

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: 6:00pm

1. Call to Order / Roll Call
2. Land Acknowledgement
3. Approval of the Agenda
4. Conflict of Interest
5. Employee Attendance and Absence Management Plan
6. Staffing and Operations and Professional Development and Recruitment Update
7. Workplace Violence Summary
8. Resolution into Private Session as per the Education Act, Section 207(2)
A meeting of a committee of a board, including committee of the whole board, may be closed to the public when the subject/matter under consideration involves,
 - a) the security of the property of the board;
 - b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
 - c) the acquisition or disposal of a school site;
 - d) decisions in respect of negotiations with employees of the board; or
 - e) litigation affecting the board. R.S.O. 1990, c.E.2,s.207 (2);2021, c. 4, Sched.11, s. 7 (1)

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: January 30, 2024

PREPARED BY: Jason Alexander, Executive Officer, Human Resources and Staff Well-Being
Lety Goddard, Senior Manager, Human Resources and Staff Well-Being
Lana Zekonjic, Manager, Employee Support and Wellness Officer

RE: Employee Attendance and Absence Management Plan

Action

Monitoring X

Background

To support HWDSB staff wellness and improve staff absences rates related to personal illness, the HWDSB Strategic Wellness and Absence Management Plan was implemented in September 2019. The plan sets out specific goals to reduce personal illness usage and support staff.

For reference purposes, personal illness or “*sick leave and short-term disability leave*” is an entitlement in Collective Agreements and Terms and Conditions of employment. Such agreements provide entitlements for staff to access personal sick time to attend personal medical and dental appointments. The Employee Support and Wellness Department provides support to staff on a case-by-case basis related to medical absence and medically supported accommodation needs in the workplace.

Staff Findings: Personal Illness Absences

- For the first four months of the 2023-24 school year, September 1 to December 31, 2023, permanent Board employees on average utilized 6.07 personal illness days.
- Relative to September 1 to December 31, 2022, this is decrease of 0.15 days ([Appendix I](#)).
- HWDSB attendance rate is a review of personal illness, medical appointments, and dental appointments pursuant to central sick leave collective agreement provisions.
- [Appendix I](#) Summarizes attendance rate data for personal illness.

Staff Observations

The Employee Support and Wellness (ESW) Department continues to support staff with return-to-work planning and accommodations. Some observations impacting the wellbeing of staff include but are not limited to:

- Surgery and medical procedure delays from the pandemic continue, prolonging some sick leave durations.
- Increased precautions with regards to illness and transmission resulting in shorter term absences.
- Increased number of staff receiving early intervention communication from Employee Support and Wellness.
- Experienced delays within the health care system to access treatment for emotional and physical health conditions, such as delays with surgical medical procedures, longer wait times to access health care resources, shortage of mental health resources for community to access.
- Pre-existing health conditions that have been exacerbated due to the pandemic and we are seeing a slight increase in personal illness absences resulting in increased sporadic illness absences and extended medical leave of absence and/or increased workplace accommodation needs.

2022-2023 SBCI Absence Study

HWDSB along with sixty-one (61) other Ontario School Boards participated in the School Board Co-Operative Inc. (SBCI) 2022-2023 study.

This study provides participating school boards with six years' comparative data analysis (2017-2018 to 2021-2023) of sick leave utilization along with benchmarking relative of the average absenteeism of other participating schoolboards.

- This study enables us to identify changes in the magnitude of sick leave utilization, disaggregated by employee group, over a 6-year period relative to the sick leave utilization of other participating school boards.
- Sick leave utilization decreased from 16.30 days in 2021-2022 to 15.89 days in 2022-2023, a year-over-year decrease of 2.6%.
- HWDSB magnitude of absence was 17.52 days per permanent employee in 2022-23 ([Appendix II](#)).

Next Steps

The Employee Support and Wellness Department continues to monitor attendance rates. The department supports staff through best-practice early intervention programs, workplace accommodation programs, attendance support programs, and disability management programs to promote a safe return to work while working with our staff, system leaders, union leaders, and medical practitioners to further support and remove barriers, which may prevent employees from regularly attending work.

To continue promoting and supporting employee wellness, ESW continues to expand the new Staff Wellness and Absence Management Program implemented on September 1, 2022, in partnership with the Staff Wellness Advisory Committee. The committee consists of representation from all HWDSB employee groups and serves to provide strategic advice on the development, implementation, and assessment of key staff wellness program initiatives.

They also continue to work closely with our Employee and Family Assistance Provider (EFAP), Homewood Health, in promoting available resources and services to support HWDSB staff through a variety of avenues. Homewood Health offers a variety of well-being programs and services to support employees in their wellness journey both within the workplace and in their personal life. Examples of services include life coaching, counselling, interactive educational tools, health and wellness assessments, access to a library of health, life balance and workplace articles, crisis response, and more. Homewood Health is a confidential service available to all HWDSB employees and their dependents, 24/7 and is free of charge to the employee.

Staff will continue to provide attendance-monitoring reports to the Board including the steps taken to support all staff with the implementation of our Staff Wellness plan.

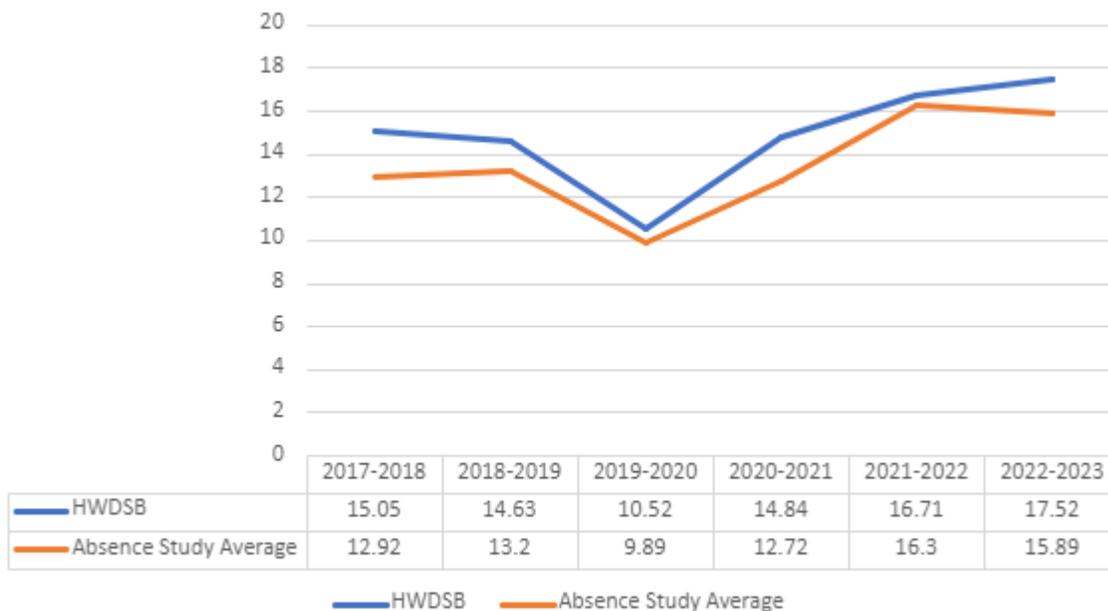
Appendices

Appendix I – Overall Personal Illness Attendance Rate

(Personal Illness, Medical + Dental Appointments Sep-Dec)

Date	Average Number of Personal Illness Days
September 1 - December 31, 2022	6.22
September 1 - December 31, 2023	6.07
Difference	-0.15

Appendix II – Magnitude of Absences - HWDSB in Comparison to Study Average 2022-2023





EXECUTIVE REPORT TO HUMAN RESOURCES COMMITTEE

TO: HUMAN RESOURCES COMMITTEE

FROM: Sheryl Robinson Petrazzini, Director of Education

DATE: January 30, 2024

PREPARED BY: Jason Alexander, Executive Officer, Human Resource and Staff Well-Being
Lety Goddard, Senior Manager, Human Resource Staff Well-Being
Lara Gallagher, Manager, Staffing and HR Operations
Joseph Wrigley, (Acting) Manager, Professional Development and Recruitment

RE: Staffing and Operations and Professional Development and Recruitment Update

Action

Monitoring

Background

The Human Resource Services and Staff Well-Being Department is committed to supporting the Multi-Year Strategic Direction. As a division, Human Resource Services plays an integral role in each of the priorities. Within Human Resource Services and Staff Well-Being, the Staffing and Operations and Professional Development and Recruitment departments co-lead the major functions within the division to recruiting and staffing qualified individuals for various roles within the organization. In November of each school year, the Staffing and Operations and Professional Development and Recruitment departments provide an update regarding staffing levels.

Staffing Update

Elementary

Professional Development and Recruitment continue to recruit for Elementary Occasional Teachers in all qualifications, with a focus on French, English as a Second Language, Junior, and Intermediate qualifications. Our data indicates that the unfilled daily absence rates are increasing. We are continually monitoring daily and replenishing the occasional list as required.

Secondary

Professional Development and Recruitment continue to recruit for Secondary Occasional Teachers in all qualifications, with a focus on all Technological Studies subjects, Math, English, French and Science. Unfilled daily absences have remained constant and are continually monitored.

Educational Assistants

An additional ten temporary itinerant LTO positions were approved mid-December for the remainder of the school year. These temporary positions will have two itinerant LTO Educational Assistants in each family of schools. The itinerant LTO will be in one of the designated schools within the family of schools for days or weeks at a time. Their assignment may also involve being moved to a location within the family of schools in the morning to support another school in the family. These itinerant positions were posted and filled for January 8, 2024.

Professional Development and Recruitment continues to recruit and hire into the EA casual pool to fill daily absences and long-term assignments.

Additional Positions

Since the beginning of the 2023-24 school year, the Board has posted 40 temporary and/or permanent OCTU positions and has added over 43 casual CUPE new hires. In addition, there have been over 14 permanent and 2 temporary PASS hires.

Total Workforce

As of December 31, 2023, the total number of employees working for Hamilton-Wentworth District School Board is 8,696 people (6,009* permanent employees; 2,687* occasional or casual staff). This represents an increase of 114 permanent employees and a reduction of 54 in Occasional staff. Some of the reduction in occasional/casual staff is due to the removal of uncertified teachers who did not apply for a transitional OCT status by the December 31, 2023 deadline.

* As this is a head count the number fluctuates based on the date the data is retrieved

Fill rates for October 30 to December 15, 2023, of the 2023-2024 school year

Fill rates up to December 15, 2023, are approximate 82% for teachers and approximately 67% for Education Workers.

Our pressure points continue to be Educational Assistants and Caretaking groups.

Recruitment and Onboarding

During the 2023-2024 academic year, Hamilton-Wentworth District School Board (HWDSB) is committed to maintaining a year-round recruitment process to aptly address the dynamic needs of our schools and departments. Between November and December, HWDSB successfully onboarded 106 new casual staff members.

Throughout the winter recruitment phase, our active involvement in a sequence of job fairs and informational sessions has been pivotal. The focus of the winter job fairs will be concentrated on recruiting for French, Technology, and Computer Science teachers. These platforms have not only facilitated the dissemination of information about HWDSB's culture and present job openings but have also served as a conduit to articulate the Board's values. Specifically, we prioritize discussions surrounding Equity and Indigenous Educational Wellness.

Educational Assistant Recruitment

HWDSB had the privilege of hosting Educational Assistant candidates at an in-person hiring fair on December 2, 2023. From this event, 33 candidates received offers of employment, of which, 11 have been fully onboarded and are ready to start working immediately and 22 are in process and will be available to start in January 2024.

Addressing the demand for Educational Assistants remains a priority. HWDSB has instituted a continuous recruitment process for Casual Educational Assistants. This approach encompasses successive interview rounds coupled with targeted outreach initiatives directed towards post-secondary institutions and community partners whom we have been building and strengthening positive working relationships with.

Community Partnerships

The cultivation of enduring, reciprocal relationships with community partners remains at the forefront of our priorities. In tandem with community partners, including our college collaborators, HWDSB persistently provides opportunities for student placements across a plethora of program areas, including Early Childhood Education (ECE), Educational Assistant (EA), Human Resources (HR), and Office Administration. Further, we work with community partners to encourage their clients to apply for roles with HWDSB and continue to have discussions on how we can best support them during the hiring process.

In-Person Orientation

HWDSB's Professional Development and Recruitment Department remains dedicated to offering regular orientation sessions for new staff. Between June and October, we held four sessions, complementing the mandatory onboarding on the HUB. We are currently preparing for the next Orientation session in March 2024. This will provide recently hired staff a chance to connect with peers and meet multiple HWDSB departments and union groups.



EXECUTIVE REPORT TO HUMAN RESOURCES COMMITTEE

TO: HUMAN RESOURCES COMMITTEE

FROM: Sheryl Robinson Petrazzini, Director of Education

DATE: January 30, 2024

PREPARED BY: Jason Alexander, Executive Officer, Human Resource and Staff Well-Being
Lety Goddard, Senior Manager, Human Resource and Staff Well-Being
Matthew Kwan, Manager, Occupational Health and Safety

RE: Workplace Violence Summary

Action Monitoring

Background

As a follow-up to a request at the Human Resources' Committee on May 18, 2018, staff are to provide an annual summary of workplace violent incident reporting statistics. The following tables can be found in [Appendix A](#).

[Table 1](#) - Comparison of Violent Incident Reports by Panel

[Table 2](#) - Comparison of Violent Incident Reports by Occupational Group

[Table 3](#) - Comparison of Violent Incident Reports received by Grade

Definition of Workplace Violence

The Ministry of Labour, Immigration, Training and Skills Development defines workplace violence as:

- a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,*
- (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,*
- (c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.*

Notes About the Data

- Data focuses on the Occupational Health and Safety Act (OHSA) definition of workplace violence. Not Criminal Code or Ministry of Education definitions
- Labour and COVID-19 disruptions skew data from 2019-2020 and 2020-2021 school years.
- Some reports are do not meet the Ministry of Labour, Immigration, Training and Skills Development's definition, shown above.
- HWDSB does not determine if a report of workplace violence meets the threshold of workplace violence.
- Many school boards do not share information on incidents categorized as *no injury* or *first aid*.

Next Steps

Specialized Services

Superintendent Sharon Stephanian will be leading a review of the programs, services and supports offered to schools in responding to challenging behaviour.

Training for Staff

Behaviour Management Systems (BMS) Training is being expanded for the 2023-2024 school year resulting in:

- Training capacity that has more than doubled
- Casual and newly hired Educational Assistants being offered paid BMS training; and
- Increasing training opportunities for other impacted classroom educators and for all school administrators.

Procedural Changes

Changes to Board procedures are being implemented this year, following this springs Ministry of Labour, Immigration, Training and Skills Development initiative that focused on workplace violence in the education sector.

Appendix A

Table 1

Comparison of Violent Incident Reports by Panel

ELEMENTARY SCHOOL STAFF					
YEAR	First Aid	Health Care	Lost Time	No Injury	Total
2018/2019	87	37	38	2213	2375
2019/2020	63	29	28	1551	1671
2020/2021	63	18	17	994	1092
2021/2022	118	43	40	1518	1719
2022/2023	337	45	33	3027	3442
SECONDARY SCHOOL STAFF					
YEAR	First Aid	Health Care	Lost Time	No Injury	Total
2018/2019	9	7	14	155	185
2019/2020	30	5	10	177	222
2020/2021	16	7	12	236	271
2021/2022	21	8	3	301	333
2022/2023	162	4	12	710	888

Note: Table 1 does not include non-school incidents

Table 2

Comparison of Violent Incident Reports by Occupational Group

ELEMENTARY TEACHERS					
	First Aid	Health Care	Lost Time	No Injury	Total
2018/19	14	9	11	533	567
2019/2020	13	7	8	412	440
2020/2021	18	6	3	128	155
2021/2022	26	15	6	334	381
2022/2023	71	19	14	620	724
SECONDARY TEACHERS					
	First Aid	Health Care	Lost Time	No Injury	Total
2018/19	2	3	4	44	53
2019/2020	12	1	3	48	64
2020/2021	4	1	2	44	51
2021/2022	12	4	0	112	128
2022/2023	48	3	10	248	309
CHILD AND YOUTH CARE PRACTITIONERS AND EDUCATIONAL ASSISTANTS					
	First Aid	Health Care	Lost Time	No Injury	Total
2018/19	69	27	33	1672	1801
2019/2020	61	22	23	1126	1232
2020/2021	54	17	24	981	1076
2021/2022	94	29	33	1243	1399
2022/2023	331	57	42	2588	3018
DESIGNATED EARLY CHILDHOOD EDUCATORS					
	First Aid	Health Care	Lost Time	No Injury	Total

2018/19	5	0	0	104	109
2019/2020	4	1	0	107	112
2020/2021	1	1	0	48	50
2021/2022	4	0	3	102	109
2022/2023	16	2	5	155	178
ALL OTHER EMPLOYEE GROUPS					
PRINCIPALS AND VICE-PRINCIPALS, PSSP, CUPE, PASS, SUPERINTENDENTS, NON-UNION CCE, OCTU, PROJECT SEARCH AND FOCUS ON YOUTH					
	First Aid	Health Care	Lost Time	No Injury	Total
2018/19	6	5	3	47	61
2019/2020	3	3	4	34	44
2020/2021	2	0	0	29	31
2021/2022	3	2	2	31	39
2022/2023	7	4	3	51	65

Table 3

Comparison of Violent Incident Reports received by Grade

GRADE	2021/2022	2022/2023
FDK	22%	19%
GRADE 1	11%	12%
GRADE 2	6%	7%
GRADE 3	13%	9%
GRADE 4	8%	13%
GRADE 5	4%	5%
GRADE 6	3%	3%
GRADE 7	1%	1%
GRADE 8	1%	1%
GRADE 9	1%	2%
GRADE 10	2%	0.4%
GRADE 11	0.4%	0.5%
GRADE 12	0.2%	0.3%
SELF-CONTAINED CLASS – ELEMENTARY	10%	8%
SELF-CONTAINED CLASS– SECONDARY	15%	19%

Note: Data sorted by grade can be skewed by individual students with a high number of incident reports