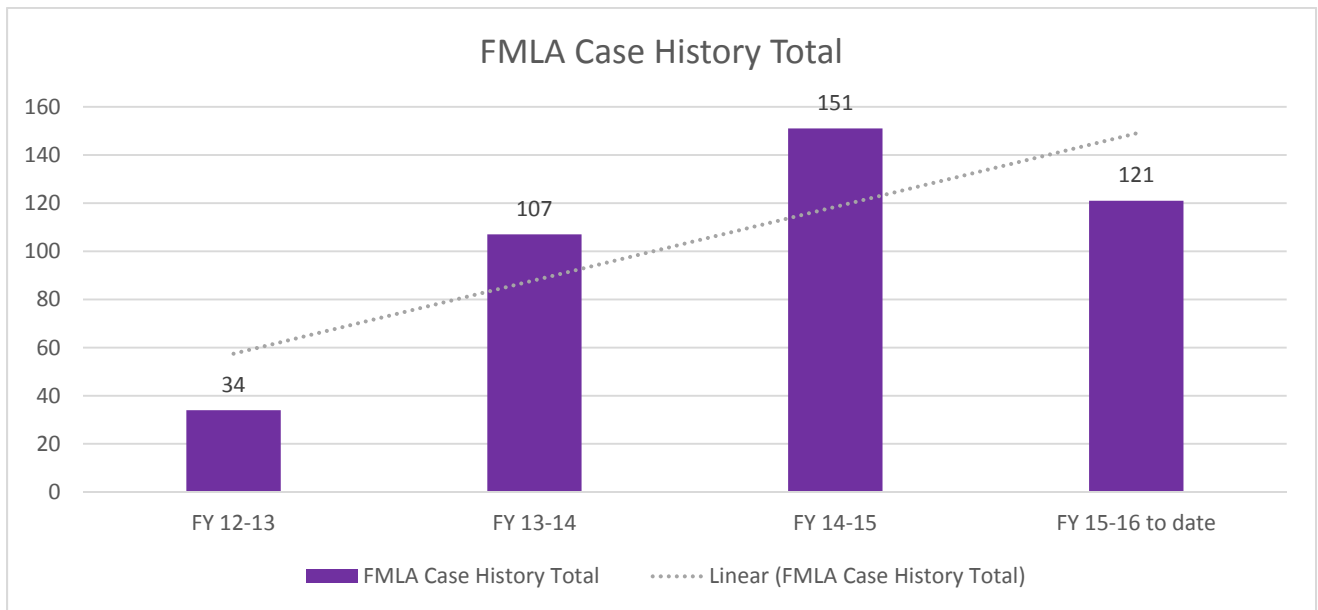
### ADAAA Cases

The graph below represents the number of new ADAAA cases the Human Resources team has managed each year for the last four fiscal years. It is noted that the number of cases has steadily increased as indicated with the trend line. The current fiscal year is on pace to closely match the total cases from the previous year. Many ADAAA cases are longer term issues that require review and re-assessment on at least an annual basis. Unless an employee resolves the need for accommodation, the number of cases being monitored compounds each year with the newly identified cases. ADAAA cases are some of the most time consuming processes managed by staff in the Human Resources department. Each involves multiple meetings with those involved (including the employee's supervisor(s)), extensive written documentation, and additional time spent in research and correspondence. In addition, these cases require some of the highest levels of functional training and ability in the Human Resources discipline and currently are managed by the Executive Director of Human Resources and the Director of Compliance & Training.



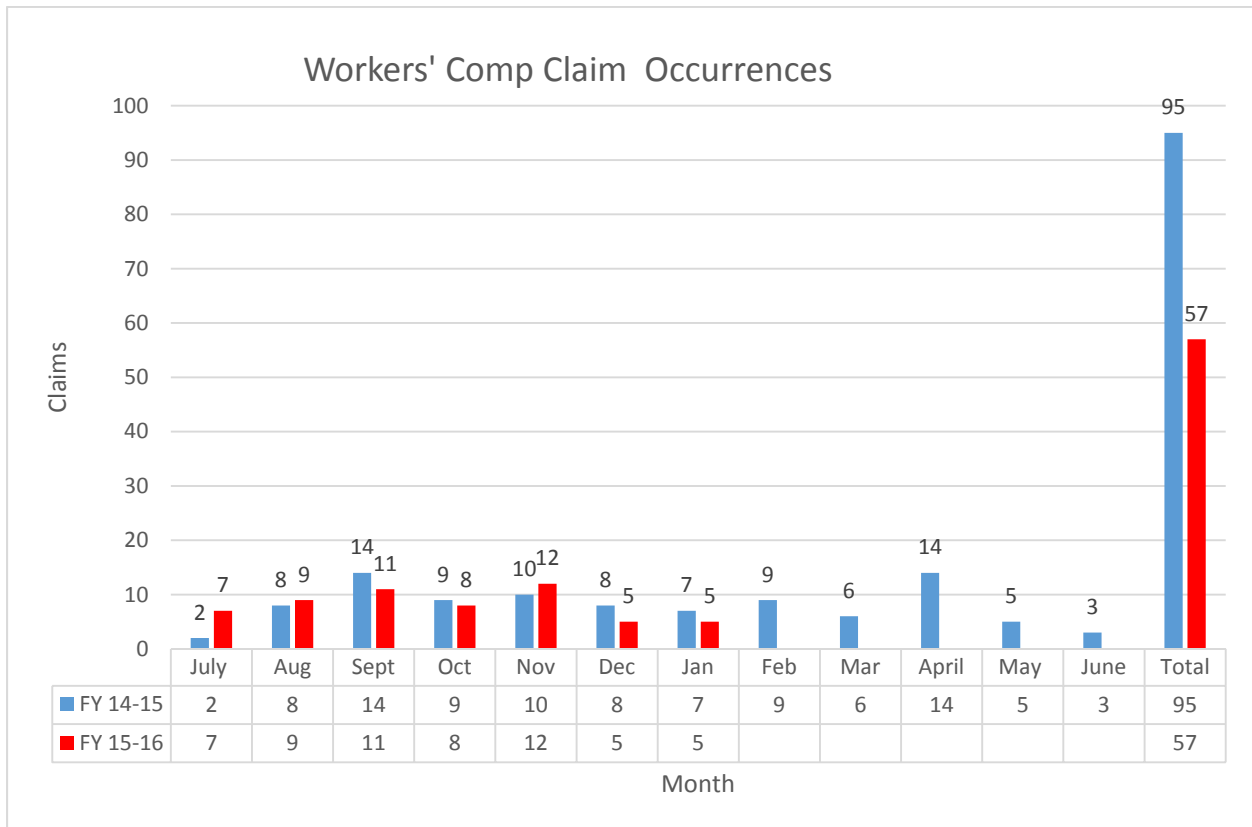
## FMLA & AFLA Cases

Family and Medical Leave Act & Alaska Family Leave Act (FMLA/AFLA) cases over the last few years are represented in the following graph. It is noted that there is a significant increase in the number of FMLA/AFLA in recent years. The current fiscal year is on track to meet or surpass the previous year's number of cases for the fourth year in a row. These cases are time consuming and involve diplomatically communicating with employees who are at the peak of stress with medical concerns for themselves and/or family members or welcoming a new child to the family. Cases can also become very complicated due to navigating the slight differences in eligibility and benefit provisions between FMLA and AFLA as well as the differences between leave provisions in the various collective bargaining agreements and union sick leave bank provisions. In addition, they require time spent on an on-going basis collecting needed documentation from employee, maintaining contact with employee to determine changes in situation and return to work dates, maintaining communication with employee's supervisor(s) and coordinating the return to work. Similar to ADA, these cases may carry over from one fiscal year to the next and the information below only represents the new cases in each time period. These cases are mainly managed by the Benefits Coordinator and back up for processing is provided by the Director of Compliance & Training.



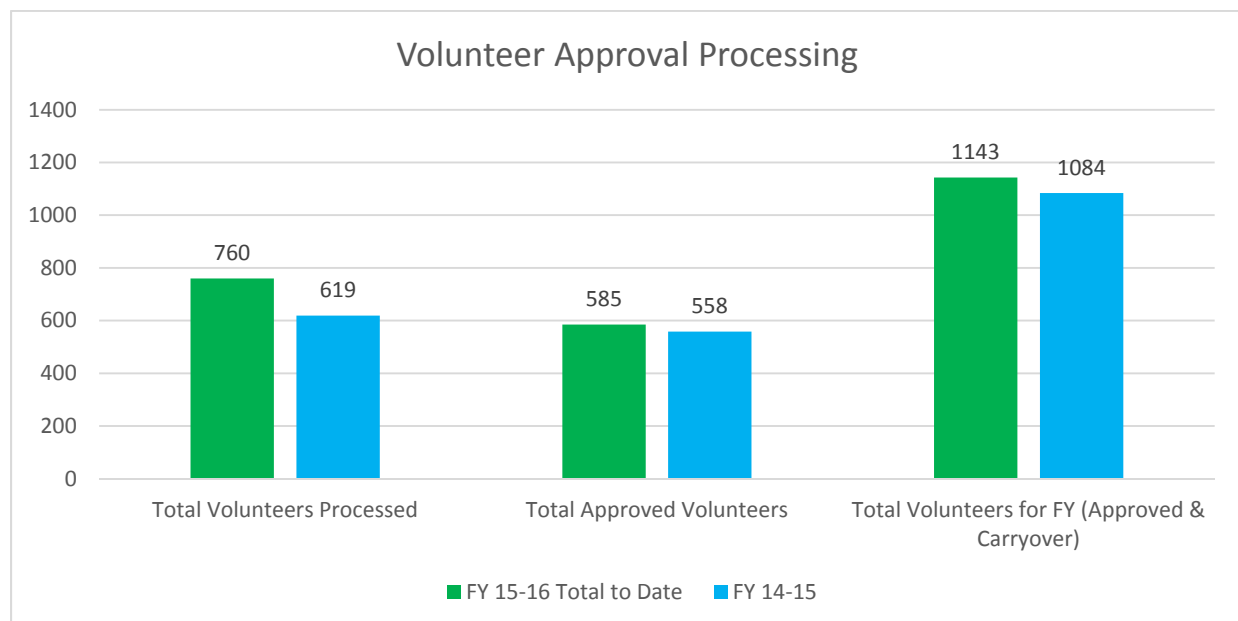
**Workers' Compensation Cases**

Workers' Compensation cases are represented in the following graph. The mechanism for the number of WC cases has just recently been implemented so trend data is not yet available. However, the current fiscal year is on track to closely match the total number of cases for the previous fiscal year. These cases can vary from fairly benign to more complex depending on the individual, injury and personal medical history. The Borough Risk Management office manages workers' compensation claims adjustments and works in coordination with the Director of Compliance & Training to effectively assess each case. In addition, this effort is coordinated with the employee's supervisor(s) to keep them informed of absence needs due to the injury or illness as well as return to work and modified work duty needs. The ultimate goal in these cases is to return the employee to work in some capacity including a modified work duty plan in order to both help contain temporary total disability costs to the District and assist the employee in returning to regular work duties.



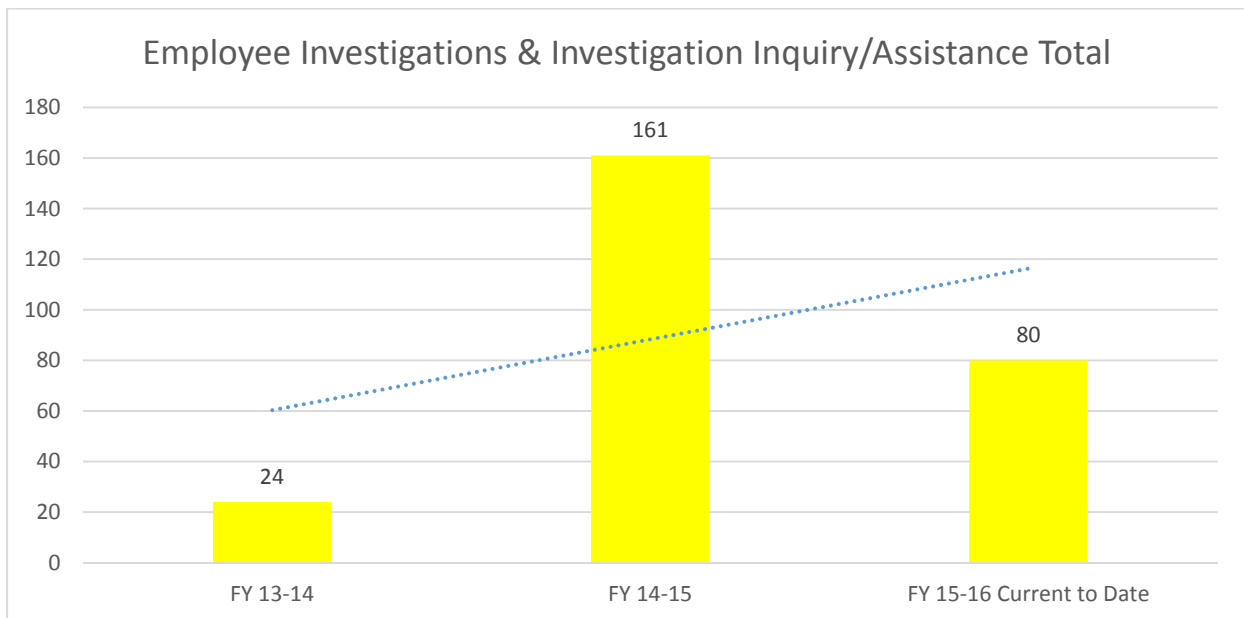
## Volunteer Approval Processing

On October 20, 2014, a new procedure was implemented for volunteers to apply and have their criminal histories reviewed. While implementing this new procedure, the process was also streamlined to include electronic movement of the volunteer packet and electronic filing for completion. The following graph represents the total number of volunteer packets received as well as those approved and the final total number of volunteers approved for assisting with District schools and activities. The difference in the total number of packets processed versus those approved represents those individuals who did not complete the full process, withdrew their application, or were not approved based on their criminal history. Since streamlining the process, the Human Resources office is able to manage a large volume of volunteer processing without delay while maintaining consistency and thoroughness. While volunteers now remain on the approved list for two years, the District is still seeing a large number of new volunteers in the current fiscal year. The majority of packets are processed in a time efficient manner, however any of those that have a criminal history result in a significant increase in the amount of time needed to process. Additional time is needed to meet with the individual, prepare documentation, review materials, and correspond with the volunteer. This process is managed by multiple staff in the Human Resources office, with each individual maintaining cross training to ensure the procedure is not interrupted with staff absences or unavailability.



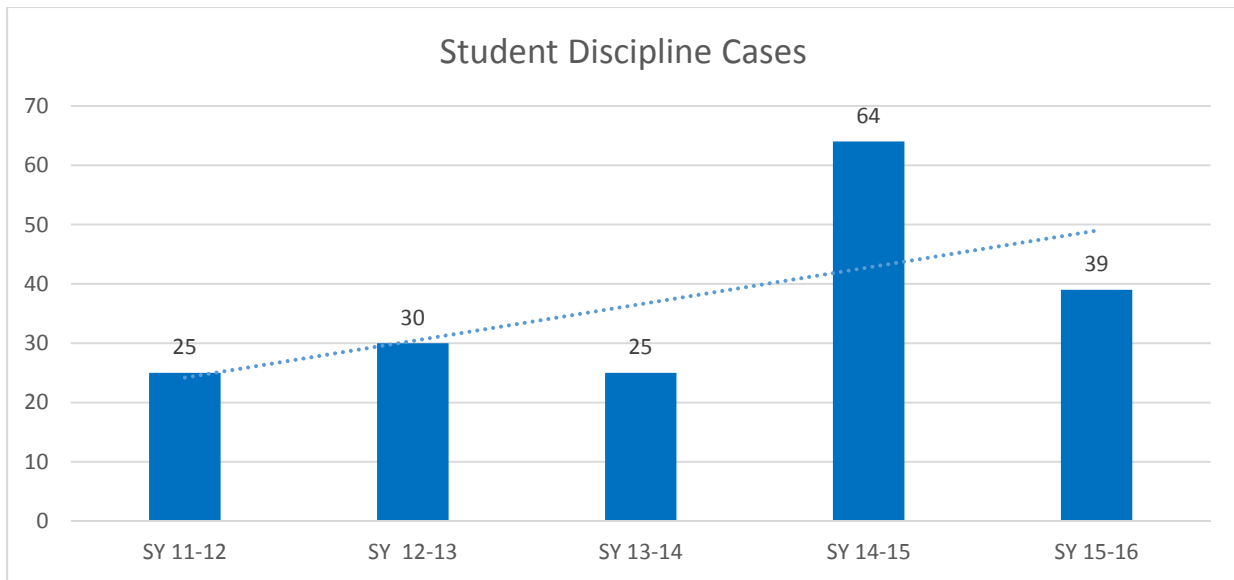
## Employee Investigations & Investigation Consultation

The following graph represents the number of employee investigations. The totals include both full investigation support as well as issue consultation with supervisors. Each of these cases can vary in the amount of support time needed based on the individual situation. However, even the most straightforward cases involve a significant amount of time ensuring all information has been properly collected and reviewed and the established procedures are followed. The more complex cases require a significant amount of time from multiple staff members. The Employee Relations Specialist is the lead Human Resources staff member for the investigation process. The Executive Director of Human Resources and the Director of Labor and Employee Relations also play a significant role in this process including: oversight of case management, development of procedures, and development of training and resource materials for supervisors. The graph shows a large spike in the number of cases during last fiscal year. The current fiscal year shows a decrease in the number of cases in comparison. Based on the number of cases to date during the current fiscal year, the expectation is the overall number of cases will be less than the previous fiscal year. This is consistent with the wide capture of all issues during FY 14-15 while the new investigation procedure was being established. The current fiscal year supports the expectation that after establishment of a solid procedure and development of resource tools and training, lower level concerns are now able to be effectively managed by supervisors. In addition, all cases are documented and those cases that do require full investigation are being done with procedural consistency with better efficiency.



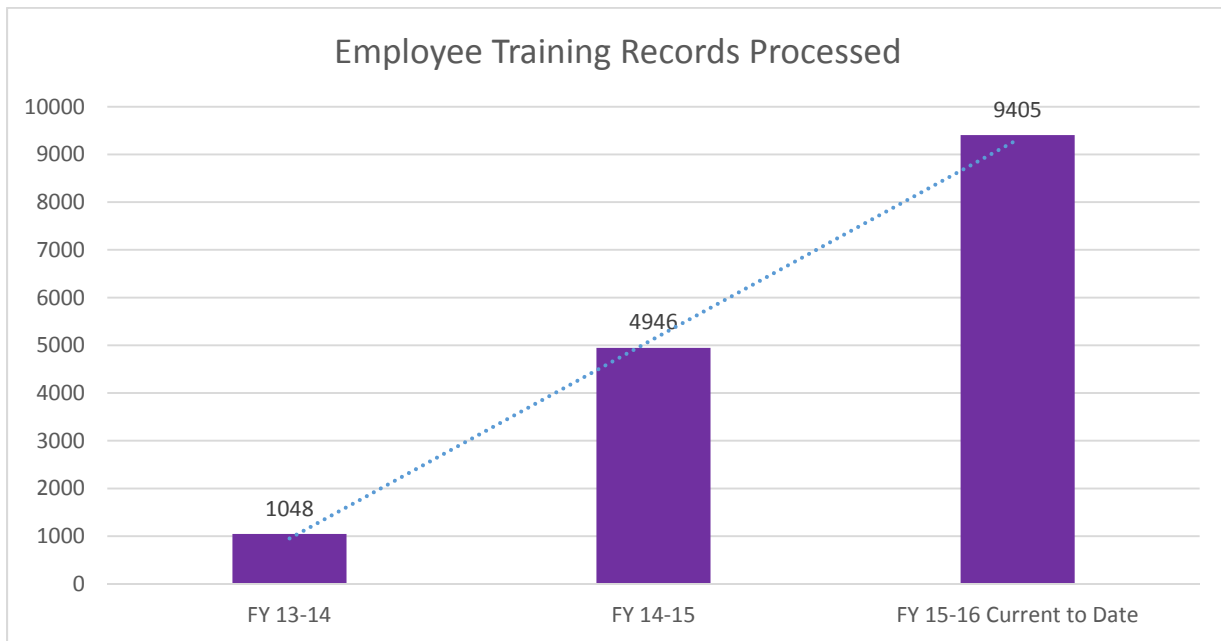
## Student Discipline

The following graph represents the number of student discipline cases over the past few school years. While this is not traditionally a Human Resources task, the Employee Relations Specialist serves as the hearing officer for appeals and supported by the Secretary for Compliance and Training and Labor and Employee Relations. There was a significant increase in the number of student discipline cases last school year with the implementation of mandatory discipline for deadly weapons to include knives. While the current school year may not reach the same level, it has already surpassed the fiscal years prior to 2014 - 2015.



## Employee Training Records Processed

The following graph represents the number of employee training records processed by the Human Resources department over the last three years. It is noted there is a significant increase in the number of training records processed over the last three years. This is primarily due to an increased focus on compliance concerns and development of internal processes to address training compliance completion. These records do not take a large amount of time to process individually, but represent a significant investment of time due to the total volume of record needs. The process has been improved to increase efficiency including electronic reporting and records notifications to employees. Beginning this current school year, employees are provided email notices of both expired training and training that is close to expiring on the monthly basis. In addition, principals and supervisors are provided a list of employees with expired training on a monthly basis by email. Principals and supervisors were also shown how to add a MUNIS dashboard app that lists employees with training needs. These measures have increased our overall compliance as a district and also allowed us to prepare for the additional training requirements upcoming for changes made with HB 44. This process is managed by a number of Human Resources staff members.

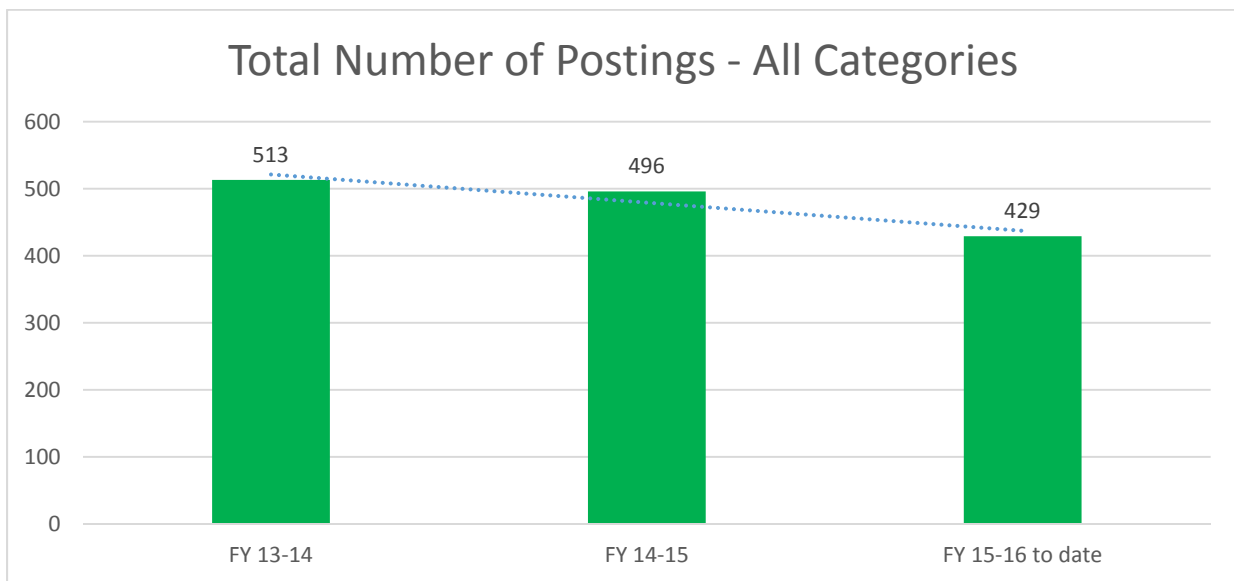


## Recruiting Trends

The following three graphs represent information relating to the recruiting efforts required by the district to post and fill vacancies for all employee groups. The recruiting and hiring process is a multi-stage process that includes identifying the initial staffing need, posting the position online, assisting applicants with the application process, screening applicants and selecting those best qualified for consideration, and guiding the hiring manager through the interview and reference checking process. Significant time is spent communicating with applicants and hiring managers for each position. Recruiting and hiring is coordinated by the Staffing and Operations Coordinator with support from the Sr. HR Technician for Recruitment and Staffing.

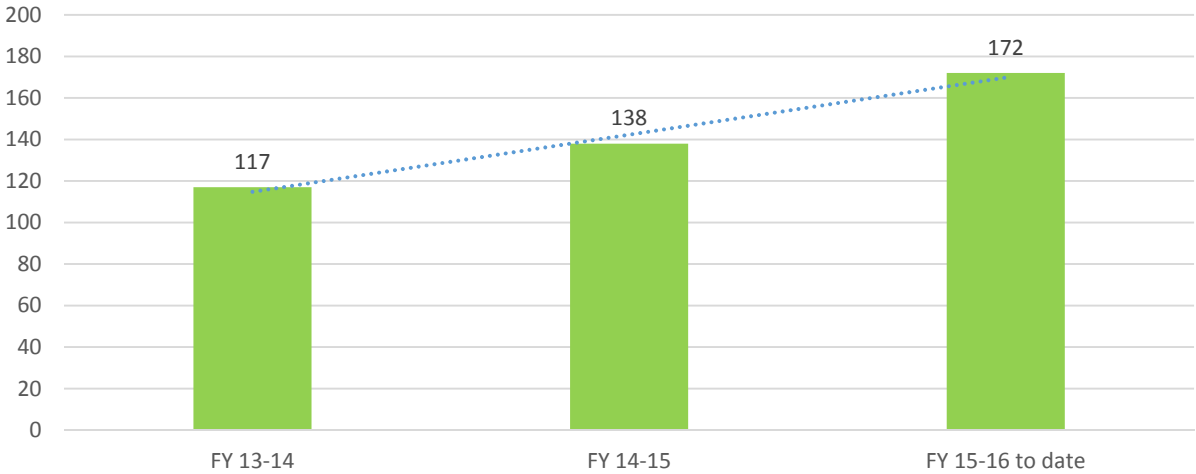
The first graph demonstrates that, as of the first week of February 2016, the volume of postings is already at 86% of last year's numbers. The second graph illustrates the increase in the number of postings that are "open until filled". Positions that are difficult to fill remain open for an indefinite amount of time and require screening on a daily basis. Regular re-screening of prior applicants is also required because they may have updated their application or attached additional documents since the previous screening. Such hard to fill positions include school nurses, director positions, school psychologists, and other specialty certified positions.

The third graph represents the number of applicants that have been screened over each fiscal year. Each submitted application receives consideration and is reviewed for meeting or exceeding minimum qualifications. If more than five applicants meet the minimum requirements, additional screening takes place to narrow the field.





Number of Postings Open Until Filled



Total Number of Applications Submitted for All Jobs

