

**HUMAN RESOURCES
SCHOOL BOARD UPDATE
November 23, 2021**



Vision: Empowering Excellence

Mission: To 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 – Commitment



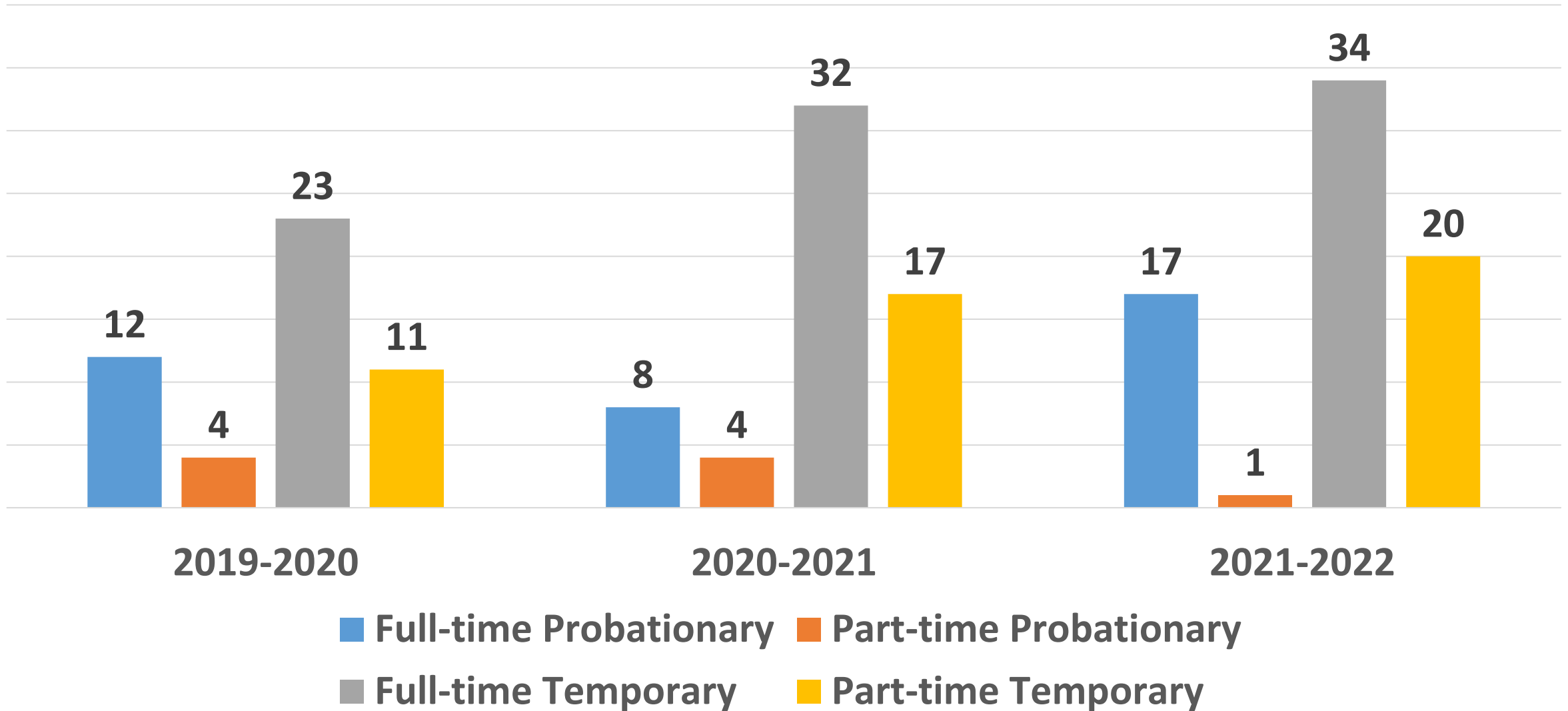
HR Team

**Britney Ingram
Sarah Scahill
Janine Tolhurst
Rita Olsen
Michele Gardiner**



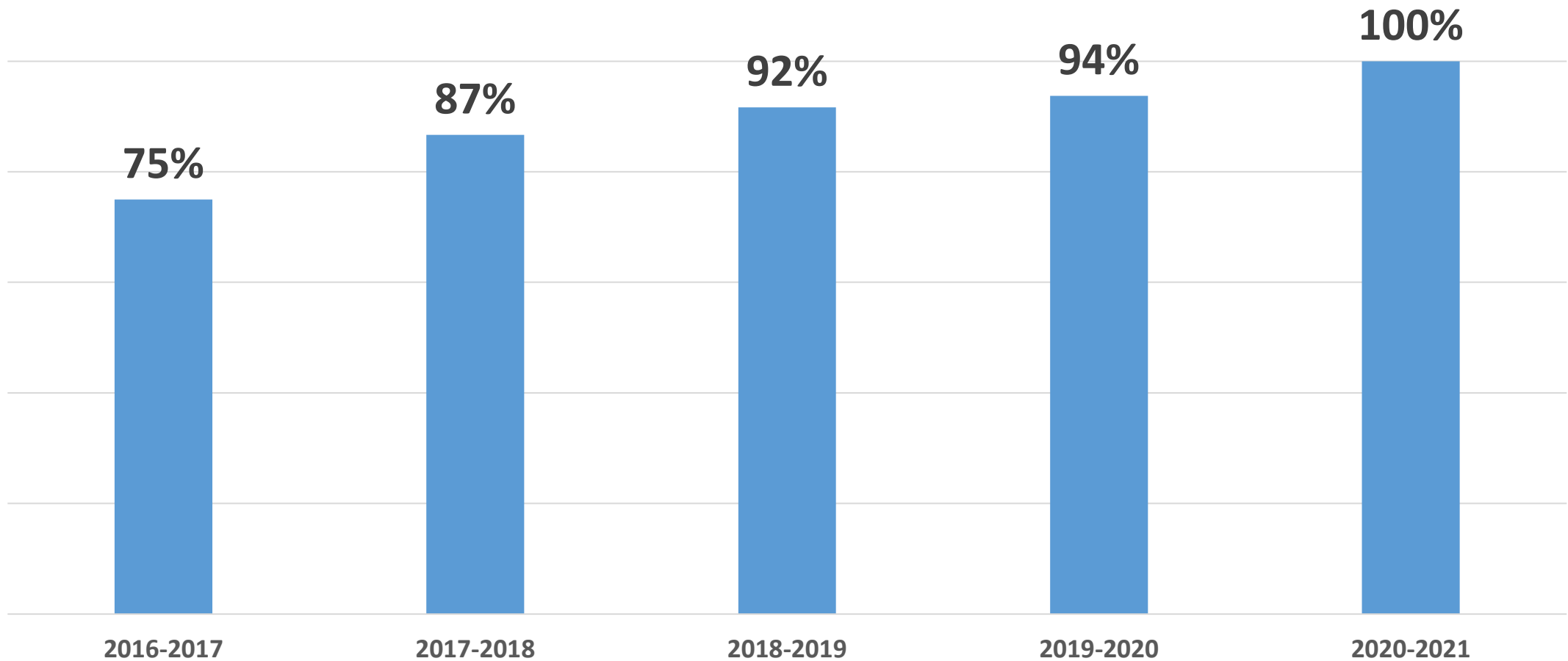


Teacher Hires



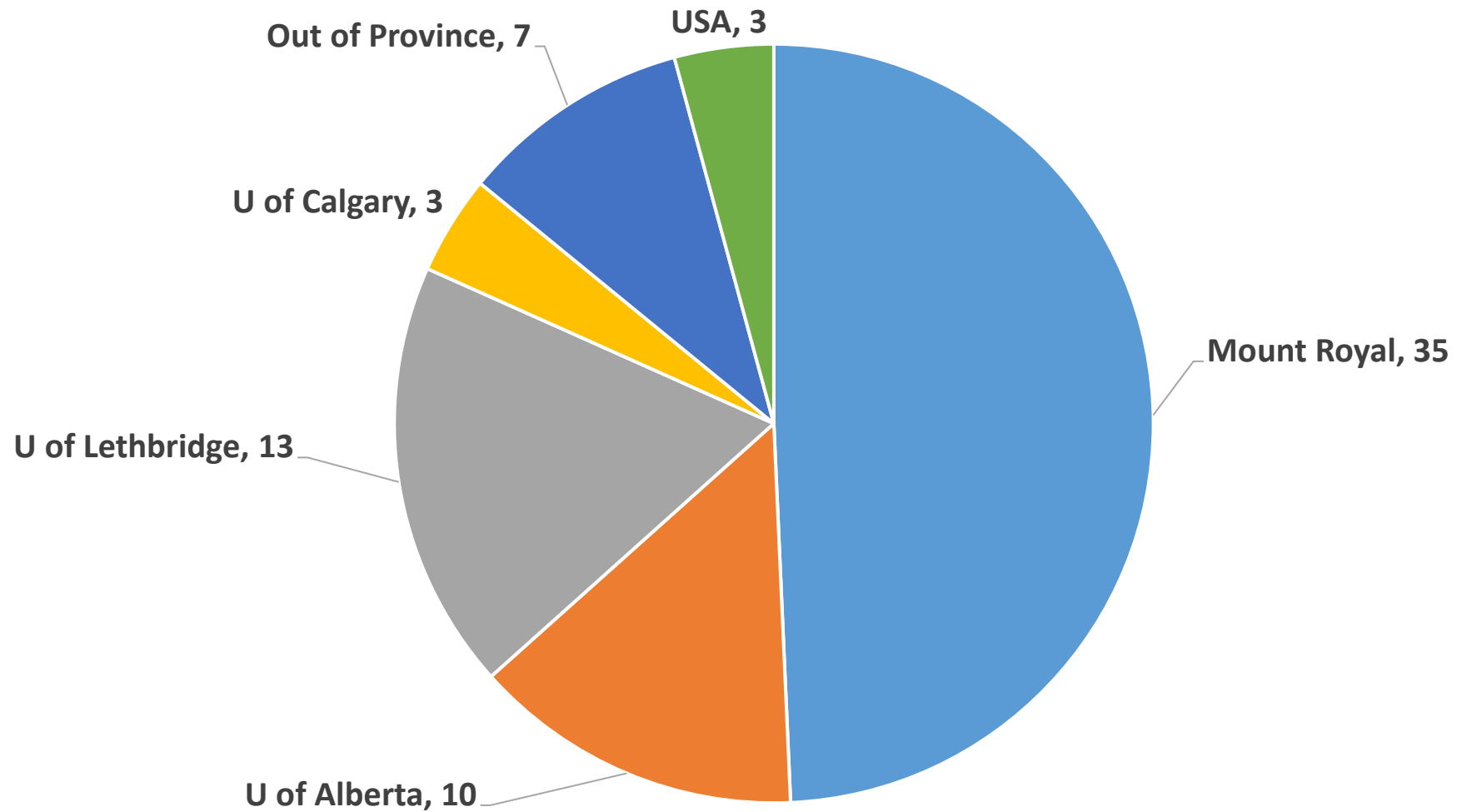


% of Probationary Contracts moved to Continuous



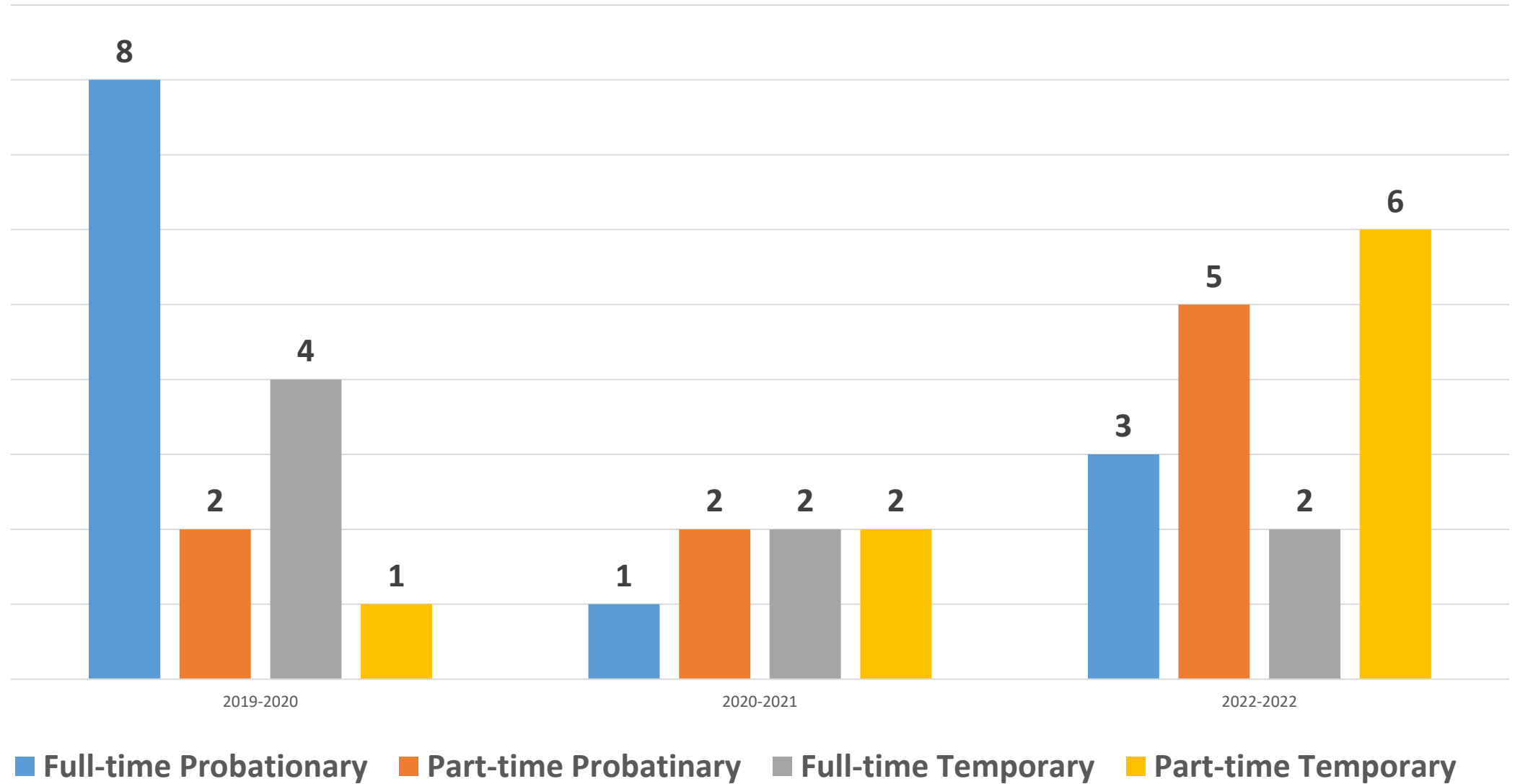


Where our Temporary and Probationary Teachers Received their Bachelors of Education





EA Hires



Substitute Teachers and Educational Assistants

- Currently have 94 Substitute Teachers (103 in 2020-2021)
 - Includes some part-time current teachers.
 - Includes Retired teachers.
- Currently have 24 Substitute Educational Assistants (32 in 2020-2021)



Onboarding Process

Online orientation provided to all new employees

- Welcome Message
- OHS Safety Information
- Health and Wellness Supports
- Policy Review
 - Harassment
 - Healthy Interaction
 - Policy Information Check
 - Drug and Alcohol
 - Technology Use
- Provided through Hour Zero platform – Mandatory policy review yearly to come





HR Ongoing and Future Work

- Employee conflict resolution, performance and conduct issues – policy and procedure issues.
- HR Investigations – Conflict Resolution
- HR policy review and revisions.
- Employee online policy process review.
- Onboarding policy and procedures review.
- Update policy and procedures changes to reflect new government regulation/legislation – Employment Standards – Labour Regs.
- Evaluation process review and revisions. Training for supervisors/administrators.
- Record retention – update/digitize HR files.
- Creation, review and revision of job descriptions.
- Review and revise processes for job postings/interviewing/supporting new employees.

HR Newsletter

- Increase HR engagement with staff.
- Advise staff of resources or services available to them.
- Inform staff of who we are and how we can help.
- Open the lines of communication between staff and our department.
- Aligns with our department vision, mission, and core values.
- [Check out our first edition!](#)



OHS Update

Janine Tolhurst





Occupational Health and Safety

Joint Health and Safety Committee

The JHSC is a group of employees and management working collaboratively together to address workplace health and safety issues. The goal of the Committee is to increase health and safety awareness and continually improve workplace health and safety division-wide.

Each school has a Health and Safety representative that serves as the school contact for health and safety concerns. HS Reps are volunteers that reflect a broad spectrum of division operations and include teachers, EAs, custodians, clerical, IT, grounds, facilities and central office staff.

HS Reps promote health and safety information and education, assist with OHS activities at the school level, make recommendations for OHS improvements. They are consulted on and involved in the development of new protocols and in OHS and public health inspections (internal and external).

Committee meetings are held in October, January, March & June.



Occupational Health and Safety

OHS Programs: recently developed

- Student Lifts and Transfers – protocol and training program developed in consultation with OT, PT and specialized program staff. Training assigned through Hour Zero to EAs, CSTs and Principals.
- Restricted and Confined Spaces - Code of practice developed and implemented. Complementary awareness training in development.
- Working at Heights/Fall Protection - protocol and training program developed. All facilities and custodial staff trained.
- Hazard assessments reviewed, updated to reflect COVID-19 as a workplace hazard. Field level hazard assessments added.
- Off-site activities (field trip) documents reviewed and updated.



Occupational Health and Safety

OHS Legislation Changes

- "Cutting red tape" – changes to the OHS Act take effect December 1.
- The new legislation does not necessitate any immediate changes to our committee functions or the health and safety management system however there are additional Code changes coming.
- There is increased flexibility in the legislation that allows employers more flexibility to tailor programs to suit individual workplace needs.
- This is a positive change for school jurisdictions as most legislation is written with industry in mind.



Occupational Health and Safety

OHS Programs: in development

- Hour Zero safety suite and app
- Customized JHSC member training
- Updates to JHSC terms of reference to meet upcoming OHS Code changes
- Isolation of Hazardous Energy (Lockout/Tagout)



Occupational Health and Safety

Staff Training

Benefits of the shift to internal training programs:

- cost savings
- customized *K-12 education specific*
- personalized *division specific*
- consistent *all staff hear the same message from the same source*
- connection *builds relationships*
- communication *dedicated resource accessible to all staff*



Occupational Health and Safety

Ongoing

- OHS and fire safety inspections – annually with involvement of HS Reps
- WCB case management – 2 work related injuries this school year. 2 active claims with 1 involving lost time from work.
- Student injury reports – review, follow up as needed.
- Training – internal training being offered, cost savings, personalization, integration of division content.



Occupational Health and Safety

WCB Claims - Year over Year Comparison

Total Claim Costs

2017 - \$72,366

2018 - \$50,010

2019 - \$24,515

2020 - \$32,385

2021 - \$30,612

Claim Number and Type

2017 – 17 total, 8 lost time

2018 – 10 total, 5 lost time

2019 – 15 total, 3 lost time

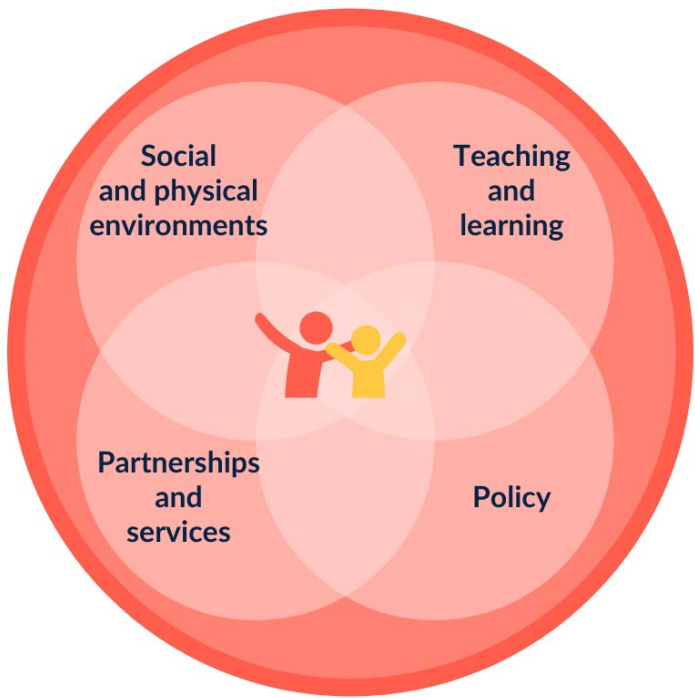
2020 – 15 total, 3 lost time

2021 – 10 total, 3 lost time

Health, Wellness, and Attendance Update

Sarah Scahill, RN BN





Comprehensive School Health Framework

Comprehensive School Health is a framework for building healthy school communities that support students in reaching their full potential as learners and as healthy, productive members of society.

The CSH framework emphasizes the importance of key areas on overall well-being of both staff and students; social and physical environments, teaching and learning practices, policy, and community partnerships and services.

Employee Wellness



Closely
linked
to:

Absenteeism

Presenteeism

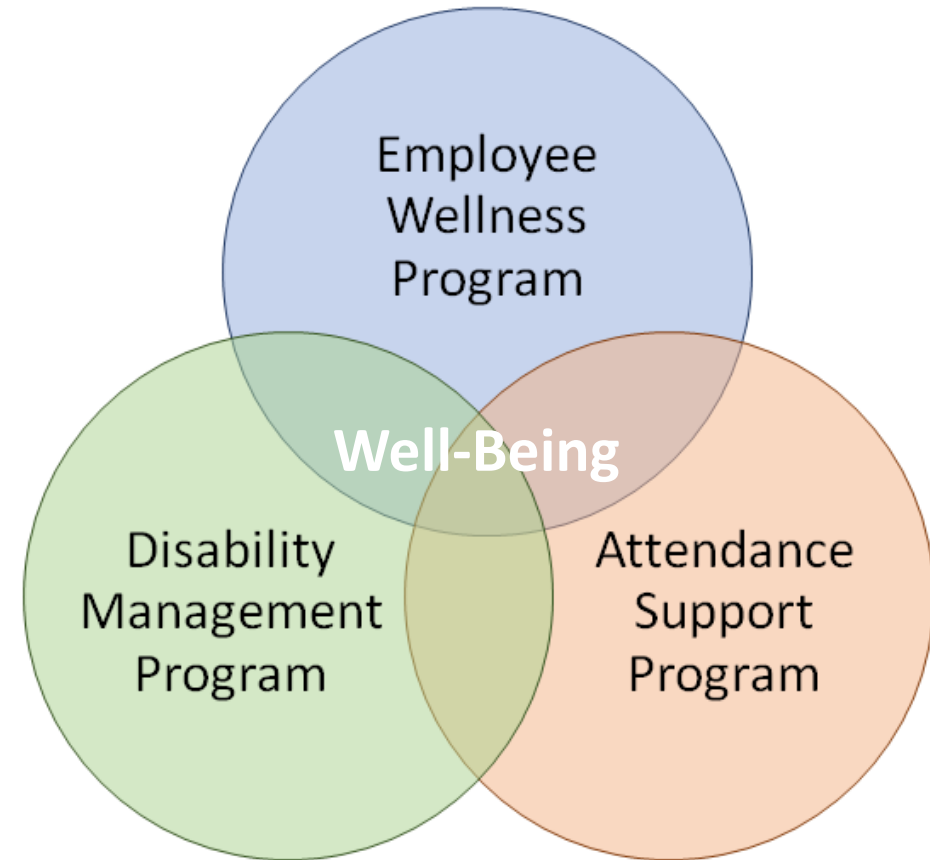
Engagement

Performance

Culture



Health, Wellness, and Attendance Advisor Role



Attendance Support Program

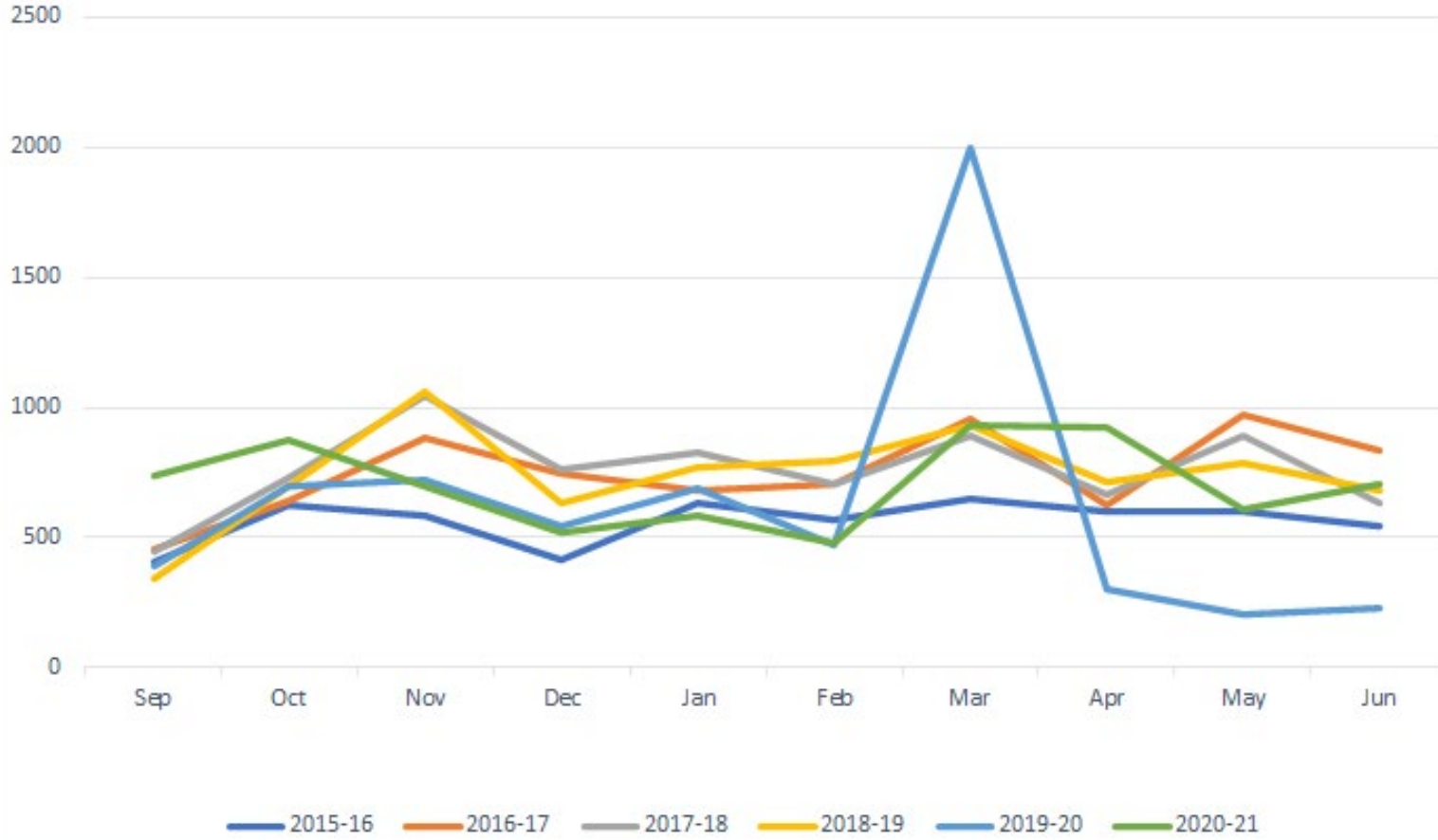
Non-disciplinary program to support staff who have high levels of non-culpable absenteeism.

Recent changes to the policy include:

- Threshold for entry increased to 12 full days in the preceding 12-month period.
- Employees can be discharged from the program after 6 months of satisfactory attendance.
- Union representation is not required at attendance meetings. Employees have the right, and are encouraged, to call their union for advice at any time.

Human Resources will continue to support managers in monitoring attendance levels, reviewing files for attendance support, and providing guidance for attendance meetings.

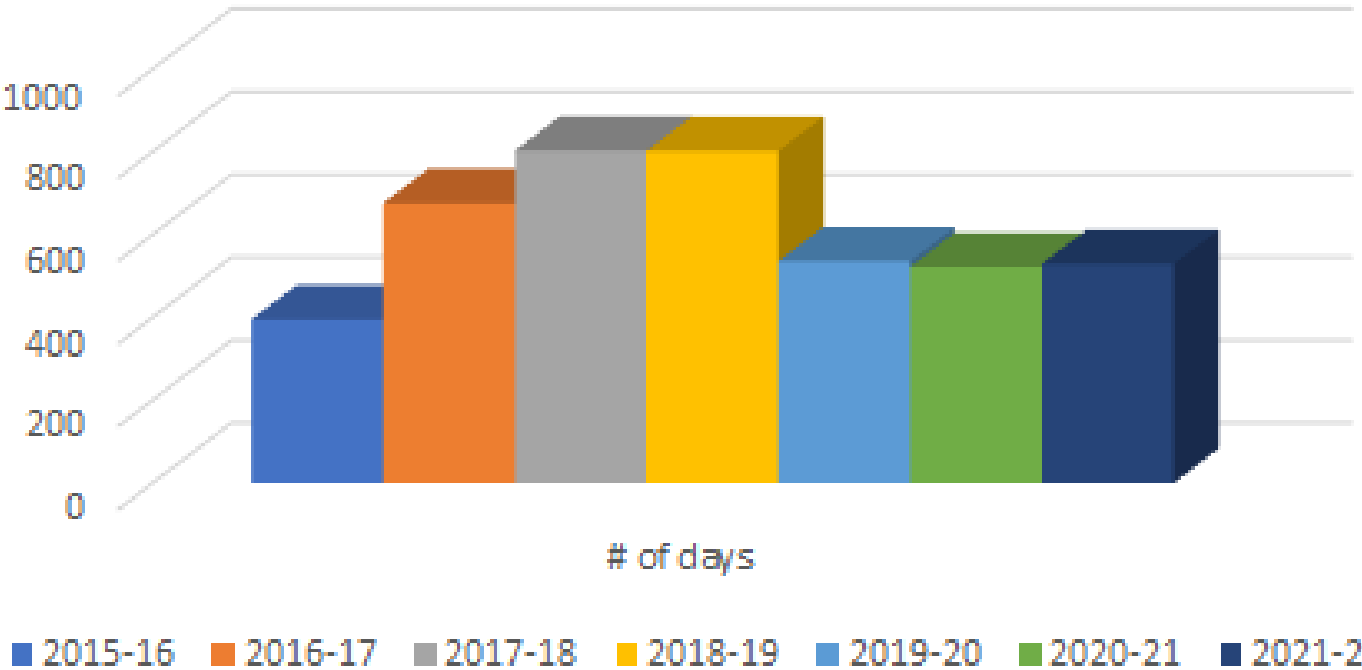
Absences Trend by Month (# of entries logged)



Monthly Sick Leave Trend


2015-2021

November Sick Leave Trend (incl. COVID-19 leaves)



November Sick Leave Rates

2015-2021



Internal Disability Management

Employees who require medical leave, disability, or accommodation at work need assistance and support from their employer.

- HWAA role is to connect with these employees and ensure they have the resources/supports they need and continue to feel part of the MHPSD family.
- Communicate with employees, physicians, treatment providers, unions, ASEBP, admins, and any other applicable stakeholders to ensure safe, successful, and sustainable work plans.
- Assist employees in obtaining necessary medical information to explore the Duty to Accommodate and modified work opportunities.





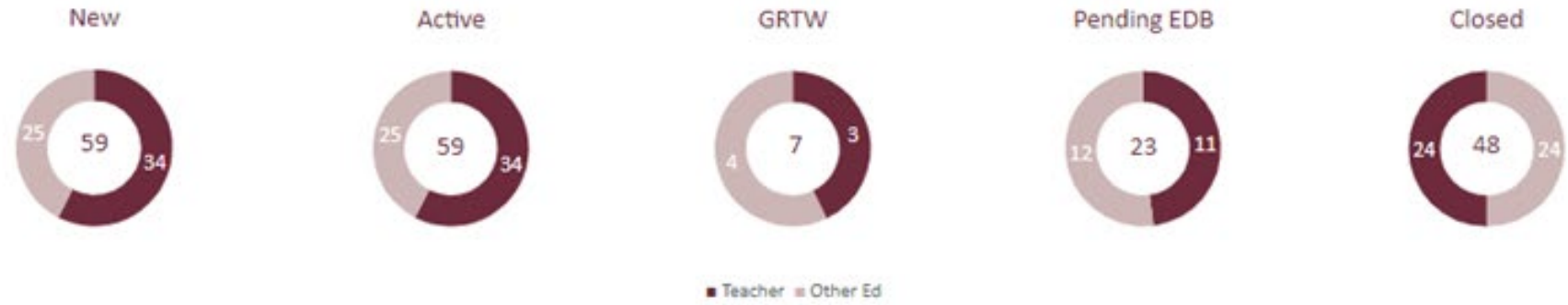
SLS Pilot Program

MHPSD was asked to participate in the ASEBP Sick Leave Support pilot program (formerly Short Term Disability Management program) commencing January 2021. This program offers our division further resources to assist with managing medical leaves greater than 14 days but less than 90 days.

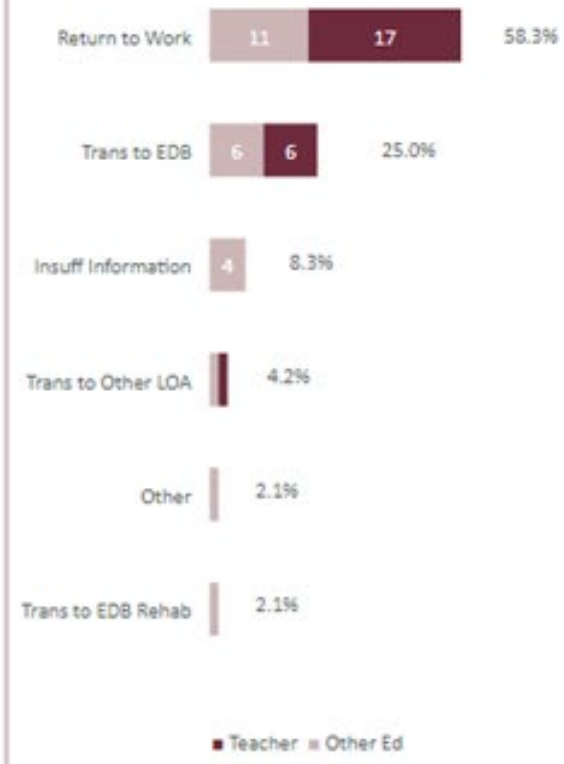
- Available only to invited school divisions.
- 2-year pilot started January 2021.
- Program offers services for all sick leaves greater than 14 days duration and participation of staff will be mandatory.
- Program will assist the division with case management services including:
 - Coordination of medical assessments;
 - Requests for medical information;
 - Expedited treatment options; and
 - Coordination and funding of treatments.
- Assist the division with case closure and transitions, including return to work planning.
- Payment of sick leave benefits remains at the discretion and responsibility of MHPSD during the first 90 days.

Medicine Hat School Division

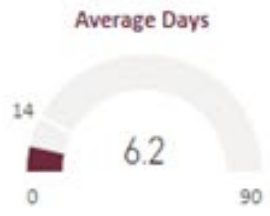
CASE ACTIVITY



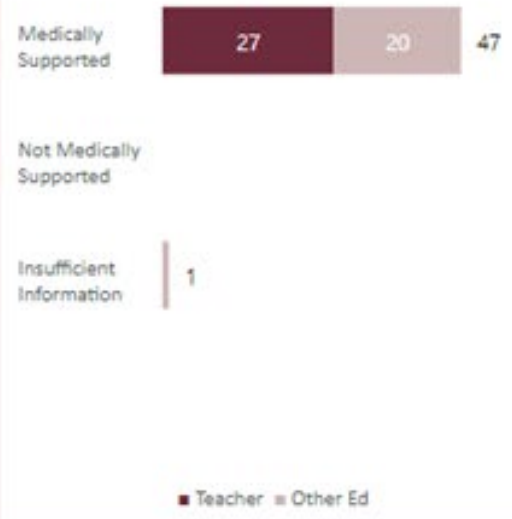
CASE OUTCOMES



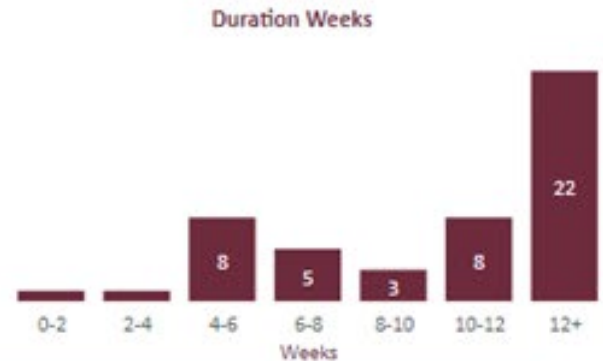
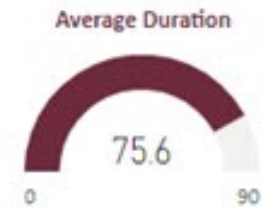
DAYS TO NOTIFICATION



DECISION OUTCOMES



CASE DURATION



DISPUTE OUTCOMES

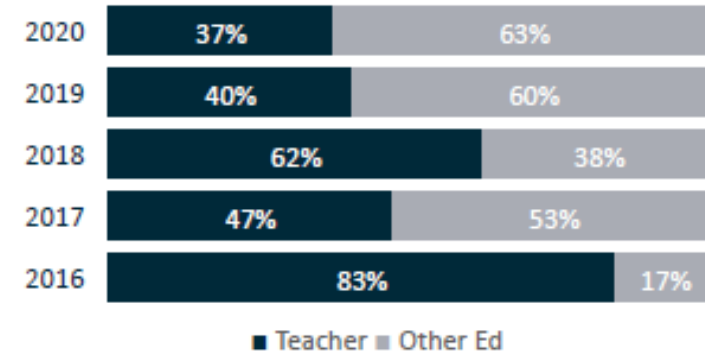




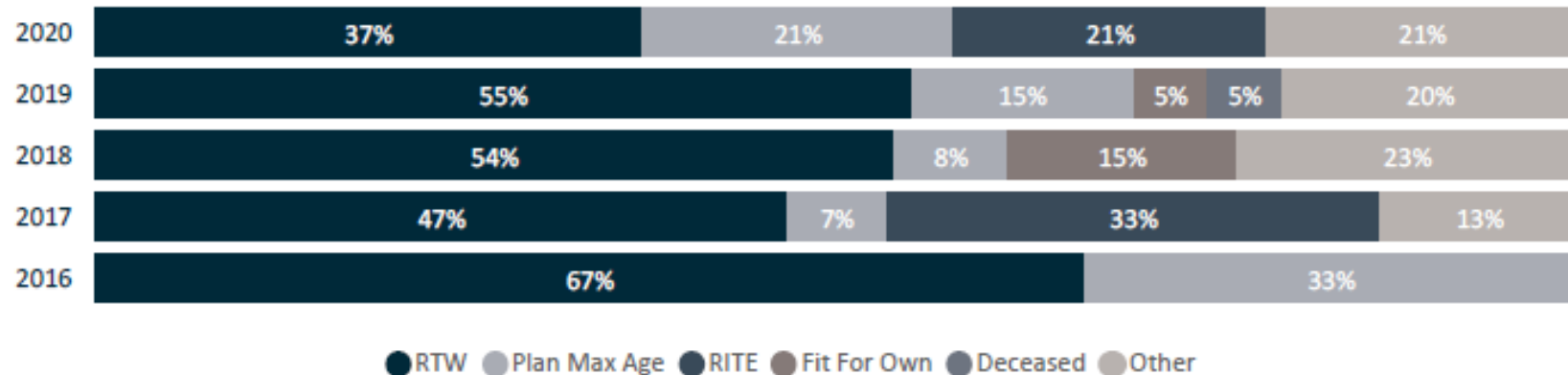
Extended Disability Benefit Caseload

Closed Cases

	2016	2017	2018	2019	2020
Total	6	15	13	20	19
Total Disability	6	8	11	11	15
Rehabilitation		7	2	9	4
Progressive					

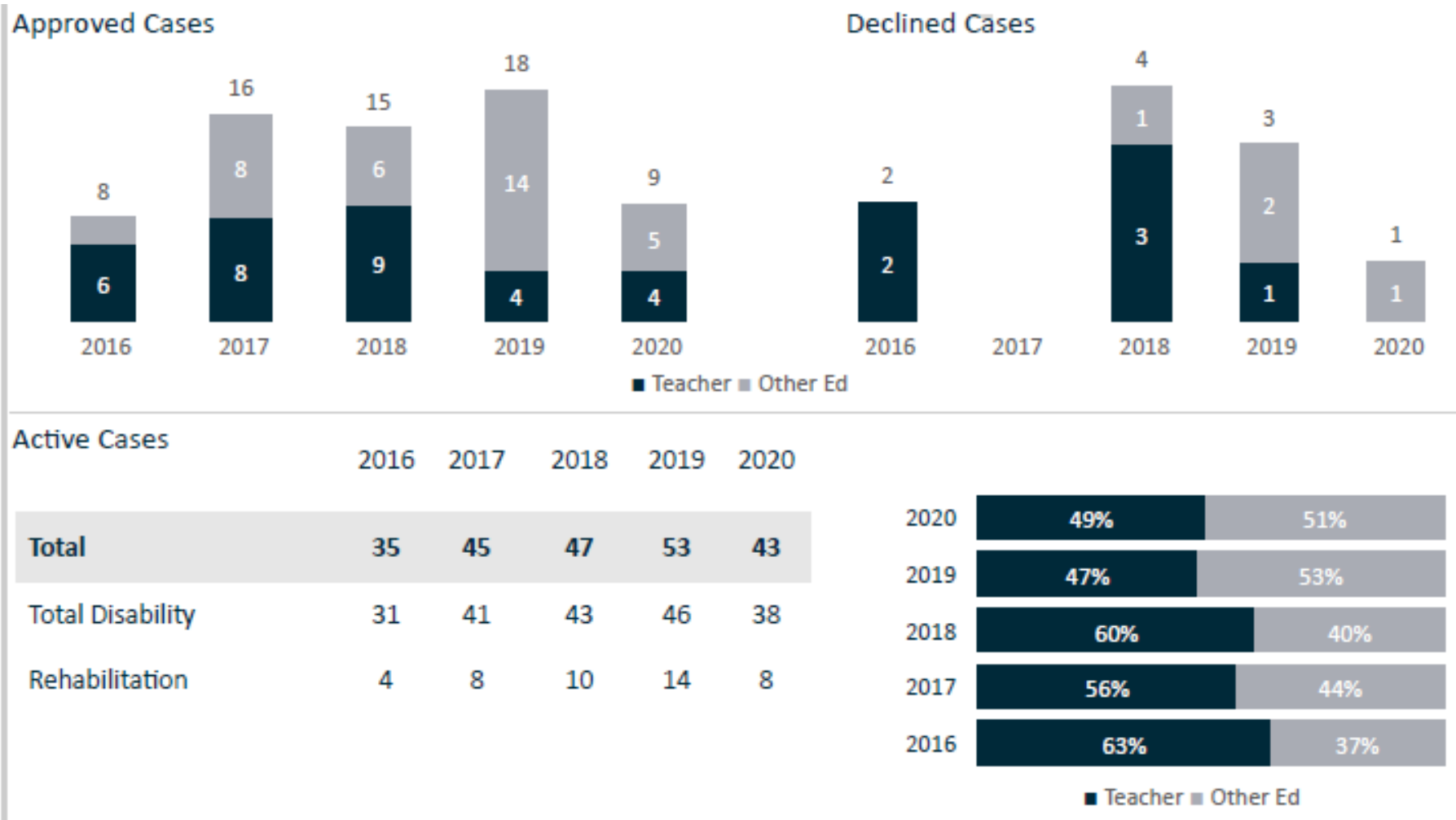


Reason for Closure





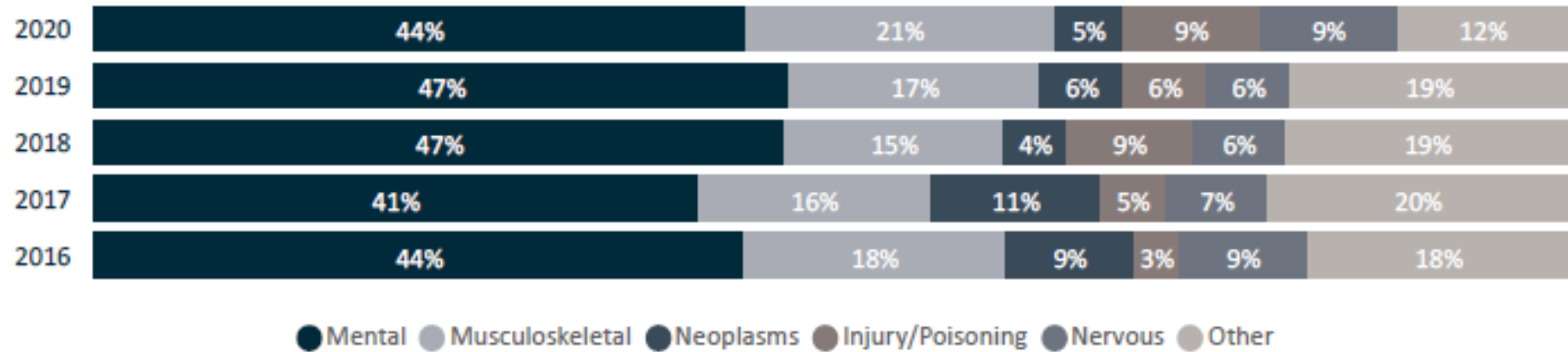
Extended Disability Benefit Caseload



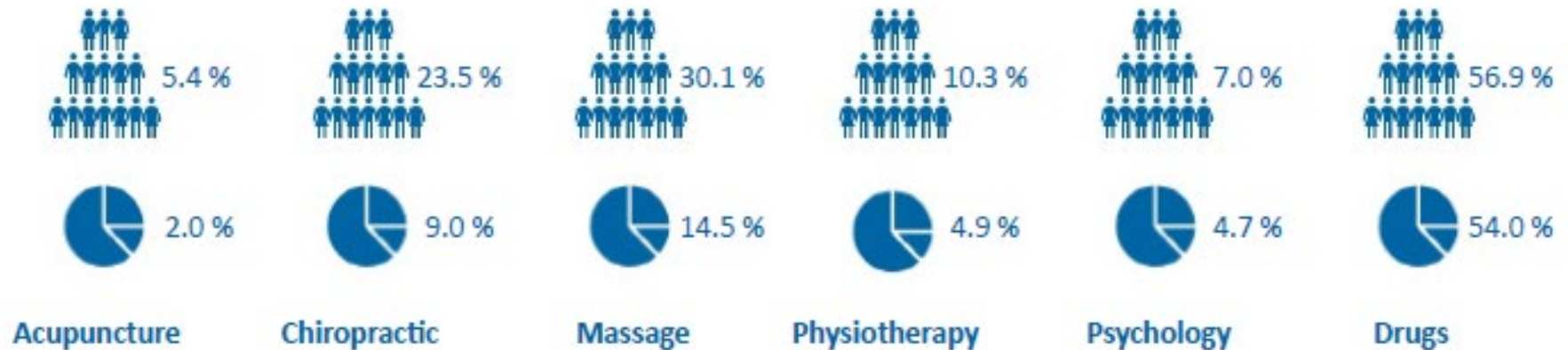


Extended Disability Benefit Caseload

Primary Diagnosis



Claimant Utilization 2020





EFAP Utilization Summary

Year to Date Service Utilization	5.53%	
Annualized Utilization	7.37 %	
Total New Cases	45.00	Percent
Counselling Services	33.00	73.3%
Depression Care	2.00	4.4%
Life Smart Coaching	10.00	22.2%
Employees Covered (Weighted)	814	
Active Cases in Period	49.00	
Benchmarks		
Homewood Health (HH)	8.29%	
Education(Prim)	9.58%	
Elementary & Secondary(Sec)	8.77%	



Be Well

EMPLOYEE WELLNESS PROGRAM

Wellness Program Updates


Employee Wellness Program

The *Be Well Employee Wellness* program aims to ensure the health and wellness needs and goals of employees are being met.

This includes:

- identifying the initiatives and strategies needed to achieve employee health and wellness goals;
- coordinate the engagement and implementation of health and wellness initiatives across the school division;
- identify potential barriers and propose strategies to improve participation in the wellness program; and
- review progress and results to evaluate program effectiveness.

Division-wide Initiatives

- Designated MHPSD Health and Wellness email account with updates to all staff.
 - Mental Health First Aid training for all executive, leadership, health and wellness champions, and other employees well-positioned to recognize emerging mental health issues.
 - Division-wide promotion of ASEBP benefit information and Homewood Health EFAP.
 - Planning for virtual or in-person learning opportunities on topics of interest (ie. nutrition, financial planning, stress management, etc.)
- 
- A large yellow triangle is positioned in the bottom right corner of the slide, pointing towards the top right.



FIGHT THE FLU

Flu Shots

- MHPSD hosted two on-site and one off-site flu clinics with community pharmacists.
- Approximately **160** people immunized in our clinics (open to MHPSD staff and their families).
- Every clinic successfully ran with MHPSD staff volunteers who ensured compliance with all COVID-19 protocols.
- Pharmacist's praised MHPSD for again hosting clinics that were organized and successful.
- Received positive feedback from staff who are appreciative of this initiative from MHPSD Wellness Committee.

Comprehensive School Health Teams

As part of our ongoing commitment to health and wellness in MHPSD, we have established Comprehensive School Health Teams (CSHT) at each Medicine Hat Public School Division site.

These teams are made up of:

- health champions (student rep)
- wellness champions (staff rep)
- success coaches
- family service liaison workers
- administrator (or delegate).

Comprehensive School Health Teams



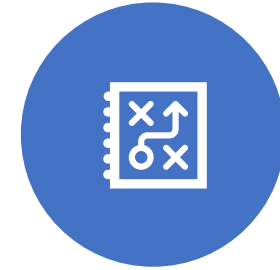
TEAMS MEET APPROXIMATELY
EVERY 6 WEEKS.



PLAN FOR BOTH STAFF AND
STUDENT HEALTH AND WELLNESS.



PROMOTES COLLABORATION
BETWEEN ALL MEMBERS WITH
STRATEGIES UNIQUE TO EACH SITE.



MEETING MINUTES ARE SUBMITTED
TO THE HWAA FOR A CHANCE TO
WIN \$200 TOWARDS SITE HEALTH
AND WELLNESS.



MHPSD Wellness Partnerships

- Next meeting January 12, 2022.
- Planning for remainder of 2021-22 school year.
- Obtaining feedback on successes/challenges of CSHT.

COVID RESPONSE





COVID-19 HR Response

- Substitute Graduate Teacher coverage – May 3, 2021
 - Hired 27 New graduates /Substitute teachers
 - 17 are still working for us
 - 1 Probationary Contract
 - 9 Temporary Contracts
 - 7 Substitute teachers
- Literacy/Numeracy funding
 - 19 positions were created
 - Current teachers – added to their FTE – 7
 - New teachers hired part-time – 9
 - New teachers hired full-time - 3
- Harm Reduction Policy/Update
- All staff posting
 - 5 Educational Assistants
 - 14 Teachers
 - 1 Vice-Principal
 - 2 Custodians
 - 4 clerical
 - 1 Risk management
- COVID-19 Additional Paid Leave for Care of a Dependent



Average Absences/Day for COVID-19 and Sick

- September -25 Staff
- October – 19 Staff
- November – 23 Staff

Substitute Staffing Shortages

Data – September 1 – November 19

- **Teacher Shortage**

- **6 days with substitute shortage out of 41 days**

- **EA Shortage**

- **31 days with substitute shortage out of 41 days**

- **Steps we are taking to resolve this.**

- **More recruitment**





Occupational Health and Safety

COVID – Back to School with Public Health Precautions

- Division plans, school specific plans and staff protocols
- Student and staff illness response flowcharts
- Collaboration with various groups to plan for their unique challenges: out of school care, K/ELP, Phys Ed, CTS, CELT
- Tracking and notification of self-reported positive cases
- Continuing with enhanced cleaning processes



Occupational Health and Safety

COVID – Ongoing tasks

- PPE ordering, inventory and supply
- Positive case notification, tracking, coordination with AHS, response
- OHS and public health inspections
- Mask exemption/accommodation requests
- COVID Harm Reduction policy implementation and exemption/accommodation requests
- In school, out of school, extracurricular, co-curricular and off-site activity processes
- Updating forms, plans and processes as public health restrictions changes