

*MMSD  
HUMAN  
RESOURCES*

*ANNUAL  
REPORT  
2006-2007*

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Department of Human Resources*

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# *Human Resources*

The Human Resources Department consists of six major divisions which perform activities that encompass the comprehensive HR functions for the entire District. The divisions are Administration, Benefits, Employment, Labor Relations, Recruitment and Payroll. The Executive Director of Human Resources is responsible for the general administration of the Department while individual directors, managers and supervisors are responsible for the divisions. Individual division reports are included in this document.

As you review this report, you will see the accomplishments of the divisions in addition to some of the challenges that face Human Resources in the future. Our Department's twenty-eight employees (twenty-seven FTEs) interact with District employees on a daily basis and answer numerous questions each day in functional areas. We pride ourselves in the excellent customer service that we extend to all the District employees.

Again this year, one of the themes that you will notice throughout the report is the continuing effort to implement and modify the Lawson Human Resources Information System. This system is very powerful, but must be adapted to work within a K-12 business model. Each of the affected divisions have worked very diligently in making sure that we are able to accommodate the legal and contractual obligations that we face each day. We will continue to work with Lawson to ensure that this system delivers the best quality information available.

All of our employees take pride in the work they do and are willing to answer questions concerning this report and our daily activities. Human Resources continues to provide a valuable service to District employees, applicants and the general public.

## *Benefits Division*

The Benefits Division was extremely busy this year in that health insurance plans were changed for many employees. Custodians, Food Service, Trades, Administrators, Professionals and Non-Represented Clerical employees all changed from the Alliance/GHC option plan to the Dean/GHC/Physicians Plus option plan. This type of change dictates that we design new plans, communicate with employees (both written and verbal) and re-enroll all employees. In addition to the active employees, retirees were also changed which meant additional communication and explanation with retirees, sometimes needing one-on-one counseling.

Since the Security Assistants refused to bargain a change in health care, a new, smaller Alliance group had to be formed and negotiated with WPS. Much background work was done with the Teachers, SEE and EA groups as we attempted to bargain new coverage for them as well. The Teachers will not change this year, but the other three groups may change through arbitration.

Medicare Part D continues to confuse retirees. Benefits sent out the annual mandated letter and as a result, 45 individual one-hour meetings occurred with retired employees changing to Medicare Supplement Plans and Part D.

In the Lawson software, Leave Processing (LP), the newer Lawson delivered Time Accrual Program, has been worked on, but not yet implemented. Most of the plans are set up, but some have to be redesigned due to system constraints.

Other programs within Lawson continue to be a challenge. If programs are not working correctly, we must find alternative solutions until we are able to implement permanent solutions.

There were more individual retirement meetings set up this year than ever before. 171 potential retirees met with Sharon for retirement counseling. Of those, 123 employees decided to retire from MMSD this year.

In other areas, a vendor was selected to calculate our financial obligations with OPEB. Much data had to be collected and sent to the actuarial firm for this project.

## *Employment Division*

The primary focus of special projects within the Employment Unit for the 2006-07 school year has clearly been on-going conversion and implementation of the Lawson HRIS, Kronos, Search Soft and SEMS (sub placement system). An HRIS conversion for any organization of our size and complexity is a multiple year project.

In 2006-07 we continued to convert data from the legacy system, adapt procedures, write reports and implement functionality within Lawson to be able to accomplish our business functions (posting jobs, issuance of contracts, movement on the salary schedule, mandatory State & Federal reporting etc.) with dependence on two systems.

In collaboration with the Coordinator of Select Government Programs and the University of Wisconsin, the Employment Unit continues to work on full implementation of the ePDP (Electronic Professional Development Plan) system for our teachers and administrator's use when submitting a professional development plan for license renewal. The first three plans were approved on the system at the conclusion of the 2005-06 school year.

The Employment Unit participated in an audit with DPI related to compliance with No Child Left Behind. Our unit has added reporting responsibilities as a result of this new law, the first of which was completed in 2005-06.

The Employment Unit participated in an audit with the FBI related to our District's practices and procedures related to criminal record checks of prospective employees and volunteers. An RFP was developed and the BOE approved the purchase of LiveScan equipment to process fingerprints. This will be implemented in 2007-08.

We continue with specific process improvement efforts in all areas of the service we provide to MMSD. Employment Unit staff met with principals looking at the teacher hiring process and will continue to review these processes in 2007-08 as we bring about full implementation of Search Soft.

## *Labor Relations Division*

The number of hearings at which the District's position was defended by Labor Relations staff was lower than last year. There were two (2) prohibited practice complaints, one of which was a two-day hearing before the Wisconsin Employment Relations Commission, versus four (4) the previous year. The grievance arbitration hearings at seven (7) were down slightly from last year's eleven (11) hearings. Three of these were two-day hearings. In addition, Local 60 AFSCME filed a unit clarification petition which challenged the exclusion from the bargaining unit represented by Local 60 of four (4) Facility Supervisor positions at the four (4) high schools. A pre-hearing conference was held and a hearing was set for June 27, 2007. After much discussion with Local 60 leadership, the petition was withdrawn. The direction for these positions is to give them sufficient supervisory authority due to the need for a supervisory position over the custodial/maintenance positions at each high school. In addition, a hearing regarding a teacher's continued employment with the District that was scheduled before the Board of Education was postponed.

The Local 60 custodial/maintenance and the Food Services employees Collective Bargaining Agreements, as well as the Trades Agreement, were bargained within the parameters set by the Board of Education. These units agreed to a change in health insurance going to a three-HMO option which saved the District health insurance costs, some of which was passed to the employees in the form of a wage increase. The MTI Teacher Agreement was successfully negotiated. MTI did not agree to a change in health insurance. The MTI-SEE, EA and School Security Assistants Collective Bargaining Agreements are pending.

Case discussion meetings with MTI were held to discuss pending grievances and other issues. Typically, these case discussions are productive and result in many issues coming to resolution or being scheduled for arbitration. Monthly labor/management meetings between Building Services management and Local 60 representatives were held to discuss contract administration and issues affecting the custodial bargaining unit. Most grievances filed by Local 60 are resolved without going to arbitration.

An inservice was provided to administrators regarding acceptable and legally defensible hiring practices. In addition, written guidelines were developed and distributed which should assist the Administration in making good and legally defensible hires. Several inservices for new employees concerning work place and student harassment were held along with two (2) inservices for new summer MSCR employees. Labor Relations staff also provided training sessions for administrators/supervisors on hiring and supervision/evaluation.

Labor Relations staff continues to get requests for legal opinions and labor relations information from the Board of Education. Frequently these requests require immediate responses and, at times, are quite time consuming. However, staff has always been able to reprioritize responsibilities to accommodate these requests and meet the Board's needs in a timely fashion.

## *Recruitment Division*

This year, (2006-07), 13.14% (23 of 175) of teachers hired by MMSD were minorities. Over the last four years, the district has averaged 14.31% minority hires. When the district hired its Minority Recruiter, the district had just 8.60% minority hires (24 of 279) in the 1999-00 school year. In addition, in 2000, “*Recruiting New Teachers*” (RNT) reported that only 12% of teachers nationally were minority, and by 2010, less than 6% of all teachers would be minority. Over the next year, Minority Baby Boomers will retire in record numbers and over 85% will be African American. With minority teachers declining every year since 2000, MMSD Minority Recruitment Plan is helping the District attract and employ minority teachers.

The February 2006 issue of “*The Black Collegian*” ranked Madison Metropolitan School District 26th nationally in its efforts to recruit minorities. During the next few years, the market for minority teachers will become a major problem for school districts nationwide and almost all Urban School Districts will employ a recruiter. The Madison Metropolitan School District, as in the education of our children, is ahead in establishing a successful system for the recruitment of teachers of color.

## *Payroll Division*

The Payroll Division remained extremely busy during the past school year by processing 79 payrolls (bi-weekly and monthly) and issuing 6883 W-2s. That means that 6883 employees or retirees received at least one payment from the District. Most of those employees received wages on multiple payrolls.

One of the major projects undertaken this year was to refine employee eligibility for the Wisconsin Retirement System (WRS). In order to identify eligible employees, a reporting structure was created using an interface between Lawson and the Legacy system. This system was successfully implemented and continues to process this information correctly.

Crystal Reports have been developed in order to more thoroughly edit payroll. Also, reports have been generated to ensure reporting compliance for child support, tax levies and garnishments. These reports, along with other enhancements to Lawson, are increasing the confidence in Lawson payrolls each week.