



**DISTRICT EDUCATION COUNCIL
Superintendent's Monitoring Report**

POLICY NAME	Employment, Compensation, and Benefits		
POLICY NUMBER	ASD-W-EL3	Number of Reports per year	1
Date of Report	May 21, 2015		
Date of Previous Report (s) This School Year	N/A		
Date of Future Report (s) This School Year	N/A		
Report Filed by:	David McTimoney, Superintendent		
Report Supported by:	Karen Morton Director of Human Resources		

REPORT:

- **Policy calls for the Superintendent to ensure respect and compliance of all government acts, regulations and collective agreement in his responsibilities concerning employment, compensation, and benefits.**

Employment

ASD-W employed 2,962.30 permanent FTE as of September 30, 2014. Of the seven (7) School Districts in Part II, it is the second largest in the province with respect to the number of staff (Appendix A).

As an illustration of size:

- **The number of permanent staff in ASD-W = 2,962.**
- **The number of permanent staff in Part I (20+ GNB Departments) = 7,714.**
- **The staff compliment of ASD-W is equivalent to 38% of Part I (20+ GNB Departments) (Appendix B)**

Compensation

There are currently 24 different collective agreements across Part I, II and III. ASD-W applies the wage scales outlined in the following collective agreements and policies that are specific to employees in Part II (School Districts):

- **The New Brunswick Teachers' Federation**
- **The Canadian Union of Public Employees, Local 1253**
- **The Canadian Union of Public Employees, Local 2745**

POLICY NAME**Employment, Compensation, and Benefits**

- **The New Brunswick Union of Public and Private Employees, Professional Support**
- **The Public Service Alliance of Canada (first collective agreement is being negotiated)**
- **Management and Non-Union Policies for Part I and II of the Public Service / Wage Scales**

Benefits

ASD-W provides the benefits as outlined in the various articles of each collective agreement (i.e. sick leave, maternity leave, vacation, etc.). In addition, pensions, insured benefits and other benefits are managed by ASD-W in accordance with eligibility requirements as identified by the Pensions and Insured Benefits Branch, Department of Human Resources.

A recent change in benefits for staff effective May 1, 2015, was the move to a Corporate Employee Family Assistance Program - *inConfidence*. It is used in Part I and III of GNB.

Compliance - Employment, Compensation and Benefits

ASD-W has a District Education Council Governance Process - ASD-W-GP-10: District Hiring Process. The policy provides for random samples of competition files to be reviewed to ensure compliance with collective agreement and district hiring processes. Any issues or recommendations that may arise would be addressed accordingly.

ASD-W undergoes an annual audit, carried out by the Auditor General of New Brunswick. Random samples of employee files/records are reviewed to ensure employment requirements, compensation and benefits are accurate. Any issues or recommendations that may arise would be reported to ASD-W and addressed accordingly.

Any disagreement that may arise regarding the interpretation and application of the collective agreement is respected through the grievance process outlined in each collective agreement. Any issue that cannot be resolved by the union and employer will be referred to adjudication and a binding decision rendered.

The most recent public data available, for comparison purposes is from the Department of Human Resources (Appendix C).

Anglophone West School District, Part II currently has eight (8) outstanding grievances.

Appendices:

- **Appendix A - Department of Education and Early Childhood Development Summary Statistics, School Year 2014-2015, pages 31 & 32.**
- **Appendix B - Department of Human Resources, Workforce Profile 2014, page 2.**
- **Appendix C - Department of Human Resources, Annual Report 2013-2014, page 13.**

Superintendent's Signature: _____

DEC Chair Signature: _____

Date: _____

Table 13. Full-Time Equivalent Educators by School District and Position, September 30, 2014

	Total	Anglophone East School District	Anglophone North School District	Anglophone South School District	Anglophone West School District	District scolaire francophone Nord-Est	District scolaire francophone Nord-Ouest	District scolaire francophone Sud
Guidance Counsellors	184.5	32.5	21.1	47.1	59.7	10.7	4.1	9.4
Other Classroom Teachers	72.5	22.5	13.0	4.0	25.0	1.2	-	6.8
Other special needs (e.g. Visual Impaired)	23.4	-	-	-	-	11.0	3.4	9.0
Regular Teachers	5,810.9	893.9	506.9	1,350.9	1,323.1	605.2	336.4	794.6
Educational Support Teachers	609.3	86.7	50.3	143.5	131.1	70.7	34.1	93.0
School Administration	396.9	57.5	28.4	88.4	90.8	48.1	24.3	59.4
Total Classroom Teachers •	7,097.5	1,093.1	619.6	1,633.9	1,629.6	746.9	402.3	972.1
Other Educational Staff	340.5	40.4	26.6	57.0	86.0	43.1	34.1	53.3
Teacher Librarian	2.1	2.1	-	-	-	-	-	-
Total teachers (classroom teachers and other teachers)	7,440.0	1,135.6	646.2	1,690.9	1,715.6	790.1	436.4	1,025.3
Director of Curriculum and Instruction	4.0	1.0	1.0	1.0	1.0	-	-	-
Director of Education Support Services	7.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Subject Coordinators	79.9	10.5	10.4	19.0	23.0	5.0	4.0	8.0
Superintendent	7.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Director of Schools	15.0	2.0	2.0	3.0	3.0	2.0	1.0	2.0
Supervisors of Data and Accountability	3.5	0.5	1.0	1.0	1.0	-	-	-
Total Educators (classroom teachers, other teachers and educators)	7,556.4	1,151.6	662.6	1,716.9	1,745.6	799.1	443.4	1,037.3

	Anglophone	Francophone	Total
Total Classroom Teachers •	4,976.2	2,121.3	7,097.5
Total Teachers	5,188.3	2,251.7	7,440.0
Total Educators	5,276.7	2,279.7	7,556.4

• Classroom teachers are defined as regular classroom teachers, French Immersion teachers, second language teachers, trades specialists, music and art specialists, physical education specialists, resource and methods teachers, principals and vice principals, guidance counsellors, and other classroom teachers.

Table 14. Full-Time Equivalent Support Staff by Linguistic Sector and Position, September 30, 2014

	Anglophone Districts			Francophone Districts			Anglophone	Francophone	Province
	ASD-E	ASD-N	ASD-S	ASD-W	DSF-NE	DSF-NO			
	Administrative and Educational Support (1 FTE = 36.25 hours/week)								
District Administrative Support	21.4	17.0	32.5	42.4	24.5	13.5	113.3	61.0	174.3
Educational Assistant	380.0	209.0	601.5	495.0	257.1	131.8	1,685.5	775.0	2,460.5
School Administrative Assistant	51.0	33.4	86.8	97.2	43.1	24.4	268.4	111.0	379.4
School Intervention Worker ¹	23.2	18.2	25.7	24.8	28.8	2.0	91.9	55.6	147.5
School Library Assistant	19.6	9.8	16.3	26.8	22.9	13.1	72.5	64.7	137.1
School-Based Clerk	-	-	-	1.0	1.0	-	1.0	2.0	3.0
Student Attendant	9.0	2.8	16.9	2.9	1.5	-	31.6	2.3	33.9
Subtotal	504.1	290.2	779.6	690.2	378.9	184.8	2,264.1	1,071.6	3,335.7
	Finance and Administrative Services (1 FTE = 36.25 hours/week)								
Administrative Assistant to the Superintendent	1.0	1.0	1.0	1.0	1.0	1.0	4.0	3.0	7.0
Administrative Service Coordinator	-	2.0	-	-	-	-	2.0	-	2.0
Assistant Budget Manager	1.0	1.0	2.0	1.0	2.0	1.0	5.0	5.0	10.0
Assistant Facilities Manager	1.0	1.0	3.0	3.0	1.0	-	8.0	2.0	10.0
Assistant Transportation Manager	1.0	1.0	3.0	3.0	1.0	-	8.0	2.0	10.0
Budget and Accounting Manager	1.0	1.0	1.0	1.0	1.0	1.0	4.0	3.0	7.0
Community Engagement Coordinator	1.0	1.0	1.0	1.0	1.0	1.0	4.0	3.0	7.0
Director of Finance and Administrative Services	1.0	1.0	1.0	1.0	1.0	0.5	4.0	2.5	6.5
Director of Human Resources	1.0	1.0	1.0	1.0	1.0	0.5	4.0	2.5	6.5
Facilities Manager	1.0	1.0	1.0	1.0	1.0	1.0	4.0	3.0	7.0
Human Resources Officer	2.0	2.0	4.0	5.0	3.0	2.0	13.0	7.0	20.0
I.T Shared Services	10.0	13.0	21.0	20.0	12.0	7.0	68.0	36.0	104.0
Payroll Supervisor	-	2.0	-	3.0	-	1.0	5.0	3.0	8.0
Transportation Manager	1.0	1.0	1.0	1.0	1.0	1.0	4.0	3.0	7.0
Subtotal	22.0	29.0	40.0	42.0	26.0	17.0	137.0	75.0	212.0
	General Labour, Trades & Services (1 FTE = 40 hours/week)								
Bonding Maintenance Foreperson	1.0	-	-	3.0	-	-	4.0	1.0	5.0
Bus Driver	90.0	116.0	227.0	271.0	119.0	64.0	704.0	339.0	1,043.0
Custodial Foreperson	1.0	-	2.0	1.0	-	-	4.0	-	4.0
Custodian	127.0	111.0	229.4	144.0	141.1	72.8	611.4	340.1	951.5
Maintenance Repairworker	17.0	15.0	45.5	29.5	20.0	7.0	107.0	43.0	150.0
Power Engineer	4.0	2.0	4.0	-	2.0	-	10.0	2.0	12.0
School Plant Superintendent	-	2.0	5.0	-	1.0	2.0	7.0	3.0	10.0
Storekeeper	-	-	1.5	-	-	-	1.5	-	1.5
Truck Driver	-	-	2.5	-	-	-	2.5	-	2.5
Subtotal	240.0	246.0	516.9	448.5	283.1	145.8	1,451.4	728.1	2,179.5
	Professional Support Group (1 FTE = 36.25 hours/week)								
Behaviour Intervention Mentor	1.0	1.0	-	-	4.0	11.5	2.0	15.5	17.5
School Psychologist	4.2	3.0	5.0	6.0	5.0	0.9	18.2	16.9	35.1
School Psychometrist	2.0	2.0	0.8	-	4.0	3.3	4.8	8.3	13.1
School Social Worker	2.0	3.0	5.0	5.3	9.0	6.6	15.4	26.6	42.0
Speech Therapist / Audiologist	8.0	9.5	10.0	14.2	8.8	4.6	41.7	25.4	67.1
Subtotal	17.2	18.5	20.8	25.5	30.9	26.9	82.0	92.8	174.8
	Other Educational Support (1 FTE = 36.25 hours/week)								
Community School Coordinator	4.0	3.0	12.8	6.0	30.9	18.0	25.8	66.9	92.7
Other	4.5	2.0	6.0	4.5	26.0	1.0	17.0	36.0	53.0
Subtotal	8.5	5.0	18.8	10.5	56.9	19.0	42.8	102.9	145.7
Total - Support Staff	791.8	588.7	1,376.1	1,216.7	775.7	393.4	3,977.3	2,070.4	6,047.7

¹ 1 FTE = 30 hours/week

Permanent and temporary employees in the public service as of Dec. 31, 2014

Permanent employees are those individuals with no predetermined end date for their employment. There were 38,328 permanent employees in the New Brunswick public service as of Dec. 31, 2014.

Part I had 7,714 permanent employees, representing 17 per cent of the total workforce. Part II had 13,602 permanent employees (30 per cent). Part III had 17,012 employees (37 per cent).

Temporary employees include those working as casuals or term employees and those working on personal service contracts. The use of temporary employees enables the provincial government to achieve results on projects and initiatives that have a limited duration and to shift resources as priorities or the needs of the public change.

There were 7,137 temporary employees in the public service as of Dec. 31, 2014.

Permanent employees made up 84 per cent of the public service, while 16 per cent were temporary employees as of Dec. 31, 2014.

Dec. 31, 2010 – Dec. 31, 2014						
Employment type		2010	2011	2012	2013	2014
Permanent	Part I	8,182	8,062	8,007	7,766	7,714
	Part II	13,714	13,462	13,436	13,576	13,602
	Part III	17,541	17,648	17,665	17,169	17,012
	Total permanent	39,437	39,172	39,108	38,511	38,328
Temporary	Part I	1,863	1,867	1,520	1,436	1,490*
	Part II	3,434	3,268	3,125	3,257	3,195
	Part III	2,678	2,481	2,398	2,363	2,452
	Total temporary	7,975	7,616	7,043	7,056	7,137
Total		47,412	46,788	46,151	45,567	45,465

*Elections New Brunswick had 45 more temporary employees than its regular staffing level in December 2014 due to workload related to the 2014 provincial election.

The Department is responsible for receiving the referral of unresolved grievances to adjudication and further pursuing their resolution or, in cases where there is no resolution, their hearing at adjudication. The following table summarizes the adjudication activity in 2013-2014.

	Referrals to adjudication carried over from previous years	New referrals to adjudication	Grievances withdrawn or settled	Adjudication decisions rendered
Part I	66	76	54	8
Part II	71	58	110	1
Part III	114	182	148	12
Total	251	316	312	21