



Anglophone South School District

Memorandum

To: District Education Council

From: Susan Moffatt, Director of Human Resources

Date: August 18, 2021

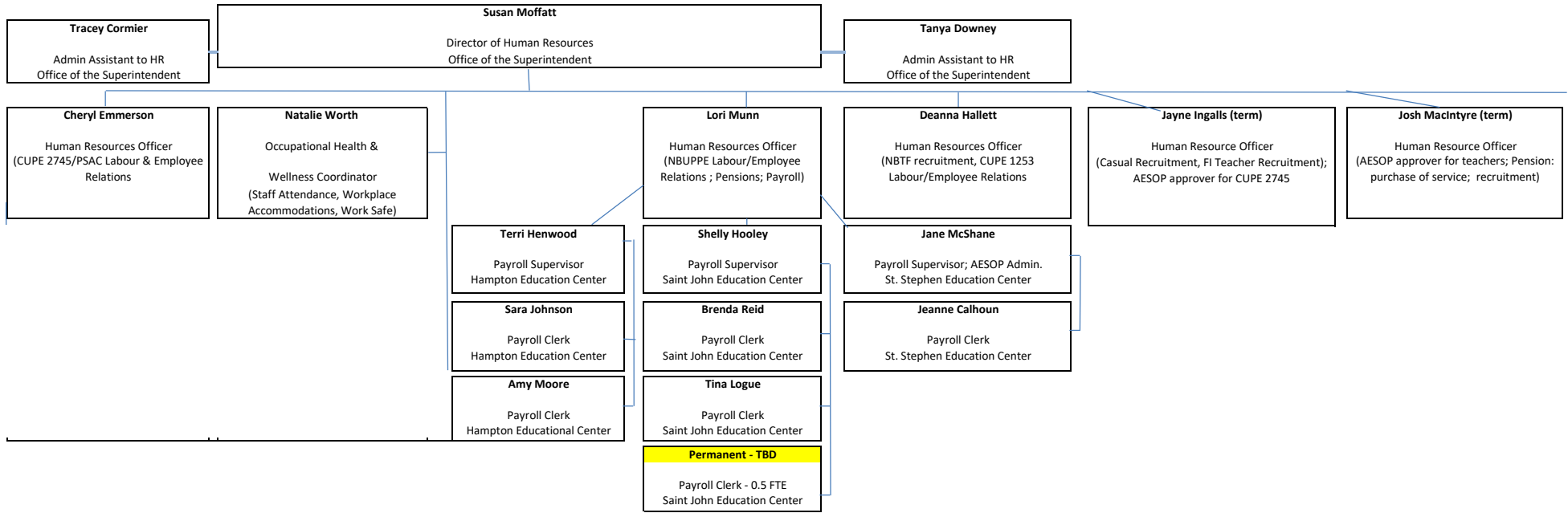
Re: **Human Resources Report**

Please find attached the annual report from Human Resources which provides employee breakdown, complaint and grievance totals, workplace accident statistics, attendance data, vacancies and leadership competitions within the district.

Susan



Anglophone South School District
Human Resources & Payroll





Challenges

Human Resources Department

1. Volume and complexity of Issues

- Workplace Accommodations (demand and complexity is increasing)
- Policy 701, Respect in the Workplace, Human Rights
- Legal Issues
- Collective Agreements (99% unionized, 5 collective agreements: CUPE 2745, 1253, PSAC, NBUPPE, NBTF)
- Maintaining Policy 703 - increased involvement with employee to employee conflict, mediations, etc.
- Attendance (replacement of absent employees, analyzing requests, working with employees who need/want time off, working with the PD organizers to manage "pull" from schools, unfilled rates)

Recruitment / Retention

2. Demands from external sources

- EECD (information requests, committee work [attendance, payroll system, negotiations])

4. COVID - Right to Refuse, accommodations, attendance, recruitment

5. Systems- GESTION/AESOP - both require considerable manual manipulation



Employee Breakdown

2020-2021

<u>PERMANENT</u>	<u>EMPLOYEES</u>			<u>TOTALS</u>
	Hampton	Saint John	St. Stephen	
Principals	25	30	14	69
Vice-Principals	25	26	11	62
Teachers (including lead teachers)	619.30	827.2	263.3	1709.80
Educational Assistants	289	439	123	851
School Intervention Workers	15	14	7	36
Clerical (excluding District Office)	30	38	16	84
Library Workers	7	8	8	23
Rehabilitation Specialists	2	3	1	6
Custodians / Forepersons	89	105	43	237
Maintenance	16	27	10	53
School Bus Drivers	98	90	43	231
Student Attendants	8	13	1	22
Psychologists	3	0	1	4
Speech Language Pathologists	4	12	5	21
Social Worker	1	2	1	4
Behaviour Intervention Mentors	4	10	3	17
Community Schools Coord.	3	7	4	14
Personal Service Contracts	3	5	2	10
District Office Staff (Office of Super and Ed Centers)	22	59	17	98
TOTAL	1263	1715	573	3552
<u>CASUAL</u>				<u>TOTALS</u>
Supply Teachers				413
Casual Educational Assistants				241
Casual Clerical				46
Casual Custodial/Maintenance				122
Casual Bus Drivers				83
Casual Bus Attendant				24
Casual Librarian Assistants				46
Casual School Intervention Workers				13
TOTAL				988
OVERALL TOTAL				4540



GRIEVANCES and COMPLAINTS

	ASD-S	
NBTF (Teachers, Administrators)	10	Up 7 from 2020
CUPE 1253 (Custodian, Maintenance, Bus Driver)	5	Down 1 from 2020
CUPE 2745 (EA's, Clerical, Librarians, SIW's, Rehab. Assistants)	1	Up 1 from 2020
NBUPPE (Psychologists, Speech Language Pathologists, Social Workers)	0	Same as 2020
PSAC - School Business Officials	2	Up 2 from 2020
Respect in the Workplace Policy	6	up 5 from 2020
Workplace Environment Studies	1	Up 1 from 2020
Policy 701 (Policy for the Protection of Students)	9	Up 7 from 2020
Human Rights	1	Same as 2020
TOTALS	35	



WorksafeNB Claims

	Hampton 2020-21	Saint John 2020-21	St. Stephen 2020-21
Total Claims Submitted	46	65	9
Total Claims Accepted	46	65	9
No Lost Time	17	24	2
Lost Time	29	41	7

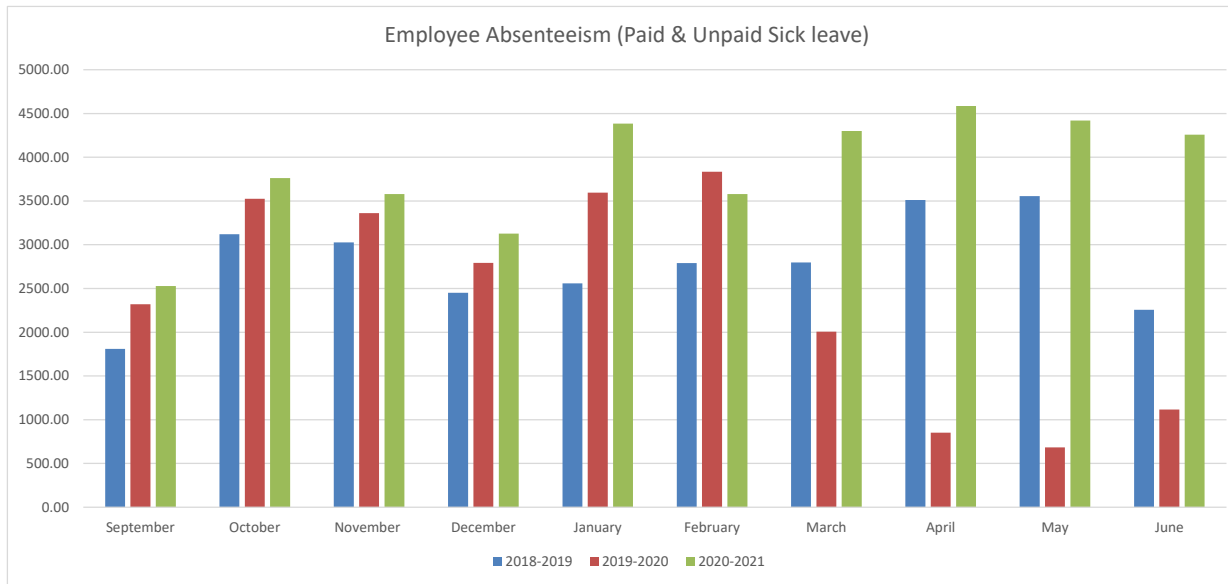
TOTAL claims for this school	Last years' report	Difference from 19/20 to 20/21
120	426	-306
120	409	-289
43	309	-266
77	118	-41

Total days lost - 3886

Custodians/ Maintenance	16	24	3
Educational Assistants	14	28	5
Teachers	12	13	1
Bus Drivers	2	2	0
Administration	1	2	0

43	117	-74
47	177	-130
26	94	-68
4	24	-20
3	14	-11

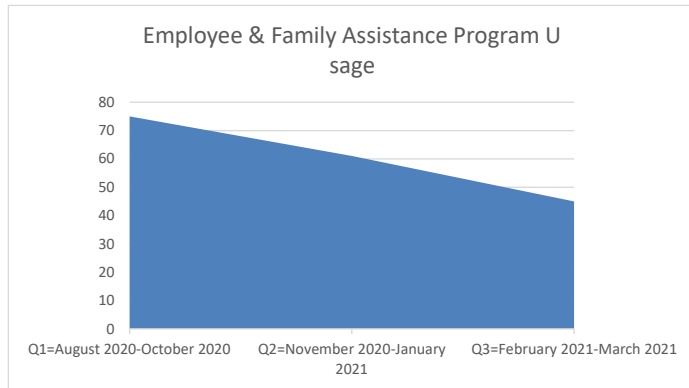
Paid and unpaid Sick leave days per month Comparing 2019-2020-2021



	September	October	November	December	January	February	March	April	May	June
2018-2019	1809.05	3120.6	3027.29	2451.27	2558.79	2790.75	2798.28	3511.51	3555.9	2255.63
2019-2020	2319.42	3524.55	3362.12	2792.69	3595.49	3834.55	2006.87	851.33	684.19	1117.63
2020-2021	2528.23	3761.14	3579.97	3127.46	4383.77	3579.7	4300.87	4584.98	4419.24	4258.08

* COVID- Schools were closed to most staff from March 15 - June 2020
 * COVID protocols in place so employees with 1-2 symptoms were required to stay home

Employee & Family Assistance Program – “Homewood Health”



Q1=August 2020-October 2020 Q2=November 2020-January 2021 Q3=February 2021-March 2021
 75 61 45

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In July 2020, a new EFAP provider, Homewood Health, was introduced in all Parts of government

Data is only available from August 1, 2020 to March 31, 2021

ASD-S is one of the highest users of the program and the most used counselling service is psychological with “Online Cognitive Behaviour Therapy” - self-led courses that focus on topics such as, smoking cessation, anxiety, etc.

***Teachers also have access to NBTA Teacher Counsellors - since April 2021 we have had 2 counsellors. These positions are jointly funded between EECD and NBTA.**



VACANCIES 2020-2021

Teaching

Hampton	Saint John	St. Stephen	TOTALS
25	26	8	59
3	2	6	11
29	30	8	67
6	3	4	13
2	2	0	4
10	61	17	88
75	124	43	242

Non-Teaching

Hampton	Saint John	St. Stephen	TOTALS
25	29	6	60
1	3	1	5
11	13	5	29
1	1	1	3
0	0	0	0
6	2	6	14
44	48	19	111

Retirements

Terminations (Resignations/Deaths)

Maternity Leave

Educational Leave

Deferred Leave

Other Leave of Absence

TOTAL

Teaching

Hampton	Saint John	St. Stephen	TOTALS
13	8	3	24
3	3	3	9
7	10	1	18
2	5	1	8
25	26	8	59

Retirement Statistics by School Level

Elementary

Middle

High

Leads/Coordinators/Directors

TOTAL

Teaching/Non-teaching

Hampton	Saint John	St. Stephen	TOTALS
64	83	21	168
12	16	6	34

Purchase of Service Requests

Records of Service



Recruitment 2020-2021

Casual Postings

Permanent Postings

	# Apps Received	Interviewed/Approved	# of Positions	# Apps Received
Educational Assistants	368	116	206	10,629
School Intervention Workers			14	221
School Library Workers			13	67
Clerical	36		29	288
Custodians	250	105	113	1746
Psychologist			3	3
Social Workers			2	8
Behaviour Invention Mentors			15	39
Speech Language Pathologists			0	
School Bus Drivers	110	66	73	823
Maintenance Repairpersons			8	50
Supply Teachers	213	148		
Other	48	32		
<u>TOTAL</u>	1025	435	476	13,874

**LEADERSHIP JOB POSTINGS**

Ed Centre	Position	Awarded to	Location	Duration	Replacing
Hampton	Principal - Lakefield Elementary School	Ashley Dobbin	Hampton Ed Centre	5-year term	Michael O'Neil
Saint John	Vice Principal - Barnhill Memorial School	Liza Muise	Saint John Ed Centre	5-year term	Christine Dumont
Saint John	Vice Principal - Harbour View High School	Christine Dumont	Saint John Ed Centre	5-year term	Catherine Curwin
Saint John	Principal - Simonds High School	Jennifer Carhart	Saint John Ed Centre	5-year term	Gary Keating
Saint John	Principal - Forest Hills School	Erica Brown	Saint John Ed Centre	5-year term	Melissa Savoie
St Stephen	Vice Principal - St Stephen Middle School	Melissa Brown	St Stephen Ed Centre	5-year term	Cheryl Russell
Office of Super.	Director of Curriculum and Instruction	Ryan Price	Office of Superintendent	Permanent position	Gary Hall
Saint John	Subject Coordinator Fine Arts/Music, Health/PhysEd	Kyle Peters	Saint John Ed Centre	Permanent position	Dan Vallis
Saint John	Subject Coordinator Physical Education and Health	Kari Parsons	Saint John Ed Centre	Permanent position	Dan Vallis
Hampton	Acting VP Kennebecasis Valley High School	Beverlee MacDonald	Hampton Ed Centre	1 Year- temporary	Megan Poirier
Saint John	Acting VP River Valley Middle School	Carol Gatien	Saint John Ed Centre	2 Year- temporary	Erika Nelson
Saint John	Executive Assistant to Superintendent	Tanya Bannister	Saint John Ed Centre	Permanent position	Clare Murphy
Saint John	Vice Principal Beaconsfield	Jillian Jamieson	Saint John Ed Centre	5-year term	New Position
Saint John	VP Forest Hills	Sacha Koumbias	Saint John Ed Centre	5-year term	Erica Brown
Saint John	Acting VP St Stephen Elementary School	Jeff Prosser	St Stephen Ed Centre	4 month - temporary	Courtney Parsons
Saint John	FSL Elementary Subject Coordinator	Kelly Adams	Saint John Ed Centre	Permanent position	Gina Comeau
Saint John	Principal - Centennial School	Michelle Price	Saint John Ed Centre	5-year term	Ashley Dobbin
Saint John	Principal - Princess Elizabeth	Greg Norton	Saint John Ed Centre	5-year term	Jennifer Carhart
Saint John	Acting VP HVHS	Nick McCaustlin	Saint John Ed Centre	1 Year- temporary	Beverlee MacDonald
Saint John	VP Bayview School	Shonna Martin	Saint John Ed Centre	5-year term	Fern Touchie
Saint John	Principal Loch Lomond School	Gail Fillmore-Crilly	Saint John Ed Centre	5-year term	Greg Norton
Saint John	Vice Principal Millidgeville North School	Dennica Edgett	Saint John Ed Centre	5-year term	Michelle Price
Saint John	Subject Coodinator - School Based Improvement	Nick Munn	Saint John Ed Centre	Permanent position	Ryan Price
Saint John	Subject Coodinator - Alternative Education	Brad MacDonald	Saint John Ed Centre	Permanent position	Shayne Buchanan