



**AGENDA: 4:30 p.m.**

- I. Call to Order/Roll Call
2. Land Acknowledgement
3. Approval of the Agenda
4. Human Resources Work Plan
5. Employee Recruitment and Staffing Update
6. Employee Attendance Monitoring Report
7. Adjournment 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*

HUMAN RESOURCES WORK PLAN 2024-2025	
DATE	OPEN
October 29, 2024	Human Resources Structure and Portfolios Recruitment & Staffing Update Employee Attendance Monitoring Violence in the Workplace - Employee Incident & reporting stats
January 15, 2025	Recruitment & Staffing Update Employee Attendance Monitoring
April 1, 2025	Recruitment & Staffing Update Employee Attendance Monitoring
June 2, 2025	Recruitment & Staffing Update Employee Attendance Monitoring



## HUMAN RESOURCES COMMITTEE REPORT

June 2, 2025

### Employee Recruitment and Staffing Update

Submitted By: Sheryl Robinson Petrazzini

Prepared By: Jason Alexander, Executive Officer, Human Resource Services and Staff Well-Being  
 Lety Goddard, Senior Manager, Human Resource Services and Staff Well-Being  
 Lara Gallagher, Manager, Staffing and Recruitment, Human Resource Services and Staff Well-Being

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#### Recommendation:

That the Recruitment and Staffing report be received as information.

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#### Background:

The Human Resource Services and Staff Well-Being Department is committed to supporting the Multi-Year Strategic Directions. As a Division, Human Resource Services plays an integral role in each of the priorities. Within Human Resource Services and Staff Well-Being, the Recruitment and Staffing department leads functions to recruit and staff qualified individuals for various roles within the organization.

#### Status:

##### Elementary & Secondary Teachers

Secondary staffing is on track, with in-school staffing meetings wrapping up by April 29 and surplus notifications by May 1. Staffing will be finalized through placement meetings and reviews in June. Summer programming and Indigenous Education course planning are also underway.

Elementary staffing timelines are progressing as scheduled. Recruitment efforts for Occasional Teachers are ongoing, with a focus on creating pathways for current OTs to secure permanent positions by mid-June.

##### Additional Positions

As of April 30, 2024, there has been 15 additional temporary/permanent OCTU positions, 8 temporary/permanent PASS positions and 14 permanent CUPE positions that have been filled through postings.

**BE YOU. BE EXCELLENT.**

In partnership with Professional Development & Employee Experience, Recruitment and Staffing successfully hosted a highly engaging and impactful resume writing and interview skills workshop for all OCTU staff. The event was exceptionally well-received, creating a positive and empowering experience for everyone involved.

### Total Workforce

As of April 30, 2025, the total number of employees working for Hamilton- Wentworth district school board is 8,893 staff (5,884 permanent employees; 3,009 occasional or casual staff).

### Fill Rates

Fill rates up to April 30, 2025, are approximately 89% for Teachers (Elementary, Secondary, LTO Elementary, LTO Secondary) approximately 67% for Education Workers (CUPE, DECE, EA, CYCP, OCTU) and for all other positions are approximately 71%.

Our challenge in filling available occasional jobs continues to be the Educational Assistant group.

### Recruitment and Onboarding

The Recruitment department continues to navigate the flurry of Spring recruitment. Below is an update on our March-April (and some of May) recruitment efforts:

<b>Employee Group</b>	<b>Interview Month</b>	<b># applied to posting</b>	<b># invited to interview</b>	<b># interview accepted</b>	<b># successful</b>	<b># processed to staffing</b>
Educational Assistants (COPE)	March (mini-interview)	169	18	16	10	2
Educational Assistants (COPE)	April	169 (same posting)	88	75	TBA	TBA
Clerical (OCTU)	March	145	77	57	36	31
Summer Horticulture (CUPE)	March	105	32	23	13	3
Summer Cleaner (CUPE)	March	322	132	121	59	TBA
Occasional Elementary (HWETL)	April	302	111	108	88	TBA
Occasional Secondary (OSSTF)	April	222	44	43	40	TBA
CYCP (COPE)	May	TBA	TBA	TBA	TBA	TBA
<b>TOTAL:</b>		<b>1265</b>	<b>502</b>	<b>443</b>	<b>246</b>	<b>36</b>

### Current Recruitment

We are currently hiring for casual Educational Assistants and will open hiring for Child and Youth Care Practitioners on May 2, 2025.

### Next Steps in Recruitment

The team is building community connections and will be attending the YMCA's "Aspire and Achieve" event for youth ages 16-19 to learn more about the job market in Hamilton. We have also started a new partnership with the Canadian National Institute for the Blind and their "[Come to Work](#)" program.

We will be facilitating an interview information session for COPE employees to help them prepare for permanent interviews. This work aims to improve preparedness and retention of our staff through capacity building.

All of this is being done in addition to the ongoing development of the "Equitable Recruitment" training module and the creation of asynchronous learning for Casual OCTU staff to assist them in their journey from casual to permanent employees.

### **Financial Implications:**

There are no incremental financial implications as a result of this report.

### **Strategic Directions:**

#### **Upholding Human Rights, Safety & Well-Being**

*We will support all students and staff to feel safe and secure in our classrooms and school communities.*

#### **Building a Sustainable Education System**

*We will adapt to a rapidly changing world through responsible fiscal management, investing equitably in accessible and sustainable facilities, and supporting a robust workforce.*



## HUMAN RESOURCES COMMITTEE REPORT

June 2, 2025

### Employee Attendance Monitoring Report

Submitted By: Sheryl Robinson Petrazzini, Director of Education

Prepared By: Jason Alexander, Executive Officer, Human Resource Services and Staff Well-Being

Lety Goddard, Senior Manager, Human Resource Services and Staff Well-Being

Mary Marchionda, Manager, Employee Support and Wellness

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#### Recommendation:

That the Employee Attendance Monitoring report be received as information.

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#### Background:

In September 2019, staff implemented the HWDSB Strategic Wellness and Absence Management Plan to support staff wellness and promote improvement in staff absence rates related to personal illness. The goal is to support staff early toward early and safe return to work and reduce personal illness usage. This report monitors the status of HWDSB's progress towards the goals implemented under the Strategic Wellness and Absence Management Plan.

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 sick time to attend 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.

#### Status:

##### Staff Findings: Personal Illness Absences

- HWDSB has seen a decrease in employee absence rates related to personal illness from September 2024 to April 2025 in comparison to the same time period in the 2023-24 school year.

- During this time period in the 2024-25 school year, the average permanent Board employee utilized 11.68 personal illness days per 1.0 FTE. In comparison, the average was 12.83 days during the 2023-24 school year. This is a decrease of 1.15 days per 1.0 FTE (*Appendix I*).
- The HWDSB attendance rate is a review of personal illness, medical appointments, and dental appointments pursuant to central sick leave collective agreement provisions.

### 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:

- Increased precautions with regards to illness transmission resulting in increased short-term absences.
- Delays within the health care system to access treatment for emotional and physical health conditions, including surgical medical procedures, longer wait times to access health care resources, and shortage of mental health resources for community to access.
- Pre-existing health conditions that have been exacerbated due to the pandemic. Some staff may also take precautions by avoiding these exacerbations outright resulting in absences.
- We are seeing an increase in personal illness absences resulting in increased sporadic illness absences and a high number of workplace accommodation cases.
- Short-term disability case incidence rate continues to decrease. The decrease is significant over a four-year period.

### Next Steps

ESW will continue to support staff with safe return to work while working with our staff, union leaders, medical practitioners, and Homewood Health to further support and remove barriers which may prevent employees from regularly attending work. These efforts will include continued emphasis on identifying early return-to-work and stay-at-work opportunities.

Current short-term disability case trends will continue to be monitored to guide the strategic direction of the Employee Support and Wellness department in its pursuit of absence rate goals. These trends will be studied to further understand what components of the personal illness absence rate are driving the overall numbers.

## **Financial Implications:**

The average number of days used for replacements have decreased for most employee groups, however the replacement cost increased by approximately \$2,533,000 from the September to April period last year, the overall fill rate remains fairly consistent year over year. The increase in salary costs as a result of Bill 124 and collective agreements has increased the period over period spend. The issue of sick leave and the costs associated with replacement coverage remains a provincial issue and school boards across the province are realizing significant rising costs.

## **Strategic Directions:**

### **Upholding Human Rights, Safety & Well-Being**

*We will support all students and staff to feel safe and secure in our classrooms and school communities.*

### **Building a Sustainable Education System**

*We will adapt to a rapidly changing world through responsible fiscal management, investing equitably in accessible and sustainable facilities, and supporting a robust workforce.*

### **Providing Equitable Quality Education**

*We will offer equitable quality educational opportunities to improve student engagement, learning and achievement for future-readiness.*



## Appendices

### Appendix I: Overall Rate of Absence Year Over Year – September – April

<i>School Year</i>	<i>Rate of Absence</i>
<i>2023-24 – Sep-Apr</i>	<i>12.83</i>
<i>2024-25 – Sep-Apr</i>	<i>11.68</i>
<i>Difference:</i>	<i>-1.15</i>