

Anglophone South School District

Memorandum

To: District Education Council

From: Susan Moffatt, Director of Human Resources

Date: August 16, 2023

Re: **Human Resources Report**

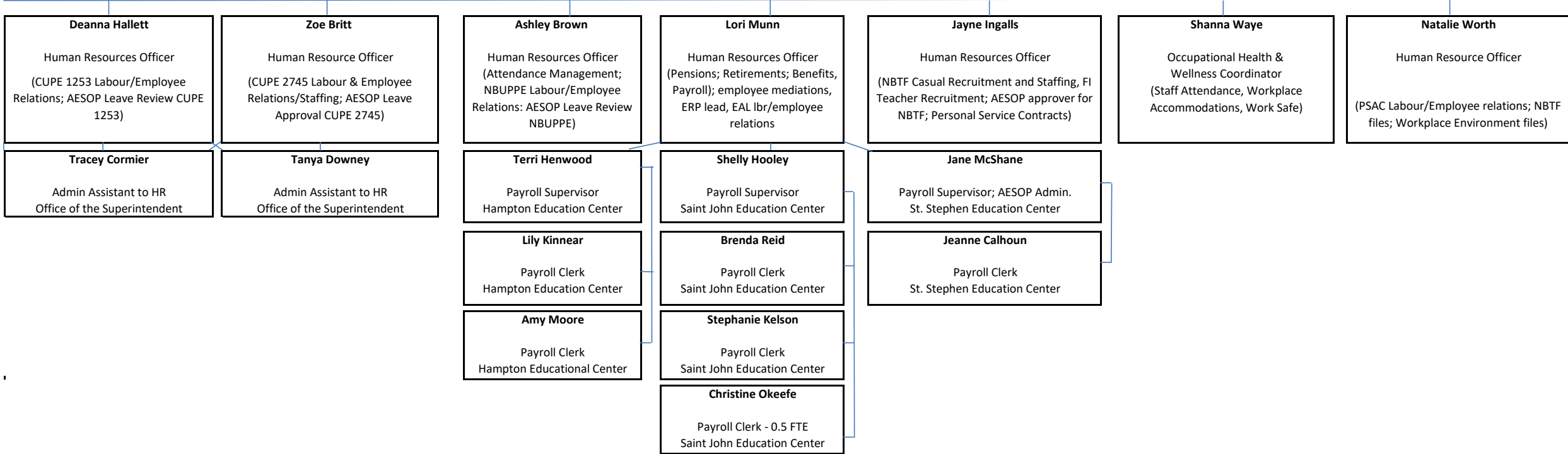
Please find attached the annual report from Human Resources which provides employee breakdown, complaint and grievance totals, workplace accident statistics, attendance data, vacancies and leadership competitions within the district.

Susan



Anglophone South School District
Human Resources & Payroll

Susan Moffatt
Director of Human Resources
Office of the Superintendent





Challenges

Human Resources Department

1. Volume and complexity of Issues

- Workplace Accommodations (many complex requests)
- Policy 701, Policy 703, Respect in the Workplace, Human Rights
- 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).
- Sick / Dr. notes - tracking or medical notes, examining trends, employee meetings to discuss support that may be needed for better attendance
- Recruitment / Retention

2. Supporting principals, managers and supervisors with the difficult conversations around performance and areas for improvement for employees - Policy 229- Performance Management

3. Systems- GESTION/AESOP - both require considerable manual manipulation- Prepping for new system to ensure we are aligned in each centre/district

4. Casual employees - more than enough casuals on the list, but not picking up work on a regular basis. Constantly recruiting and revising the lists

5. HR staffing complement - we have a larger team now but still stretched to only be dealing with the burning issues.



Employee Breakdown

2022-2023

EMPLOYEES

<u>PERMANENT</u>	Hampton	Saint John	St. Stephen	TOTALS
Principals	25	29	14	68
Vice-Principals	26	36	9	71
Teachers (including coach teachers)	670.90	821.1	238.9	1730.90
Educational Assistants	290	426	111	827
School Intervention Workers	1	0	0	1
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	89	43	230
Student Attendants	8	13	1	22
Psychologists	2	0	0	2
Speech Language Pathologists	6	12	3	21
Social Worker	1	5	1	7
Behaviour Intervention Mentors	8	16	5	29
Community Schools Coord.	4	7	3	14
Personal Service Contracts	3	5	2	10
District Office Staff (Office of Super and Ed Centers)	22	59	17	98
TOTAL	1309	1699	526	3534

<u>CASUAL</u>	TOTALS
Supply Teachers	380
Casual Educational Assistants	331
Casual Clerical	46
Casual Custodial/Maintenance	139
Casual Bus Drivers	63
Casual Bus Attendant	24
Casual Librarian Assistants	46
TOTAL	1029
OVERALL TOTAL	4563

* fluctuates regularly as we add weekly. We also remove inactive subs on a regular basis



GRIEVANCES and COMPLAINTS

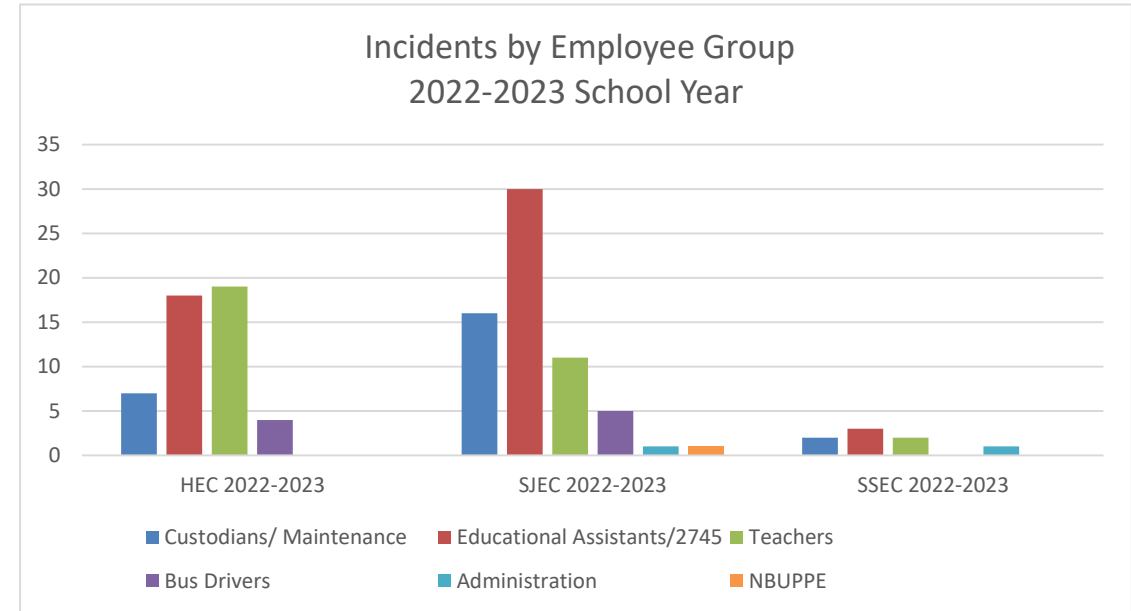
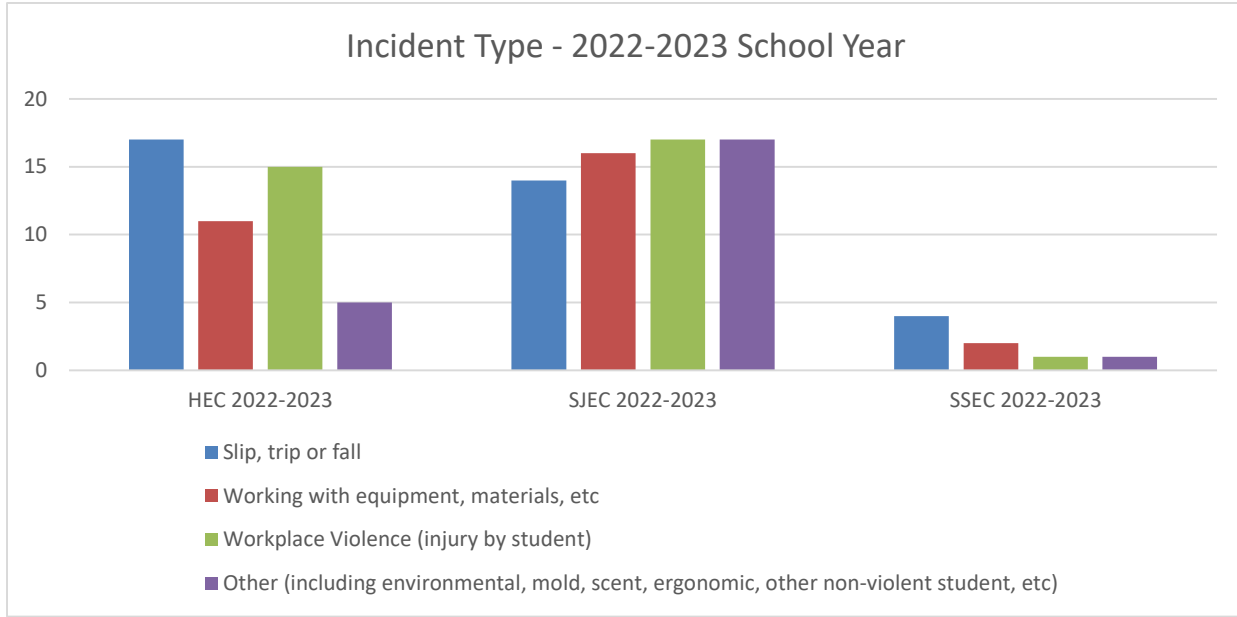
	ASD-S
NBTF (Teachers, Administrators)	10
CUPE 1253 (Custodian, Maintenance, Bus Driver)	12
CUPE 2745 (EA's, Clerical, Librarians, SIW's, Rehab. Assistants)	5
NBUPPE (Psychologists, Speech Language Pathologists, Social Workers)	0
PSAC - School Business Officials	0
Respect in the Workplace Policy	5
Policy 701 (Policy for the Protection of Students)	14
Human Rights	1
<u>TOTALS</u>	47

WorksafeNB Claims



	HEC 2020-2021	HEC 2021-2022	HEC 2022-2023	SJEC 2020-2021	SJEC 2021-2022	SJEC 2022-2023	SSEC 2020-2021	SSEC 2021-2022	SSEC 2022-2023		TOTAL claims for this school year 2022-2023	Last years' report
Total Claims Submitted	46	54	48	65	83	64	9	11	8		<u>120</u>	148
Total Claims Accepted	46	53	46	65	77	58	9	10	7		<u>111</u>	140
No Lost Time	17	16	16	24	29	23	2	6	2		<u>41</u>	51
Lost Time	29	38	32	41	54	41	7	5	6		<u>79</u>	97

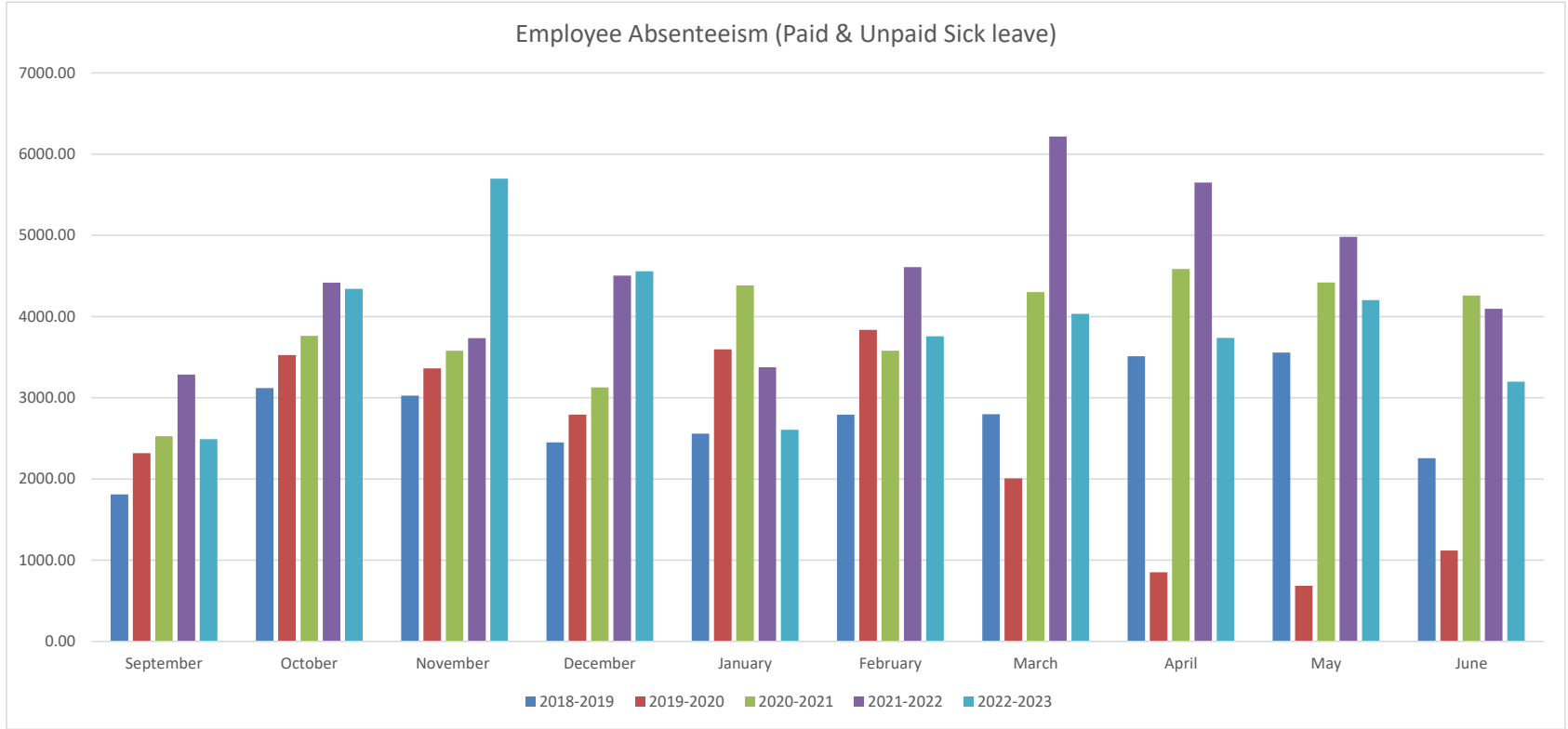
WorksafeNB Claims - Additional Information



Incident Type	HEC 2022-2023	SJEC 2022-2023	SSEC 2022-2023
Slip, trip or fall	17	14	4
Working with equipment, materials, etc	11	16	2
Workplace Violence (injury by student)	15	17	1
Other (including environmental, mold, scent, ergonomic, other non-violent student, etc)	5	17	1

Incidents by EMPLOYEE GROUP	HEC 2022-2023	SJEC 2022-2023	SSEC 2022-2023
Custodians/ Maintenance	7	16	2
Educational Assistants/2745	18	30	3
Teachers	19	11	2
Bus Drivers	4	5	0
Administration	0	1	1
NBUPPE	0	1	0

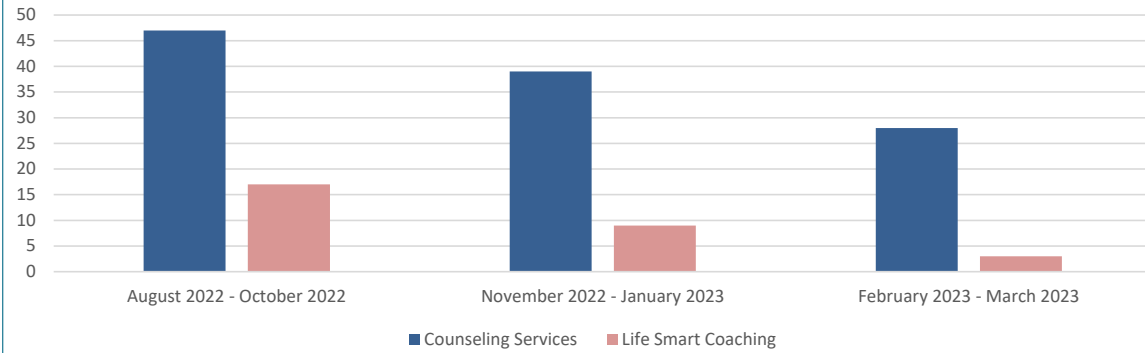
Paid and unpaid Sick leave days per month Comparing 2019-2020-2021-2022-2023



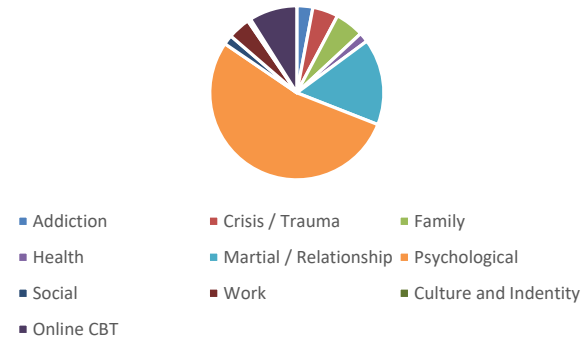
	September	October	November	December	January	February	March	April	May	June	Comments
2018-2019	1809.05	3120.6	3027.29	2451.27	2558.79	2790.75	2798.28	3511.51	3555.9	2255.63	
2019-2020	2319.42	3524.55	3362.12	2792.69	3595.49	3834.55	2006.87	851.33	684.19	1117.63	COVID- Schools were closed to most staff from March 15 - June 2020
2020-2021	2528.23	3761.14	3579.97	3127.46	4383.77	3579.7	4300.87	4584.98	4419.24	4258.08	COVID protocols in place so employees with 1-2 symptoms were required to stay home
2021-2022	3286.33	4416.3	3735.56	4503.58	3375.68	4610.11	6217.09	5651.06	4980.19	4094.63	Strike closing schools from October 29- November 12 total of 11 days
2022-2023	2488.81	4342.07	5696.53	4557.65	2606.12	3756.45	4034.49	3735.96	4203.82	3199.59	

Homewood Health - EFAP

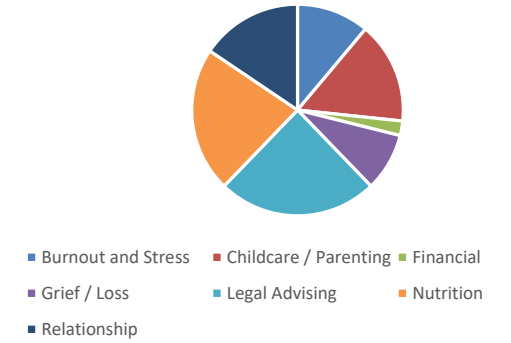
EFAP Service Utilization: 2022-2023 School Year



Counselling Services



Lifesmart Coaching



August 2022- October 2022	November 2022 - January 2023	February 2023 - March 2023	
64	48	31	143

- * Data Available: August 2022 - March 31st 2023
- * Last school year of 2022-2023, total engagement in program was at 147, we are down a small margin from last year in usage
- * Presented program and benefits to District Wellness Reps in October / November 2022, IT group in February 2023 and Early Childhood group in May 2023.
- * Low participation could be attributed to low awareness and trust of program. New promotional items have been ordered to refresh wellness boards, etc.
- * Emails will be sent to all staff reminding them about program at beginning of school year and throughout the school year, featuring different benefits of program.
- * An updated catalog of wellness sessions and workshops will be shared with Principals and Supervisors as they prepare for PD days, etc.

- * Statistically, the majority of those that engage in the program identify as female and are employees of the District (as opposed to a dependant or spouse)
- * The age groups that engage in the program the most are: 31-40, 41-50 and 51-60
- * The majority of the counselling services were under the psychological category and were for anxiety, depression, and stress
- * The majority of coaching services for legal advising were in relation to family / divorce / custody issues



VACANCIES 2022-2023

Teaching

Non-Teaching

Retirements
Resignations/Terminations/Deaths
Maternity Leave
Educational Leave
Deferred Leave
Other Leave of Absence

	Hampton	Saint John	St. Stephen	TOTALS	Hampton	Saint John	St. Stephen	TOTALS
Retirements	17	24	6	47	23	21	11	55
Resignations/Terminations/Deaths	4	13	7	24	7	3	10	20
Maternity Leave	16	31	8	55	4	12	6	22
Educational Leave	6	8	3	17		0	0	0
Deferred Leave	7	9	5	21		0	0	0
Other Leave of Absence		0	8	8		3	2	5
<u>TOTAL</u>	50	85	37	172	34	39	29	102

Retirement Statistics by School Level

Elementary
Middle
High
Leads/Coordinators/Directors

Teaching

	Hampton	Saint John	St. Stephen	TOTALS
Elementary	6	12	2	20
Middle	2	3	1	6
High	6	9	3	18
Leads/Coordinators/Directors	3			3
<u>TOTAL</u>	17	24	6	47

Teaching/Non-teaching Employee Request

Purchase of Service Requests

Records of Service

	Hampton	Saint John	St. Stephen	TOTALS
Purchase of Service Requests	113	116	35	264
Records of Service	28	40	7	75

Adhoc Requests

23

34

8

65



Recruitment 2021-2022

Casual Postings

Permanent Postings

	# Apps Received	Interviewed/Approved	# of Positions	# Apps Received
Educational Assistants	370	146	225	14,316
School Intervention Workers			11	169
School Library Workers			11	122
Clerical	68	21	24	271
Custodians	125	62	64	873
Psychologist			7	8
Social Workers			12	54
Behaviour Invention Mentors			11	113
Speech Language Pathologists	1	3	2	7
School Bus Drivers	46	41	48	674
Maintenance Repairpersons			7	69
Supply Teachers		296		
Other				
<u>TOTAL</u>	610	569	422	16,676

▲ Actively advertising on District website, social media as well as local newspapers, especially for targeted areas (Grand Manan). Several applications received are from outside the country and not eligible to work in Canada. we have an ongoing issue to attract qualified candidates.

**LEADERSHIP JOB POSTINGS**

Ed Centre	Position	Awarded to	Duration	Replacing
Hampton	Vice Principal Sussex Regional High School	Amy Cook	5 Year	Stephanie Chaisson
Hampton	Vice Principal Hampton High School	Colleen Flower	5 Year	Rob Chapman
Hampton	Vice Principal Hampton High School	Heather Porter	5 Year	New Position
Hampton	Vice Principal Fairvale Elementary School	Allison Savoy	5 Year	Sarah Richards
Hampton	Vice Principal Belleisle Regional High School	Julia Mawer	5 Year	Jennifer McFadden
Hampton	Principal Hampton High School	Amber Lenihan-Lingley	5 Year	Rosemary Southard
Hampton	Principal Belleisle Regional High School	Jennifer McFadden	5 Year	Michael Chaisson
Hampton	Principal Apohaqui Elementary School	Sarah Richards	5 Year	Jayne Bettle
Hampton	Acting Vice Principal Kennebecasis Valley High School	Shannon Case	1 year	Meagan Humphries
Hampton	Acting Vice Principal Harry Miller Middle School	April Logue	1 Year	Robin McCrea-Elward
Hampton	Acting Principal Sussex Elementary School	Nicole St. Cyr	1 year	Doug Bobbit
Hampton	Acting Principal Kennebecasis Valley High School	Meagan Humphries	1 year	JoEllen Jensen
Hampton	Acting Principal Fairvale Elementary School	TBD	6 months	Bonnie Hierlihy
Saint John	Vice Principal St. John the Baptist/King Edward School	Andrew Loughery	5 Year	Leslie Hamilton-Brown
Saint John	Vice Principal Simonds High School	Stephanie Chaisson	5 Year	Terry Langille
Saint John	Vice Principal Simonds High School	Jim Palmer	5 Year	New Position
Saint John	Vice Principal River Valley Middle School	Carol Gatien	5 Year	Erika Nelson
Saint John	Vice Principal Millidgeville North School	Michelle Price	5 Year	New Position
Saint John	Vice Principal Island View School	Amy Conn	5 Year	Aimee Short
Saint John	Vice Principal Forest Hills School	Patrick Whitaker	5 Year	New Position
Saint John	Vice Principal Beaconsfield School	Tiffany Sabin	5 Year	Jillian Jamieson
Saint John	Vice Principal Bayview School	Stephanie Rackley	5 Year	Shonna Martin
Saint John	Principal Island View School	Aimee Short	5 Year	Travis Carr
Saint John	Principal Harbour View High School	Patrick McDade	5 Year	Michael Butler
Saint John	Acting Vice Principal Simonds High School	Janet Seeley	1 Year 2 months	Stephanie Marr
Saint John	Acting Vice Principal Seaside Park Elementary School	Abby Johnston	1.5 Year	Kirby Guptill-Israel
St. Stephen	Vice Principal Milltown Elementary School	Ryan Daye	5 Year	Wes French
St. Stephen	Vice Principal Fundy Middle and High School	Amanda Chambers	5 Year	Rebecca Rudderham
St. Stephen	Vice Principal Fundy Middle and High School	TBD	5 Year	Ryan Daye
St. Stephen	Principal Fundy Middle and High School	Rebecca Rudderham	5 Year	Patrick McDade
St. Stephen	Principal Back Bay Elementary School	Wes French	5 Year	Aldena Higgins-Harris
Office of the Superintendent	EAL Coordinator - Welcome Centre	Melissa Gavin	5 Year	New Position
Office of the Superintendent	6-8 FSL Subject Coordinator	Cindy Bates	5 Year	Martha Garey
Office of the Superintendent	Acting School Counselling and Integrated Services Delivery Processes Co	Todd Cormier	1 Year	
Office of the Superintendent	Acting ESS Coordinator	Heather Banville	1 Year	Meagan MacDonald
Office of the Superintendent	Acting ESS Coordinator	Cameron Badger	1 Year	



LEADERSHIP JOB POSTINGS

Ed Centre	Position	Awarded to	Duration	Replacing
Saint John	Acting Principal Centennial Elementary School	Amy McClure	1 Year	Michelle Price
Saint John	Acting Principal Bayside Middle School	Lindsay Legere	1 Year	