Our guiding principles

Our vision
The City School District of Albany will be a district of excellence with caring relationships and engaging learning experiences that provide equitable opportunities for all students to reach their potential.

Our mission
We will work in partnership with our diverse community to engage every learner in a robust educational program designed to provide the knowledge and skills necessary for success.

Our goals
- Increase student achievement
- Enhance the delivery of quality instruction
- Build our leadership capacity and increase accountability
- Empower families to support the success of their children
- Partner with our diverse community
[We are] dedicated to accomplishing the following strategic goals in support of the district's mission:

- Recruiting, hiring and retaining the most highly qualified staff as well as a caring and competent teacher in every classroom, and highly effective leaders in every school and district office.
- Promoting positive labor relations through collaborative problem-solving and open communication.
- Ensuring a safe and professional work environment that emphasizes mutual respect and maximizes employee effectiveness.
- Providing employment-related resources and information to employees with an emphasis on timely responsiveness and customer service.
Activities completed by HR as of 6/30/2020

• Job postings posted – 347
• Phone calls received – 2,460 (average per month)
• E-mails received – 850 (average per month)
• FMLA/LOA requests processed – 280
• Reasonable Accommodation requests reviewed – 233*
• Annual online trainings completed – 2,558
• New hires hired – 154

What’s in a number?

*Data from 7/1/2020-9/30/2020
HR Metrics

District Demographics – Gender

<table>
<thead>
<tr>
<th>Year</th>
<th>Male</th>
<th>Female</th>
<th>Total Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>SY 2018</td>
<td>29%</td>
<td>71%</td>
<td>1,778</td>
</tr>
<tr>
<td>SY 2019</td>
<td>30%</td>
<td>70%</td>
<td>1,843</td>
</tr>
<tr>
<td>SY 2020</td>
<td>29%</td>
<td>71%</td>
<td>1,731</td>
</tr>
</tbody>
</table>

Data as of June 30, 2020
District Demographics – Race/Ethnicity

SY 2020
- 28% White
- 67% Black
- 3% Hispanic or Latino
- 0% Asian
- 0% American Indian
- 2% Pacific Islander
- Total: 1,731 Employees

SY 2019
- 28% White
- 68% Black
- 2% Hispanic or Latino
- 0% Asian
- 0% American Indian
- 0% Pacific Islander
- Total: 1,843 Employees

SY 2018
- 28% White
- 68% Black
- 2% Hispanic or Latino
- 0% Asian
- 0% American Indian
- 0% Pacific Islander
- Total: 1,778 Employees

Data as of June 30, 2020
## HR Metrics

### Position Statistics

<table>
<thead>
<tr>
<th>Category</th>
<th>SY 2020</th>
<th>SY 2019</th>
<th>SY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees</td>
<td>1,731</td>
<td>1,843</td>
<td>1,778</td>
</tr>
<tr>
<td>Separations</td>
<td>93</td>
<td>72</td>
<td>76</td>
</tr>
<tr>
<td>Retirements</td>
<td>52</td>
<td>33</td>
<td>23</td>
</tr>
<tr>
<td>Hires</td>
<td>154</td>
<td>157</td>
<td>246</td>
</tr>
<tr>
<td>Administrator</td>
<td>4.5%</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Teacher</td>
<td>33.8%</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Support</td>
<td>57.8%</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Management Confidential</td>
<td>3.9%</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

Data as of June 30, 2020
Projects pursued
- Validate Standard Operating Procedures Manual
- Consider a Fall CSDA job fair
- Continue targeted recruiting efforts (diversity, critical shortage areas)
- Refine the HR metrics progress monitoring tool
- Expand professional development opportunities for support staff
  - O&M Supervisors
  - Hall Monitor
  - Clerk Typist/Office Manager
  - Teacher Assistant
  - Home School Coordinators
- Quarterly HR Newsletters
- Consider employee wellness programs (partnering with Employee Associations)
- Continue process improvement practices
Training opportunities

• Substitute training
  • Frequency – biannual
  • Topics covered
• Typist/Administrative Assistant training
  • Frequency – annual
  • Topics covered
• Partnering with APSUE for professional development opportunities
  • Frequency – school calendar
  • C&I/HR partnership on Teaching Assistant trainings
  • Targeted professional development for clerical, maintenance, and security
  • Topics covered
• Administrator training
  • Frequency – monthly
  • Topics covered
Customer Service

Updates to how we approach service

- Added a HR page to the CSDA website
- Updated pay stubs to reflect accruals in “live” time
- Activating a benefits self-service portal
  - New hire enrollment
  - Life event changes
  - Open enrollment
  - Flex spending enrollment

<table>
<thead>
<tr>
<th>Attendance As of 10/2/2020</th>
<th>Prior</th>
<th>Accrual</th>
<th>Taken</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td>0.000</td>
<td>3.000</td>
<td>0.000</td>
<td>3.000</td>
</tr>
<tr>
<td>Sick</td>
<td>9.500</td>
<td>12.000</td>
<td>0.000</td>
<td>21.500</td>
</tr>
</tbody>
</table>

Current employee resources

The following links will provide current district employees direct access to our health insurance plans, our union contracts and other useful forms. If you have any questions, please feel free to contact Human Resources at humanresources@albany.k12.ny.us or (518) 475-6055.

Benefits resources

Our benefits administrator Benetech can be reached by phone at 855-223-6303. They are your first stop for any of your benefit questions. If you are looking for even more information about a specific benefit provided, please visit any of the links below.

- Capital District Physicians’ Health Plan | Health insurance
- Empire BlueCross BlueShield | Health insurance
- Delta Dental | Dental insurance
COVID Response

Partnering with the district

• Virtual interviews
• Digital paperwork
• Appointment only activities
• Working virtually

• HR sub-committee
  • Leave law changes
  • Staff training
  • Employee wellness
  • Health and safety concerns

• Partnering with PPS/Dr. Staff on COVID screeners
• Working with staff on Reasonable Accommodations
• Managing time away
• Working differently (working onsite, working virtually, hybrid)
Projects identified during the Spring

• Continue targeted recruiting/retention efforts (diversity, critical shortage areas)
• Build partnerships for a student to teacher pipeline
• Refine the HR metrics progress monitoring tool
  • Communicate results with the organization
  • Build awareness of metrics, process and impact
• Continue professional development opportunities for administrators/support staff
• Increase HR communications
  • Real-time access to data
  • Self-service capacities
  • Quarterly HR Newsletters
• Review employee wellness opportunities (partnering with Employee Associations)
• Continue process improvement practices