

USD 259 WICHITA PUBLIC SCHOOLS

Human Resources Division



Human Resources

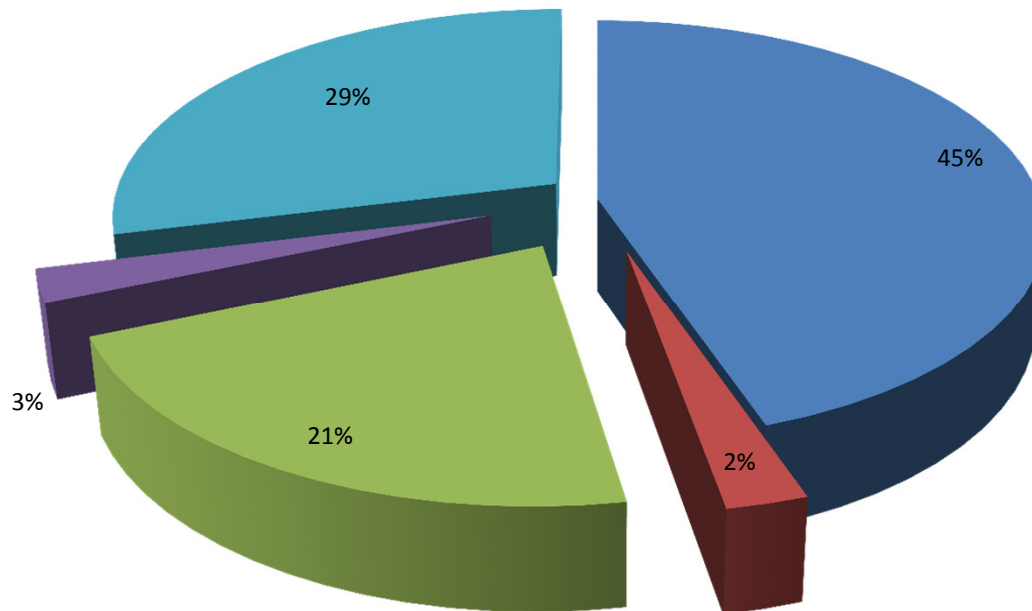
Function Statement

Wichita Public Schools employs over 9,000 employees including part-time staff and substitutes and is the third largest employer in the metropolitan statistical area. Human resources is responsible for supporting the district in all employment related issues including the implementation of Strategy 2, “To recruit, develop, support and retain a high quality, diverse teaching, administrative and support staff to support and enhance student achievement.” Compliance efforts with Americans with Disabilities Act (ADA) and Title IX issues are addressed within Human Resources.

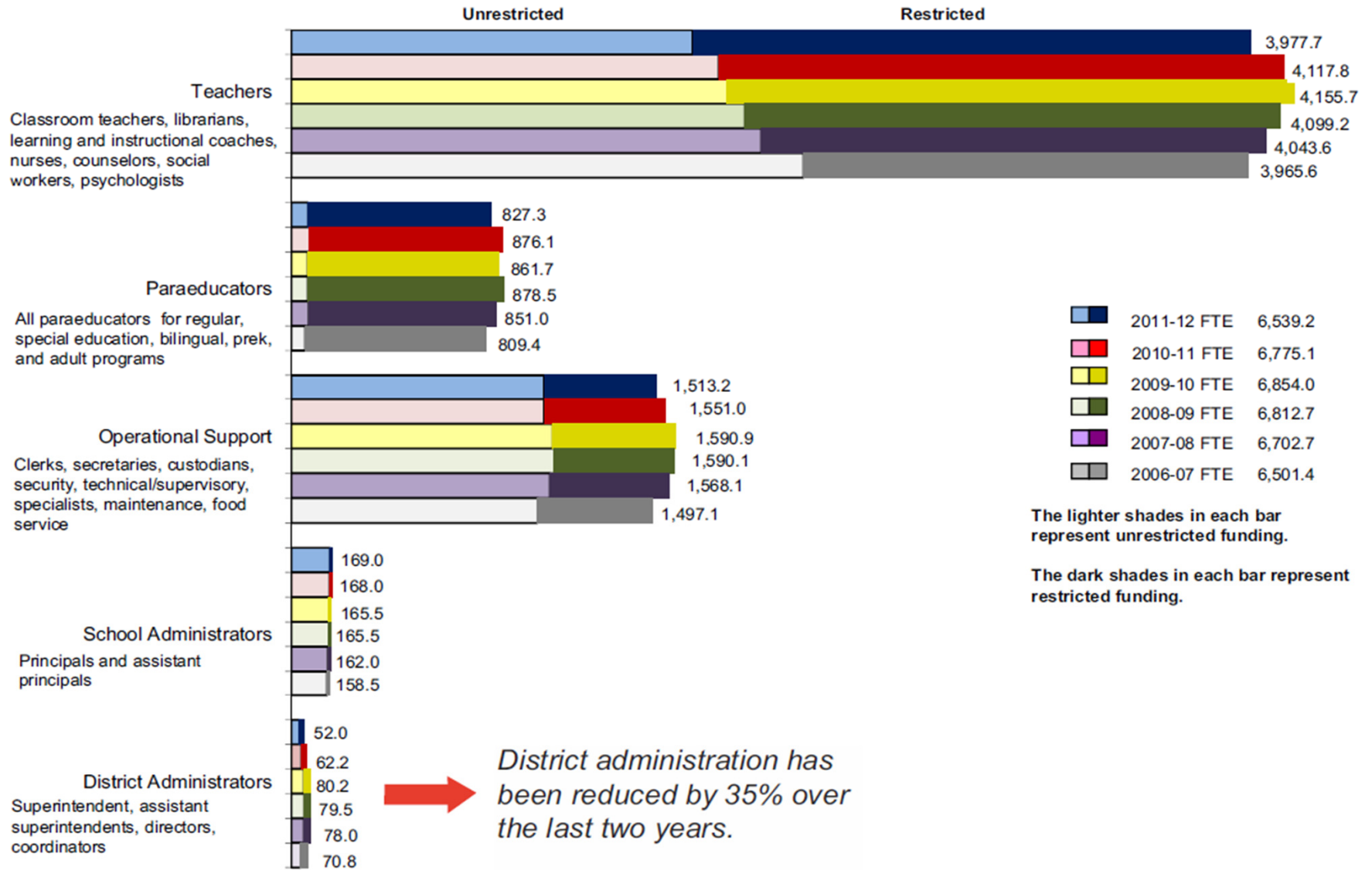
Employee Benefits and Insurance Management provides supervision for the employee benefit programs, administration of the self-funded insurance plans and purchase of all other district insurance. The Department purchases stop-loss insurance, property/casualty insurance and administers self-funded programs for the health plan, short-term disability, workers compensation, school board liability, and lost and stolen items. The emphasis on employee health and our Wellness Program and its initiatives have become an integral part of this department.

USD 259 Employee Counts (9000 Total)

- Teachers
- Administrators
- Support Staff - hourly staff (paraeducator, secretarial, trades)
- Technical/Supervisory - salaried (financial, purchasing, technical)
- Non-Benefited Staff

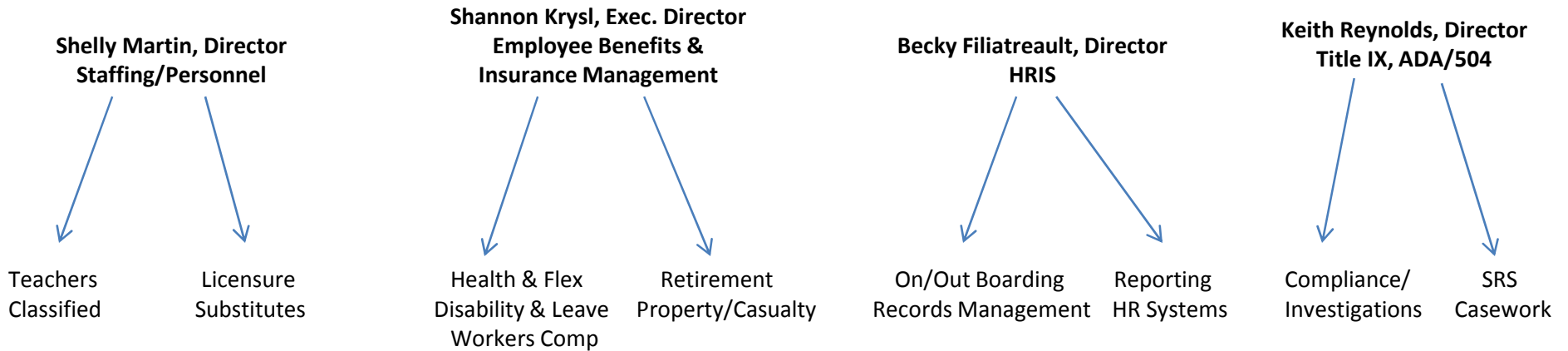


Staffing Focused on Classrooms



Human Resources – Organization Chart

Human Resources 2011-2012
Assistant Superintendent HR
Mary Whiteside



All Areas Support Negotiations

*Mary Whiteside is the Chief Negotiator Classified and assists
General Counsel with Certified Negotiations.*

*Shannon Krysl and Keith Reynolds are members of the
Classified Negotiation Team.*

Shelly Martin is a member of the Certified Negotiation Team.

Key Functions

Human Resources – Staffing/Personnel

- Recruitment & Staffing – All District Employee Groups*
- College and Community Relations
- Labor Management: Negotiations*-Employee Relations-Grievances-Unemployment (consultation with all employee groups)
- Manage Grow Your Own Teacher Programs (includes Future Educators in our High Schools)
- Licensure* (compliance issues with KSDE, but also crafts that require specific skills)
- Employee growth development/evaluation systems*/documentation of professional development

Human Resources – Information Systems

- Position Management (AppliTrack, on-boarding/out-boarding, background checks, wage placement, and reclassification)
- Salary Administration
- Contract Management
- Processing all Personnel Action Request*
- Records Management (includes employment verification, subpoenas, maintaining/monitoring I-9 and visa status, Kansas Open Records) – moving from paper documents to electronic
- Personnel Reporting: KSDE Licensed Personnel, Social Security verification
- HR Systems Compliance (software upgrades) (PeopleSoft, Subfinder, AppliTrack, Webconnect, Webpro)

Human Resources – Employee Benefits and Insurance Management

- Self Funded Health Plan (Medical, Dental, Pharmacy), Flex Plan & Life Insurance Administration (Open Enrollment, Liaison with Third Party Administrators, Retiree Health, Request For Proposals (RFP) for insurance plans, claims processing and networks)
- Employee Health & Wellness Programs
- Employee Retirement Programs (Retirement Program Administration (Early Retirement Program, KPERs, Voluntary 403b and 457 Savings Plan)
- Self Funded Workers Compensation Administration and Claims Management
- Self Funded Short Term Disability Plan and Leave Of Absence Management Management
- Property and Casualty Insurance Management with Self Insured Retention

Human Resources – Title IX, ADA, 504

- Compliance with Federal & State regulations including but not limited to Title IX, ADA, 504, Equal Employment Opportunity Commission (EEOC), Kansas Human Rights Commission (KHRC) (which includes field services - investigations, training and conflict resolution)
- SRS Casework (Student & Employee Protection)

Comments and Questions