

<b>Changes to HR work load in last five years</b>		
<b>Work Item</b>	<b>Changes in last five years</b>	<b>Implications</b>
EPIMS	Addition of requirement to report on teacher evaluation ratings in four categories and overall	Follow up with DLT to make sure all ratings have been entered correctly. Must link data from Baseline Edge system (which was a new system to accommodate educator evaluation regulation changes) to PowerSchool so that DESE can access the information. Each year there are different technical challenges to overcome.
EPIMS	Addition of requirement to report on professional staff attendance	Requires that MUNIS contains accurate attendance information; information has to be extracted and separately reported to DESE as there is no PowerSchool interface.
EPIMS	Addition of elements to report on Staff Roster record to 38 and WAR (assignments to student classes) report to 17	Requires data entry into PowerSchool of numerous detailed points, which entered with the incorrect code result in hundreds and thousands of errors as the DESE system rejects our data. Each error must be researched and corrected and the data resubmitted during EPIMS report periods (last day of school in June through first Thursday in August; first Monday in October to first Thursday in December)
SEI	Addition of requirement that all teachers within a cohort received SEI endorsement on their license. This requirement is due to increasing demographic of students in Massachusetts who need English as a second or additional language instruction.	Initial tracking of those who obtained the SEI endorsement prior to licensure renewal. Now requirement that any teacher who has an ESL student in their classroom must receive the endorsement within one year of having the student and the student can never again be assigned to a teacher without the endorsement during their career (think middle school and high school where each student has multiple teachers). Demographic changes within Shrewsbury driving need for ESL skill set
Fingerprint (SAFIS)	Requirement that every employee complete national fingerprint background check	Initial understanding and communication of requirement. Ongoing work every time somebody leaves and is replaced. Strict requirements of who can do the work. Volume of "letters of suitability" increasing with each year.

Educator Evaluation Program	Replaced former local evaluation program.	Required negotiation of a new ed eval specific contract, and annual review. Baseline Edge (new technology). Training new leaders and new teachers according to regulations.-responsibility with curriculum assistant superintendent. Advising leadership. Near constant changes at state levels require renegotiation on key regulations.
Employee Investigations	Increased due to increased regulation and use of technology	Proper investigation and documentation is time intensive for director
Health Care Regulations	Requirement to offer benefits to full time temporary employees	Overview information given throughout school year and not just in group orientations over the summer.
New Policies	Physical Restraint, SAFIS (fingerprint), Pregnant Workers Act	Policy development. Revising leadership and staff training. Annual audits. Contacting non compliant employees.
Budget Challenges	Planning, communication, staff morale, turnover	Specific impact to foreign language and performing arts staff; fear is driving turnover of top notch staff
Licensure and waivers	Licensure and waiver requirements by DESE have undergone 2 major changes and a third is just launching now	Understanding and attending training on new requirements, executing to changes within our employee groups, advising staff on an ongoing basis throughout the year