

Virtual Meeting Norms:

- All callers are to place themselves on mute
- Roll call is in place for attendance and for questions

The audio portion of this committee meeting will be made available on our website the day following the meeting.

AGENDA: 4:00 pm

1. Call to Order
2. Approval of the Agenda
3. [Employee Attendance Update](#)
4. Adjournment from public session and 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*



EXECUTIVE REPORT TO HUMAN RESOURCES COMMITTEE

TO: HUMAN RESOURCES COMMITTEE

FROM: Manny Figueiredo, Director of Education

DATE: Wednesday, June 3, 2020

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

RE: Employee Attendance Monitoring Report (September 2019 – April 2020)

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.

In July of 2018, Hamilton Wentworth District School Board (HWDSB) assessed the board'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 which then 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 2019.

Our Strategic Wellness and Absence Management Plan sets out goals that supports our Strategic Directions by reducing employee absences by a minimum one-half day per year for four years. Staff are on track to implement the Board Strategic Wellness and Absence Management Plan.

Findings

Staff absences have reduced by 1.81 of a day when we compare the number of sick leave absences from September 2018 – April 2019 to the same time period this school year (September 2019 – April 2020). We recognize the impact of the Ministerial Order on this data.

Timeframe	Average Number of Days
September 2019 – April 2020	8.51
September 2018 – April 2019	10.31
Difference	(1.81)

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.
- Implemented an early intervention model to support staff who are absent from work five (5) or more consecutive days by reaching out and offering support for return to work.

Next Steps

During the current Ministerial Order to close schools, staff continue to provide support to staff as outlined within Employee Support and Attendance Management Procedure.

Staff are on track to implement the Strategic Wellness and Absence Management Plan by September 2020.