



THE SCOOP



MHPSD Human Resources Updates



What you need to know about...

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THIS ISSUES' CONTEST

See below for details.

Each issue we are giving away a \$20 gift card to a local business in our community. All you have to do is provide the correct answer to the Hidden Contest Question. Hint: The answer can be found in this edition of *The Scoop*!

All correct entries will be entered into a random draw and the winner will be notified by e-mail.



Impact Through Example

TeacherFit

The ONLY Proactive Wellness Solution in Education

EMPLOYEE HEALTH & WELLNESS HIGHLIGHTS

by Sarah Scahill, RN BN
Health, Wellness, and Attendance Advisor

TEACHERFIT

MHPSD and TeacherFit have continued their partnership for the 2021-22 school year. **ALL STAFF** have access to this FREE program!

After signing up, you will have access to new content each week consisting of mindfulness and mental health, fitness and yoga, nutrition information, and educator podcasts.

As an added benefit, MHPSD staff also receive access to StudentFit. This resource provides you with weekly mindfulness, yoga, and movement breaks you can do with your students.

We encourage all staff to check out this resource and use as much, or as little, as you like! There is something for everyone, regardless of your role in the division.

TEACHERFIT ONBOARDING

Step One: Register [here](#).

Step Two: Add yourself to the [MHPSD homepage](#).

Step Three (optional): Add yourself to your site-based group.

[AMS](#)

[Connaught](#)

[CHHS](#)

[Crestwood](#)

[DKS](#)

[Elm](#)

[George Davison](#)

[Herald](#)

[MHCS](#)

[MHHS](#)

[River Heights](#)

[Ross Glen](#)

[Southview](#)

[Vincent Massey](#)

[Webster Niblock](#)

[WLC](#)

[Alternative Programming
the HUB](#)

[Central Office & Facilities](#)

Step Four (optional): Add StudentFit to your platform [here](#).

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Our mission is to impact the health and wellness of educators in order to allow them to be their best for their students and in turn impact them to their greatest ability.

~TeacherFit



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*Vision: Empowering
Excellence*

*Mission: Recruit, develop,
and retain high-performing
staff to contribute to a diverse
and inclusive culture that
fosters a healthy, safe and
productive work
environment.*

*Core Values: Mutual trust,
Integrity, Transparency,
Confidentiality,
Collaboration, Approachable,
and Commitment.*

HUMAN RESOURCES

*Lyle Cunningham, Deputy Superintendent
Britney Ingram, Human Resources Advisor
Rita Olsen, Executive Assistant*

AN INTRODUCTION TO YOUR HUMAN RESOURCES TEAM

LYLE CUNNINGHAM, DEPUTY SUPERINTENDENT

As Deputy Superintendent, Human Resources, my primary role is to oversee the operations of the Medicine Hat Public School Board Human Resources department. My specific duties focus primarily on teaching staff which includes staffing, policy revision/development, application of legislation/regulation and collective agreements and employee relations.

RITA OLSEN, EXECUTIVE ASSISTANT

It is my role to help employees find the correct answer to any HR questions. I also assist the Human Resources department with processes such as staffing, maintaining employee personnel files, entering and adjusting staff assignments, evaluations, data entry, etc.

MICHELE GARDINER, SUBSTITUTE COORDINATOR

I have been looking after the Sub Desk for 15 years. I am also the Receptionist for Central Office. I am here to assist you with:

- Entering an Absence
- Deleting an Absence
- Changing an Absence
- Swapping out a Sub / Cancelling a Sub
- Educating you on how the Atrieve System works
- Directing you to the appropriate party to assist you with your question/concern.

If you have a question, I may have the answer...try me! 😊



HUMAN RESOURCES CONT'D

JANINE TOLHURST, OCCUPATIONAL HEALTH AND SAFETY OFFICER

I have been working as an OHS professional in K-12 schools for more than 13 years. My role includes training, policy development, inspections, investigations, and supporting staff that sustain work-related injuries through the WCB reporting and claims process. I serve as co-chair of the division safety committee where our goal is to work together to increase health and safety awareness and continually improve workplace health and safety division-wide. I enjoy the diverse challenges of working for an educational system and I am dedicated to making sure all staff have a safe and healthy work world.

BRITNEY INGRAM, HUMAN RESOURCES ADVISOR

I am the contact for the Division's support staff, both CUPE and non-union. I'm here to provide consultative service to Principals, Managers and employees relating to HR practices and initiatives. This includes anything from recruitment, retention, performance achievement, job design, labour relations, conflict resolution and HR policy application. To sum it up, if it's a people matter, I'm here to support!

SARAH SCAHILL, RN, HEALTH, WELLNESS, AND ATTENDANCE ADVISOR

As the Health, Wellness, and Attendance Advisor with MHPSD, it is my role to communicate with staff during any period of sick leave, disability leave, or workplace accommodation(s) and provide supports or resources required. I am also responsible for overseeing the division employee wellness program and ensuring that proactive health and wellness resources are communicated and readily available to those who want it. Whether you have an upcoming surgery, recently experienced an illness or injury preventing you from performing your full duties, looking for health resources, or wanting to jumpstart your own well-being – I can assist you!



OCCUPATIONAL HEALTH AND SAFETY INFORMATION

by *Janine Tolhurst*
Occupational Health & Safety Officer

OIS - OCCUPATIONAL INJURY SERVICE

What is it?

OIS is a program specifically designed for people who are hurt at work. It helps employers and workers by giving injured workers quick access to medical services at specialized clinics throughout the province.

Who is eligible?

Any worker covered by WCB. In Alberta, teachers are **not** covered by workers compensation and therefore are not eligible. All other workers and volunteers of MHPSD are eligible to access the program.

What are the benefits of OIS?

- Fast access to a physician with a background in occupational medicine.
- Same-day completion and submission of reports.
- Fast-tracked diagnostic and treatment services including X-ray, MRI and specialist referrals.
- Coordination of assessment and treatment communication.
- Follow-up support.

How do injured workers access the service?

If you are hurt at work, report the injury immediately to your direct supervisor and by completing an online safety report. The OHS Officer will contact you to set up your initial assessment appointment.

[Click here](#) to learn more.

MHPSD SAFETY INFORMATION

Wondering if you can offer your students a fencing lesson?

What science experiments can I do with my grade 5 class?

How do I keep myself safe if I'm working alone in the school?

Do I need a first aid kit in my classroom?

Answers to all these questions (and more) can be found in the online OHS manual.

Check out the [Occupational Health and Safety link](#) on the "For Staff" page of the division website.

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*Take care of
your body -
it's the only
place you
have to live.*

