

Human Resources

Program Overview

The Human Resources Division is responsible for overseeing all employment functions and ensuring compliance in all employment matters for HCPS. In fulfillment of this responsibility, the Human Resources Division:

- Recruits and retains all school system employees ensuring fair and legal employment practices;
- Directs teacher quality initiatives in compliance with NCLB, state laws/regulations, and Board policy;
- Directs and coordinates all employee benefits programs and retirement;
- Directs staff relations for the school system including collective bargaining with four employee units and processing all employee investigations, complaints, and grievances;
- Administers salary, time accrual, leaves of absence, contract management, and all other employee compliance areas for HCPS; and,
- Manages all Human Resources and employee data including input into the ERP and completion of various federal, state, and local, internal and external, reports of employment data.

Accomplishments – FY 2009

- Cert Manager Database fully implemented
- Highly Qualified at 95%

Goals – FY 2011

- Continue to increase efficiencies in the Certification Department
- Continue to increase efficiencies in the Recruitment & Staffing Department

Objectives – FY 2011

- Roll the employee self-serve component of the certification database to all certificated employees
- Implement on-line employment application for support services and administrative positions
- Develop Phase I of Employment Manager application

The success of HCPS, student achievement at all levels, begins with quality classroom teachers and support staff. HCPS has approximately 5,300 employees, of which over 3,000 are teachers. For the current school year, 200 new teachers and 167 new support staff members were employed.

To meet the challenge of having a qualified employee in every position, HR must continue to develop strategies in several areas in order to continually increase the number of applicants to our school system. Expanded recruitment efforts must include superior marketing strategies that promote HCPS to a wide range of candidates as well as a greater application of technology in the recruitment process.

New state and federal guidelines for the No Child Left Behind Act demand more rigorous standards of our employees, thus creating additional recruitment challenges and magnifying the need to retain our highly qualified staff members.

The expanded use of electronic/Internet accessibility, including the use of additional web site opportunities, are key factors in showcasing Harford County to outstanding employment candidates. Identifying and utilizing key media advertising opportunities must be a focus in achieving this goal. The implementation of an online teacher application has enhanced HCPS' efforts to retain and increase its place in the regional and national recruitment market. In conjunction with business partners and the Chamber of Commerce, additional resources should be sought to assist us in providing the necessary incentives to attract prospective employees to HCPS.

The Human Resources Division coordinates the development and interpretation of the Negotiated Agreements with the five employment groups. Positive resolutions of concerns and disputes are goals HCPS strives to achieve to ensure a positive working climate for all employees.

Lastly, HR strives to ensure compliance with all applicable federal, state, and local legal requirements for employment practices and teacher quality. This includes such mandates as NCLB, Titles VII and IX, FMLA, Maryland Wage and Hour Law, and management of the Negotiated Agreements under the Maryland Public Schools Collective Bargaining Law. Legal compliance in these matters ensures a fair and equitable workplace and limits the Board's exposure and liability.

Human Resources



Every child benefits from accountable adults

And

Every child connects with great employees

HCPS Teachers

Highly Qualified Teachers

- Overall 95.0%
- Elementary 93.0%
- Middle 94.0%
- High 92.7%
- Title I Schools 100.0%

Overall Teacher Retention

- 2009 – 93.0%
- 2008 – 93.0%
- 2007 – 91.5%
- 2006 – 92.5%

Percent of Teachers Holding Conditional Certificates

	HCPS	State
• 2009	2.0%	3.9%
• 2008	3.0%	8.5%
• 2007	3.3%	7.8%
• 2006	3.5%	9.2%

Health Benefits

Enrollment			
	FY09	FY10	Increase
Employee	4,564	4,618	54
Retiree - Active	715	733	18
Retiree - Supplemental	1,552	1,622	70

Average HCPS Cost			
	FY09	FY10	Increase
Employee	\$9,027	\$9,750	\$723
Retiree - Active	\$9,600	\$10,484	\$884
Retiree - Supplemental	\$4,541	\$4,842	\$301

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FY 2011 Funding Adjustments

Human Resources FY 2011 changes are highlighted below:

- OPEB contribution of \$2,053,746;
- Increases associated with the following benefits: Health insurance \$1,559,386, and Dental insurance \$40,015;
- Add back central office FY 2010 reduction of \$43,156;
- 1.0 FTE Manager of Recruitment eliminated (\$100,856); and,
- Life insurance adjustments resulting in a decrease of (\$2,088).

Total increase in funding for Human Resources is \$3,593,359 for fiscal 2011

Summary Human Resources

By Object Code	FY09 Actual	FY10 Actual	FY10 Budget	FY2011		
				Base	Change	Budget
Salaries	\$1,866,092	\$1,840,644	\$1,908,337	\$1,908,337	(\$57,700)	\$1,850,637
Contracted Services	\$131,608	\$99,862	\$190,261	\$224,661	\$0	\$224,661
Supplies	\$10,610	\$15,654	\$20,841	\$20,841	\$0	\$20,841
Other Charges	\$57,696,677	\$60,855,476	\$61,518,320	\$61,518,320	\$3,651,059	\$65,169,379
Equipment	\$2,936	\$10,202	\$12,595	\$12,595	\$0	\$12,595
Total	\$59,707,923	\$62,821,837	\$63,650,354	\$63,684,754	\$3,593,359	\$67,278,113

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Budgeted Full Time Equivalent Positions					
	FY08	FY09	FY10	Change	FY11
Admin/Supv/Assist Supv	7.0	7.0	7.0	-1.0	6.0
Assistant Superintendent	1.0	1.0	1.0	0.0	1.0
Clerical	16.0	9.0	9.0	0.0	9.0
Investigator	1.0	1.0	1.0	0.0	1.0
Specialist	4.0	11.0	11.0	0.0	11.0
Total	29.0	29.0	29.0	-1.0	28.0

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By State Category	FY09 Actual	FY10 Actual	FY10 Budget	FY2011		
				Base	Change	Budget
F11 FTE: 28.0	ADMINISTRATIVE SERVICES					
Salaries	\$1,866,092	\$1,840,644	\$1,908,337	\$1,908,337	(\$57,700)	\$1,850,637
Contracted Services	\$131,608	\$99,862	\$190,261	\$224,661	\$0	\$224,661
Supplies	\$10,610	\$15,654	\$20,841	\$20,841	\$0	\$20,841
Other Charges	\$99,036	\$109,880	\$128,800	\$128,800	\$0	\$128,800
Equipment	\$2,936	\$10,202	\$12,595	\$12,595	\$0	\$12,595
TOTAL	\$2,110,282	\$2,076,241	\$2,260,834	\$2,295,234	(\$57,700)	\$2,237,534
F11 FTE: 0.0	FIXED CHARGES					
Other Charges	\$57,597,641	\$60,745,596	\$61,389,520	\$61,389,520	\$3,651,059	\$65,040,579
TOTAL	\$57,597,641	\$60,745,596	\$61,389,520	\$61,389,520	\$3,651,059	\$65,040,579
Grand Total	\$59,707,923	\$62,821,837	\$63,650,354	\$63,684,754	\$3,593,359	\$67,278,113

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FTE FY11: 28.0