

AGENDA: 5:30 pm

1. Call to Order
2. Approval of the Agenda
3. Human Resource Services Division Staffing Update (Verbal report)
4. October 31st Enrolment Projections and Staffing
5. Employee Attendance
6. 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
7. Meeting resumes in public



EXECUTIVE REPORT TO HUMAN RESOURCES COMMITTEE

TO: HUMAN RESOURCES COMMITTEE

FROM: Manny Figueiredo, Director of Education

DATE: Tuesday, November 26, 2019

PREPARED BY: Jamie Nunn, Superintendent of Human Resource Services
Paul Baldwin, Manager, Staff and Human Resource Operations

RE: Secondary Enrolment & Staffing Update as of October 31, 2019

Action ☐

Monitoring ☒

Background

In September of each year, the Staffing and Operations department provides the Human Resources Committee an update on staffing for each of the Board's union groups for the previous school year. In addition, this report presents an update regarding any changes in staffing for September 2019. In addition to this update, there are two key staffing timeframes whereby staffing allocations are adjusted based on student enrolment. In elementary, we adjust staffing allocations at reorganization in mid-September and in secondary we adjust staffing allocations based on our enrolment snapshot on October 31st in preparation for the start of semester two (February 2020).

Secondary Enrolment by Schools & Alternative Education (October 31, 2019):

The following chart compares the average daily enrolment (ADE) the Board projected it would have in each secondary school and system program on October 31st compared to the actual number of students recorded on that date.

	2019-2020 Projected ADE	October 31, 2019 ADE	Difference October 2019 Projected to October 2019 Actual
	FTE	FTE	FTE
Ancaster High	1,144.00	1,153.75	9.25
Bernie Custis	1,130.00	1,078.50	-51.50
Dundas Valley	791.25	788.75	-2.50
Glendale	909.25	986.25	77.00
Nora Henderson	852.50	857.00	4.50
Orchard Park	955.25	957.75	2.50
Saltfleet	1,097.75	1,050.50	-47.50
Sherwood	1,108.25	1,115.75	7.50
Sir A MacNab	940.25	920.25	-20.00
Sir W Churchill	683.75	701.50	17.75
Waterdown	1,062.00	1,048.00	-14.00
Westdale	1,412.00	1,460.00	48.00
Westmount	1,278.00	1,254.25	-23.75
Alt Ed - Combined	189.50	176.75	-12.75
	<u>13,831.00</u>	<u>13,833.25</u>	<u>-4.75</u>

Staffing Implications

On April 1st, 2019, the Board declared 99 secondary teachers (80 FTE) redundant as of August 31, 2019 in accordance with the approved staffing level of 917.33 FTE for the 2019-2020 school year. While we have been able to recall a number of secondary teachers due to retirement and resignation of staff, 37 teachers (23.34 FTE) remain redundant to their permanent teaching line entitlement at the time of this report.

As the secondary enrolment snapshot is complete, the staffing process for semester two has begun. Human Resource Services staff are now supporting secondary principals to staff their schools for semester two based on this snapshot. All redundant secondary teachers will be offered long-term occasional contracts in semester two at the appropriate stage in the secondary staffing process.

The budget implications of the October 31st Ministry secondary enrolment snapshot will be discussed with trustees at a forthcoming Finance and Facilities meeting.

EXECUTIVE REPORT TO HUMAN RESOURCES COMMITTEE

TO: HUMAN RESOURCES COMMITTEE

FROM: Manny Figueiredo, Director of Education

DATE: Tuesday, November 26, 2019

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

RE: Employee Attendance Monitoring Report (September – October 2019)

Action ☐

Monitoring ☒

Background

The Ontario Auditor General carried out a Value for Money Audit (VFM) which included the Hamilton-Wentworth District School Board in the summer of 2017. The audit confirmed that sick days for school board employees increased 29% over the last five years. The increase in sick days (and accompanying replacement costs) has been a significant contributing factor to the Board's financial pressures. As reported in the audit, from the 2011/12 school year to the 2015/16 school year, HWDSB employee sick days increased 40% across all employee groups.

In July of 2018, The Hamilton Wentworth District School Board (HWDSB) conducted an assessment of HWDSB's absence management programs, practices and procedures. Workplace Medical Corp. (WMC) conducted the assessment with goals 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 recommendations. These recommendations became the foundation for the development of the Board's Strategic Wellness and Absence Management Plan. The Board approved the Attendance Management Policy 4.2 in April of this year.

Our Strategic Wellness and Absence Management Plan sets out goals which will have a significant impact on the implementation of our Strategic Directions by reducing employee absences by a minimum one half day year-over-year. Staff are on track to fully implement the Board Strategic Wellness and Absence Management Plan by January 2020.

Findings

Staff are encouraged to report a slight reduction in sick leave when we compare the number of sick leave absences from September and October 2018 to September and October 2019.

Timeframe	Average Number of Days
September – October 2018	2.11 days
September – October 2019	2.05 days
Difference	-0.06 days

Progress:

Staff implemented the Employee Support and Attendance Management Procedure in support of the Attendance Management Policy 4.2 on September 1, 2019. In accordance with the procedure, staff have:

- Implemented an Attendance Management Program. Within the program, all employees are supported and individual circumstances are reviewed on a case-by-case basis.
- Implemented a program to review the attendance statistics of all employees on a weekly and monthly basis.
- Developed an early intervention model to support staff who are absent from work five (5) or more consecutive days.

Next Steps

Staff will fully implement our Strategic Wellness and Absence Management Plan and Employee Support and Attendance Management Procedure and continue to provide monitoring reports to the Board.