



# Staff Engagement

Date Approved: 2015

Projected Review Date: 2019

Page 1 of 3

## PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) is committed to supporting student success and well-being through high levels of staff participation, involvement and engagement.

## GUIDING PRINCIPLES:

- Involve, respect, recognize and value staff members as partners in student success and well-being.
- Foster the development of trustful and respectful relationships through collaboration and teamwork.
- Promote, encourage and engage in effective communication with all staff members.
- Develop and sustain a professional workforce that reflects the make-up of the student body in the Hamilton-Wentworth region.

## INTENDED OUTCOMES:

- Provide all staff with opportunities for professional learning, leadership development and performance management to support continuous improvement and engagement for all employee groups.
- Engage all staff in collaborative teams, both within and across departments and schools, to explore how they can assist each other and our community with supporting student achievement and well-being.
- Gather staff voice regularly to demonstrate our commitment to gathering input and to strengthen HWDSB as a Learning Organization.

## RESPONSIBILITY:

Director of Education  
Members of Executive Council

## TERMINOLOGY:

*Staff:* all individuals who agree to work on a full-time or part-time basis for HWDSB for a specified or indeterminate period of time. Salary or wages are paid to this individual and from this payment, deductions are taken for Canada Pension Plan, Income Taxes and Employment Insurance.

*Professional Learning:* a comprehensive, sustained, and intensive approach to improving employee effectiveness.



# Staff Engagement

Date Approved: 2015

Projected Review Date: 2019

Page 2 of 3

## ACTION REQUIRED:

This policy will support the way staff are motivated and encouraged to complete their work with commitment, satisfaction, pride and support for HWDSB's Strategic Directions.

## PROGRESS INDICATORS:

Data will be collected to measure the degree to which the intended outcomes contained in the Pillar Policy, specific policies and related policies have been achieved. The review will include but not be limited to the following key areas and related components:

Intended Outcome	Assessment
Provide all staff with opportunities for professional learning, leadership development and performance management to support continuous improvement and engagement for all employee groups.	<p>Staff and leadership development programs linked to HWDSB Strategic Directions are available for staff from various employee groups to attend.</p> <p>Data is gathered to measure participation and satisfaction/impact of programs on participants.</p>
Engage all staff in collaborative teams, both within and across departments and schools, to explore how they can assist each other and our community with supporting student achievement and well-being.	<p>Evidence of staff working in learning teams within and across all schools and departments.</p> <p>Achievement of strategies within HWDSB's Annual Operating Plan by schools and departments.</p>
Gather staff voice regularly to demonstrate our commitment to gathering input and to strengthen HWDSB as a Learning Organization.	<p>Staff voice survey is distributed to all staff annually and response rate and progress is measured.</p> <p>System leaders meet regularly to share progress with supporting the Board's Annual Operating Plan within their schools/departments.</p> <p>Feedback is gathered from stakeholders by service departments to measure how well they are meeting the Board's service standards regarding delivery of their service across the district.</p>



# Staff Engagement

Date Approved: 2015

Projected Review Date: 2019

Page 3 of 3

## REFERENCES:

### **Government Documents**

Municipal Freedom of Information and Protection of Privacy Act  
Ontario Human Rights Code

### **HWDSB Strategic Directions**

### **HWDSB Policies**

Engagement Pillar Policy  
Human Resources Pillar  
Respectful Working and Learning Environments Policy Procedure  
Staff Development  
Staff Retirement Recognition