AGENDA: 5:30 pm

1. Call to Order

2. Approval of the Agenda

3. Employee Strategic Wellness and Absence Management Plan

4. Resolution Into Private Session as per the Education Act, Section 207.2
   (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee member, an employee or prospective employee of the board or a pupil or his or her parent or guardian

5. Meeting resumes in public
EXECUTIVE REPORT TO
HUMAN RESOURCES
COMMITTEE

TO: HUMAN RESOURCES COMMITTEE

FROM: Manny Figueiredo, Director of Education

DATE: Tuesday, June 11, 2019

PREPARED BY: Jamie Nunn, Superintendent, Human Resource Services
Lori Steacy, Manager, Employee Support and Wellness

RE: Strategic Wellness and Absence Management Plan

Background
In July of 2018, The Hamilton Wentworth District School Board (HWDSB) contracted Workplace Medical Corp. (WMC) to provide an assessment of HWDSB’s current absence management program. In completing this assessment, WMC’s goal was to:

1. Evaluate and understand the current state of the existing program, including strengths and gaps.
2. Understand the drivers of the current state of absenteeism at HWDSB.
3. Identify opportunities to fill the gaps, ensuring the absence program was supporting all employees while maintaining a healthy and safe working environment.
4. Ensure the future HWDSB absence and disability management processes are consistent with best practices within the education sector.
5. Provide recommendations to bring the program in line with these best practices

The assessment provided the Board with 10 recommendations. These recommendations became the foundation for the development of our Strategic Wellness and Absence Management Plan.

Purpose
As reported to the Board in October 2018, one of the main priorities of the Human Resource Services Division this year was to ‘develop and implement a strategic wellness and absence management plan’.

The purpose of this strategic plan is to assist the Board to develop a road map for the implementation of the recommendations outlined in the assessment conducted by WMC in July 2018:

1. Manage the impact associated with the above average rate of absenteeism at the HWDSB
2. Improve the Board’s absence (and employee wellness) programs by implementing best practices
3. Apply sick benefits to employees in a fair and consistent manner
4. Reduce absence rates to be in line or below the education sector average by 2023.

Strategic Wellness and Absence Management Plan
The strategic initiatives outlined in our Strategic Wellness and Absence Management Plan stem from the 10 recommendations from Workplace Medical Corporation. Each initiative has a defined outcome(s), a person responsible for the initiative, and a deadline date. The initiatives are as follows:

1. Reorganize the Employee Support and Wellness (ESW) department.
2. Review current absence management tools and determine appropriate next steps.
3. Create new, where required, and update existing absence policies and related procedures.
4. Establish an absence management committee to oversee the program development
5. Develop an early intervention model within the HWDSB absence program to ensure we support all employees who are absent 5 (or more) consecutive days.
6. Utilize absence management tools to support safe and appropriate return to work that include functional or cognitive evaluations, ergonomic evaluations and independent medical evaluations.
7. Conduct a full analysis of the Workplace Safety and Insurance Board (WSIB) program to understand the increase in claim numbers, cost, and opportunities for improvement.
8. Make enhancements to the HWDSB occupational health program that includes: a review of the program to ensure compliance to Occupational Health and Safety Act (ii) conduct post-offer medical examination for higher risk roles (iii) develop a full set of Physical Demands Analysis (PDA) standard for higher risk positions that can be used for all medical assessments (post-offer assessments, medical surveillance assessments) and return-to-work coordination.
9. Develop a fulsome Wellness program.
10. Provide absence management training on an ongoing basis with absence stakeholders to ensure all policies and procedures are fully implemented and used in a fair and consistent manner.

**Strategic Plan Outcomes:**
Our Strategic Wellness and Absence Management Plan is designed to improve our current absence program to:
1. Implement a well-defined absence management-training program for all absence stakeholders that promotes consistency and confidence for any “people managers” involved in managing attendance.
2. Improve the culture surrounding attendance by supporting employees when absent. This is accomplished by reaching out in a consistent manner and asking, “how the HWDSB can support the employee” and consistently implement the policies and procedures.
3. Develop a comprehensive wellness program (supported by strong mental health options) for all HWDSB employees.
4. Reduce absence rate for our employees.

**Next Steps**
Continue to implement the Strategic Wellness and Absence Management Plan.