

Hamilton-Wentworth District School Board  
20 Education Court, P.O. Box 2558  
Hamilton, ON L8N 3L1

**AGENDA: 6:00 p.m.**

1. Call to Order
2. Approval of the Agenda
3. Land Acknowledgement
4. Employee Staffing Report
5. Employee Attendance Monitoring Report: September 2022 – May 2023

We acknowledge our presence on ancestral Anishinaabe and Haudenosaunee Confederacy land as determined by the Dish with One Spoon treaty.

The intent of this agreement is for all nations sharing this territory to do so responsibly, respectfully and sustainably in perpetuity.

We respect the longstanding relationships with the local Indigenous communities, the Mississaugas of the Credit First Nation and the Six Nations of the Grand River.



## EXECUTIVE REPORT TO HUMAN RESOURCES COMMITTEE

**TO:** HUMAN RESOURCES COMMITTEE

**FROM:** Sheryl Robinson Petrazzini, Director of Education

**DATE:** June 6, 2023

**PREPARED BY:** Jamie Nunn, Superintendent, Human Resource Services

**RE:** Employee and Staffing Update

**Action** **Monitoring** ☒

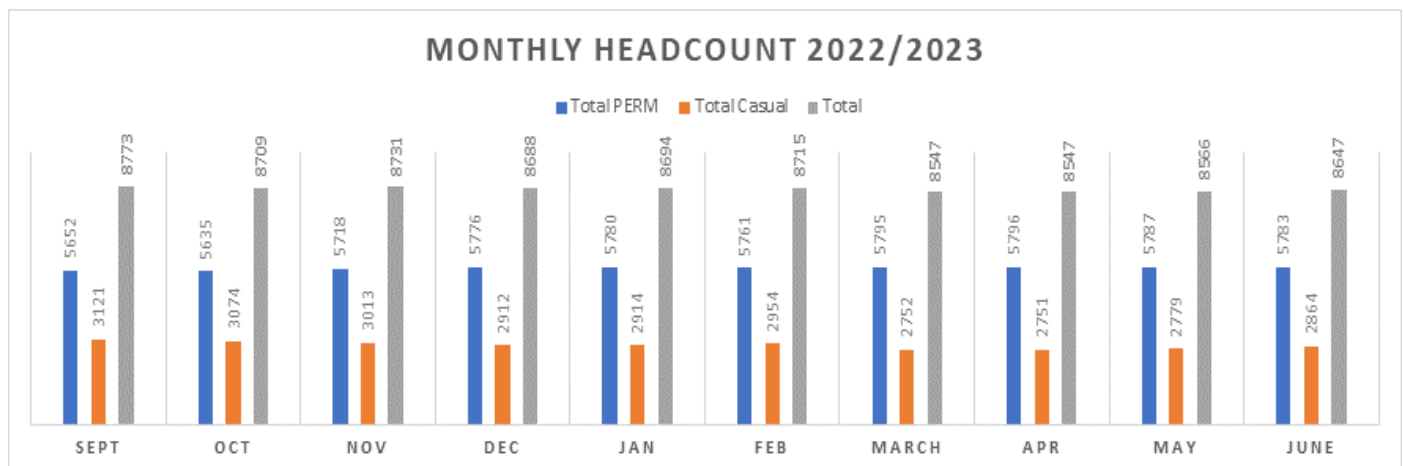
### Background

Human Resource Services continues to recruit and hire for occasional positions to maintain healthy pools of staff to call upon for daily positions. Human Resource Services continues this recruitment effort in response to both current vacancies and anticipated future positions due to a variety of factors including:

- Increase in elementary and secondary student enrolment.
- Additional positions funded through Support and Students funding (central bargaining);
- Additions positions funded through COVID Learning Recovery Funding and Non-GSN Funding (funding all school boards have received whereby drawing upon our current occasional pools)
- Employee demographics within certain employee groups.
- Need to expand our occasional pools given the growth in permanent positions.

### Total Number of Employees

As of June 1, 2023, HWDSB employs 8,647 employees (5,783 permanent and 2,864 casual staff) an increase of 101 from the last reporting period in April 2023.



### Recruitment

Human Resource Services continues the implementation of our spring recruitment efforts for the new school year. The following chart summarizes our recruitment targets and the current hiring levels for all employee occasional pools this school year (as of the time of this report):

Employee Group	Number of Individuals Hired in 2022-2023	Spring Recruitment Hiring Targets
Elementary Occasional Teachers	36	100
Secondary Occasional Teachers	60	100
Educational Assistants including Child and Youth Care Practitioners	116	120 / 10
Office and Clerical Workers	35	30
Caretaking Staff	6	40
Designated Early Childhood Educators	28	25

### Unfilled Daily Positions

Despite the Board's ongoing recruitment efforts to maintain healthy pools of occasional staff, staff are unable to fill all posted vacancies on a daily basis. There are a number of reasons for this, including:

- HWDSB is within a large urban setting neighboring on school boards that are all actively recruiting for all positions.
- All school boards have received Ministry COVID-19 funding (and potentially used their reserves) to lower class sizes or hire additional staff (many of whom may already be HWDSB occasional/casual employees thus unavailable for HWDSB occasional or long-term occasional work).
- The Board continues to be in a permanent hiring stance for all employee groups and will be for the duration of this entire school year. As we continue to hire from our pools, it will reduce the number of staff available for daily occasional work if we are unable to recruit enough staff to backfill these occasional pools (despite ongoing recruitment).
- Occasional/casual staff have made the professional decision to take a leave from work in the education sector at this time given the uncertainties of the pandemic and the return to in-person learning. Staff may also have found temporary seasonal work or similar work, however, in a different sector.
- Compared to teachers, hourly rates differ between school boards for Education Workers.

### Overall Fill Rates: September 2022-May 2023:

The following chart summarizes the overall fill rates by occasional staff members from September 2022- May 2023:

Month	Overall Fill Rate	Teacher Fill Rate*	Elementary Teacher	Secondary Teacher	Education Worker Fill Rate**	Educational Assistant	DECE	OCTU	CUPE
Sept 2022	85%	96%	97%	94%	72%	48%	93%	89%	87%
October 2022	79%	92%	91%	92%	63%	36%	76%	84%	79%
Nov 2022	71%	80%	80%	80%	57%	32%	69%	80%	78%
December 2022	69%	80%	81%	77%	56%	31%	68%	79%	69%
January 2023	78%	91%	91%	92%	64%	34%	80%	95%	80%
February 2023	74%	84%	83%	87%	60%	30%	73%	92%	78%
March 2023	74%	82%	81%	85%	62%	32%	84%	92%	76%
April 2023	74%	79%	78%	83%	66%	41%	75%	88%	87%
May 2023	72%	77%	74%	84%	64%	40%	88%	93%	77%

(\*) – Includes all permanent elementary and secondary Teachers and Teachers in long-term occasional assignments.

(\*\*) – includes all permanent Education Workers and Education Workers in long-term occasional assignments (Educational Assistants, Child and Youth Care Practitioners, Designated Early Childhood Educators, Office and Technical Workers and Caretakers). Further, in some employee groups, not all absences are covered on the first day of absence.

### Next Steps

Human Resource Services will fully implement their spring recruitment plan and will continue to recruit for our occasional pools to minimize the number of unfilled teaching and support positions.

**TO:** HUMAN RESOURCES COMMITTEE

**FROM:** Sheryl Robinson Petrazzini, Director of Education

**DATE:** March 28, 2023

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

**RE:** Employee Support Attendance Report: September 1, 2022 – February 28, 2023

## Background

Personal illness or “sick leave and short-term disability leave” is an entitlement in Collective Agreements and Terms and Conditions of employment. The agreements also provide entitlements for staff to access sick time to attend medical and dental appointments. The Employee Support and Wellness (ESW) department provides individualized support to staff related to medically related workplace accommodation needs and absences for medical reasons. ESW also oversees additional programs to support staff, including attendance support and staff wellness.

### Staff Findings: Personal Illness Absences

For the first six months of the 2022-23 school year, September 1, 2022 – February 28, 2023, permanent Board employees on average utilized 9.38 personal illness days. Relative to September 1, 2021, to February 28, 2022, this is increase of 1.26 days. Of this increase, 0.19 average days is attributed to an increase in medical and dental appointments in comparison to the prior school year. The HWDSB attendance rate is a review of personal illness, medical appointments, and dental appointments pursuant to central sick leave collective agreement provisions. The chart below summarizes the average personal illness days per employee, year-over-year.

[illegible]

**Staff Observations**

We continue to observe an increase in the number of short-term sick leave days. This increase is observed in both absences due to personal illness and absences due to medical and dental appointments.

In addition, the Employee Support and Wellness (ESW) Department continues to support staff with accommodations and safe and early return to work planning. Through these processes, staff have observed an increase in overall sick leave usage, including sporadic illness, extended medical leaves of absences, or increased medical accommodation needs which can be attributed to delays in accessing and/or receiving health care, treatment, and medical procedures. Further, staff have observed an increase in both sporadic sick leave usage and short-term sick leave usage attributed to mental health.

**Next Steps**

ESW is continuing to support staff through a number of programs including early intervention, workplace accommodation, attendance support, and disability management to promote a safe remain-at-work or return-to-work while working with our staff, system leaders, union leaders, and health care practitioners to remove barriers which may prevent employees from regularly attending work.

Staff will continue to provide attendance monitoring reports to the Board as well as updates on staff support and wellness programming.