



**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	April 19, 2018		
Date of Previous Report (s) This School Year	N/A		
Date of Future Report (s) This School Year	N/A		
Report Filed by:	Catherine Blaney, Acting Superintendent		
Report Supported by:	Shelley McLeod, Acting Director of Human Resources		

REPORT:

- **Policy calls for the Superintendent to ensure respect and compliance of all government acts, regulations and collective agreements in her responsibilities concerning employment, compensation and benefits.**
- **ASD-W employed 2958 permanent FTE as of September 30, 2017. This unofficial FTE includes IT Shared Services Staff (20) and Other Positions (31.5). Of the seven (7) School Districts in Part II, ASD-W is the second largest in the Province with respect to the number of staff.**
- **As an illustration of size:**
 - A. The number of permanent staff FTE in ASD-W = 2958 as of September 30, 2017. There are approximately 3000 individuals working for ASD-W.**
 - B. The number of permanent staff in Part II, GNB - 7 School Districts = 13,600 at December 31, 2016 (Appendix B).**
 - C. The number of permanent staff in Part I, GNB - Departments = 8172 at December 31, 2016 (Appendix B).**
 - D. The number of permanent staff in Part III, GNB - Health = 16249 at December 31, 2016 (Appendix B).**

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- **ASD-W applies the wage scales outlined in the following collective agreements and policies that are specific to employees in Part II (School Districts):**
 - A. The New Brunswick Teachers' Federation**
 - B. The Canadian Union of Public Employees, Local 1253**
 - C. The Canadian Union of Public Employees, Local 2745**
 - D. The New Brunswick Union of Public and Private Employees, Professional Support Group**
 - E. The Public Service Alliance of Canada**
 - F. Management and Non-Union Policies and Wage Scales for Part I and Part II of the New Brunswick Public Service**

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

- ***inConfidence*, the corporate Employee Family Assistance Program, came into effect for Part II in May 2015. The program provides free services, including counselling, to employees and their family members 24/7 365. There are many free resources available on their website relating to family and work issues. Management has utilized their free in-person one-hour workplace seminars several times to provide professional learning opportunities to small and large groups of employees.**

- **The *In Education, Every Day Counts Initiative* came into effect for Part II in November 2015, and provides Case Management support services through Manulife. To date for this school year there have been approximately 367 referrals to case management. From October 1, 2016 to September 30, 2017, ASD-W realized an overall reduction in paid and unpaid sick time of 2.52% (Appendix D). The average number of sick day usage by employees dropped from 10.24 days per employee to 10.05 days per employee. ASD-W has the lowest average number of sick days used per employee among the 6 school districts for which comparable data is available.**

- **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 issues 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 is from Treasury Board (Appendix C). It should be noted that positive relationships between ASD-W and the collective bargaining units allows for much resolution to be found prior to using the grievance process.**

- **Anglophone West School District currently has four matters in the adjudication process, two of which have scheduled dates for hearings April 11, 2018 and June 19, 2018.**

- **Anglophone West School District continues to secure casual and supply**

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replacements on a daily basis through the Absence Management system (formerly known as AESOP). The program allows for monitoring and report building that is beneficial for HR staff. ASD-W currently has approximately 1305 supply and casual workers.

- District leadership remains committed to the adherence of legislation, policy and collective agreements when it comes to managing ASD-W Human Resources.

Updates:

- Employment - In April 2017, ASD-W implemented an online automated applicant tracking system for job applications. Phase I of the launch saw the onboarding of all teaching staff. Phase II during the 2017-18 school year saw the onboarding of all CUPE 2745 staff. Remaining to be done is the CUPE 1253 employee group.
- Compensation and Benefits – Collective agreements include:
 - A. The New Brunswick Teachers' Federation – Signed on May 24, 2017. Expires February 28, 2021.
 - B. The Public Service Alliance of Canada – Signed on June 22, 2016. Expires on September 30, 2019.
 - C. The Canadian Union of Public Employees, Local 1253 – Signed on December 8, 2016. Expires March 31, 2019.
 - D. The New Brunswick Union of Public and Private Employees, Professional Support Group – Signed on December 1, 2015. Expires on June 30, 2018.
 - E. The Canadian Union of Public Employees, Local 2745 – Signed on September 7, 2016. Expires on February 28, 2018.Negotiations have begun on the CUPE 2745 collective agreement with initial packages exchanged on April 9, 2018.

Challenges:

- There is a large volume of work associated with human resources in ASD-W due to the number of permanent employees (approx. 3000) and casual/supply (approx. 1,300) working within the organization.

Addressing the Challenges:

- District leadership continues to work strategically at finding efficient and effective ways to conduct hiring, process performance evaluations, and address workplace concerns.
- The HR team consists of highly skilled and experienced staff that welcomes professional learning opportunities and works together to manage priorities and workload.
- ASD-W works closely with the Department of Education and Early Childhood

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Development.

Appendices:

- **Appendix A – Department of Education and Early Childhood Development Summary Statistics, 2016-2017 [the new stats have not been released as yet – usually April]**
- **Appendix B –Treasury Board, Workforce Profile 2016**
- **Appendix C – Treasury Board, Annual Report 2016-2017**
- **Appendix D – In Education, Every Day Counts, Program Results, preliminary data subject to change – January 29, 2018**

Superintendent's Signature: _____

DEC Chair Signature: _____

Date: _____

Appendix A - Department of Education and Early Childhood Development, Summary Statistics 2016-2017, page 32

Table 14. Full-Time Equivalent Support Staff by Linguistic Sector and Position, September 30, 2016

	Anglophone Districts				Francophone Districts			Anglophone	Francophone	Provinces
	ASD-E	ASD-N	ASD-S	ASD-W	DSF-NF	DSF-WQ	DSF-S			
Administrative and Educational support (1 FTE = 38.26 hours/week)										
District Administrative Support	164	190	218	326	293	100	210	872	663	1,535
Educational Assistant ¹	3850	2400	652.5	5310	252.5	137.6	422.5	1,808.1	838.3	2,646.4
School Administrative Assistant	55.4	31.7	68.1	80.2	42.5	24.4	44.8	287.3	131.7	419.0
School Intervention Worker ¹	27.7	23.0	35.0	30.0	34.0	2.0	31.0	115.7	87.0	202.7
School Library Assistant	19.6	11.7	17.5	26.3	20.5	12.2	25.0	77.1	82.2	159.3
School Based Clerk	-	-	-	1.0	-	-	-	1.0	-	1.0
Student Attendant	12.0	7.8	17.3	6.0	5	0.8	0.8	88.2	8.2	41.4
Subtotal	618.0	328.3	328.3	721.3	374.4	187.6	650.5	2,407.2	1,112.7	3,519.9
Finance and Administrative Services (1 FTE = 38.26 hours/week)										
Assistant Budget Manager	1.0	1.0	2.0	3.0	2.0	1.0	1.0	8.0	4.0	10.0
Assistant Facilities Manager	1.0	1.0	3.0	3.0	1.0	-	1.0	5.0	2.0	10.0
Assistant Transportation Manager	1.0	1.0	3.0	3.0	1.0	-	1.0	5.0	2.0	10.0
Budget and Accounting Manager	1.0	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	2.0	6.0
Director of Finance and Administrative Services	1.0	1.0	1.0	1.0	1.0	1.0	1.0	4.0	2.0	7.0
Director of Human Resources	1.0	1.0	-	1.0	1.0	-	1.0	4.0	2.0	6.0
District Alignment Champion	1.0	1.0	1.0	1.0	1.0	4.0	1.0	4.0	3.0	10.0
Executive Assistant to Superintendent	1.0	1.0	1.0	1.0	1.0	1.0	1.0	4.0	3.0	7.0
Facilities Manager	1.0	1.0	1.0	1.0	1.0	1.0	1.0	4.0	3.0	7.0
Human Resources Officer	3.0	2.0	4.0	7.0	3.0	2.0	3.0	18.0	2.0	24.0
IT Shared Services ²	1.0	13.0	1.0	20.0	13.0	1.0	14.0	88.0	37.0	105.0
Payroll Supervisor	-	-	-	-	-	-	2.0	-	2.0	2.0
Transportation Manager	1.0	1.0	1.0	1.0	1.0	1.0	1.0	4.0	3.0	7.0
Subtotal	26.0	28.0	41.0	45.0	28.0	20.0	28.0	189.0	80.0	219.0
General Labour, Trades & Services (1 FTE = 40 hours/week)										
Building Maintenance Foreperson	1.0	-	-	4.0	-	-	1.0	5.0	1.0	6.0
Bus Driver	89.0	119.0	230.0	251.0	110.0	53.0	162.0	809.0	336.0	1,044.0
Custodial Foreperson	1.0	-	2.0	1.0	-	-	-	4.0	-	4.0
Custodian	128.0	110.3	229.5	145.4	137.3	72.6	133.5	618.3	348.0	866.3
Maintenance Repairworker	7.0	15.0	41.5	28.5	20.0	7.0	18.0	102.0	45.0	147.0
Power Engineer	3.0	2.0	3.0	-	3.0	-	-	5.0	3.0	11.0
School Plant Superintendent	-	2.0	8.0	-	1.0	2.0	-	3.0	3.0	11.0
Stenographer	-	-	1.5	-	-	-	-	1.5	-	1.5
Truck Driver	-	-	1.5	-	-	-	-	1.5	-	1.5
Subtotal	235.0	248.3	516.1	458.9	271.3	144.3	512.0	1,442.3	728.0	2,170.3
Professional Support Group (1 FTE = 38.26 hours/week)										
Behaviour Intervention Monitor	2.0	2.0	-	2.0	3.0	14.0	-	8.0	17.0	25.0
School Psychologist	8.2	7.6	4.0	5.0	6.0	2.0	11.0	18.8	18.0	36.8
School Psychometrist	-	1.0	3.0	1.0	3.0	3.7	3.0	5.0	6.7	14.7
School Social Worker	2.0	4.0	5.1	6.3	8.0	4.0	5.0	17.4	21.0	38.4
Speech Therapist / Audiologist	7.5	9.2	18.8	15.0	7.8	5.6	12.2	51.7	25.8	77.5
Subtotal	18.7	18.8	32.0	29.3	27.8	28.3	35.6	89.2	68.3	157.5
Other Educational Support (1 FTE = 38.26 hours/week)										
Community School Coordinator	4.0	3.0	5.8	4.5	21.5	19.0	15.5	21.3	60.1	81.4
Other	4.5	-	8.0	31.5	23.0	9.0	9.0	42.0	41.9	83.9
Subtotal	8.5	3.0	13.8	36.0	44.5	28.0	24.5	63.3	102.0	165.3
Total - Support Staff	811.2	624.4	1,442.7	1,205.2	746.1	410.4	686.1	4,151.6	2,116.7	6,268.3

¹ 1 FTE = 38 hours/week

² IT Shared Services senior staff has been coded to the senior total

Appendix A - Department of Education and Early Childhood Development, Summary Statistics 2016-2017, page 31

Table 13. Full-Time Equivalent Educators by School District and Position, September 30, 2016

	Total	Anglophone East School District	Anglophone North School District	Anglophone South School District	Anglophone West School District	Total Anglophone	District scolaire francophone Nord-Est	District scolaire francophone Nord-Ouest	District scolaire francophone Sud	Total Francophone
Educational Support Teachers	698.0	85.1	34.7	126.9	125.1	471.8	55.9	38.1	107.3	211.2
Guidance Counsellors	181.5	35.5	16.3	37.3	51.4	140.5	5.2	3.7	9.7	18.6
Other Classroom Teachers	60.8	5.3	13.3	14.0	22.2	54.8	2.0	-	-	2.0
Other special needs (e.g. Visual Impaired)	21.0	-	-	-	-	-	11.0	3.0	7.0	21.0
Regular Teachers	6,080.0	357.7	461.2	1,283.4	1,304.2	6,406.5	595.1	332.5	614.5	1,542.1
School Administrators	879.8	53.1	23.6	66.8	55.8	209.3	42.0	22.0	52.0	116.0
Total Classroom Teachers *	6,909.0	1,072.7	554.5	1,668.2	1,692.0	4,798.0	722.2	399.4	666.4	2,112.0
Other Educational Staff	577.7	59.7	56.5	80.0	75.2	270.4	27.1	13.1	36.5	102.7
Teachers' Librarian	2.1	2.1	-	-	-	2.1	-	-	-	0.0
Total Teachers (Classroom teachers and other teachers)	7,280.4	1,133.5	611.1	1,648.2	1,672.4	5,066.7	769.6	415.6	1,028.9	2,214.7
Director of Curriculum and Instruction	4.0	1.0	1.0	1.0	1.0	4.0	-	-	-	0.0
Director of Education Support Services	7.0	1.0	1.0	1.0	1.0	4.0	1.0	1.0	1.0	6.0
Director of Subjects	14.0	2.0	1.0	3.0	3.0	9.0	3.0	1.0	2.0	6.0
Subject Coordinators	88.6	3.5	10.0	15.0	15.0	63.5	4.0	3.0	7.0	14.0
Supervisors	7.0	1.0	1.0	1.0	1.0	4.0	1.0	1.0	1.0	3.0
Supervisors of Data and Accountability	8.6	0.5	1.0	1.0	1.0	3.5	-	-	-	0.0
Total Educators (Classroom teachers, other teachers and educators)	7,882.4	1,147.5	623.1	1,670.3	1,689.4	5,142.7	777.8	426.5	1,037.9	2,288.7

	Anglophone	Francophone	Total
Total Classroom Teachers *	4,798.0	2,112.0	6,910.0
Total Teachers	5,066.7	2,214.7	7,281.4
Total Educators	5,142.7	2,339.7	7,482.4

* 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.

APPENDIX B – TREASURY BOARD WORKFORCE PROFILE 2016, page 2

Dec. 31, 2012 – Dec. 31, 2016						
Employment type		2012	2013	2014	2015	2016
Permanent	Part 1	8,007	7,766	7,714	8,389	8,172
	Part 2	13,436	13,576	13,602	13,333	13,600
	Part 3	17,665	17,169	17,012	16,514	16,249
	Total permanent	39,108	38,511	38,328	38,236	38,021
Temporary	Part 1	1,520	1,436	1,490	1,677	1,785
	Part 2	3,125	3,257	3,195	3,260	3,054
	Part 3	2,398	2,363	2,452	2,295	2,493
	Total temporary	7,043	7,056	7,137	7,232	7,332
Total		46,151	45,567	45,465	45,468	45,353

Grievances

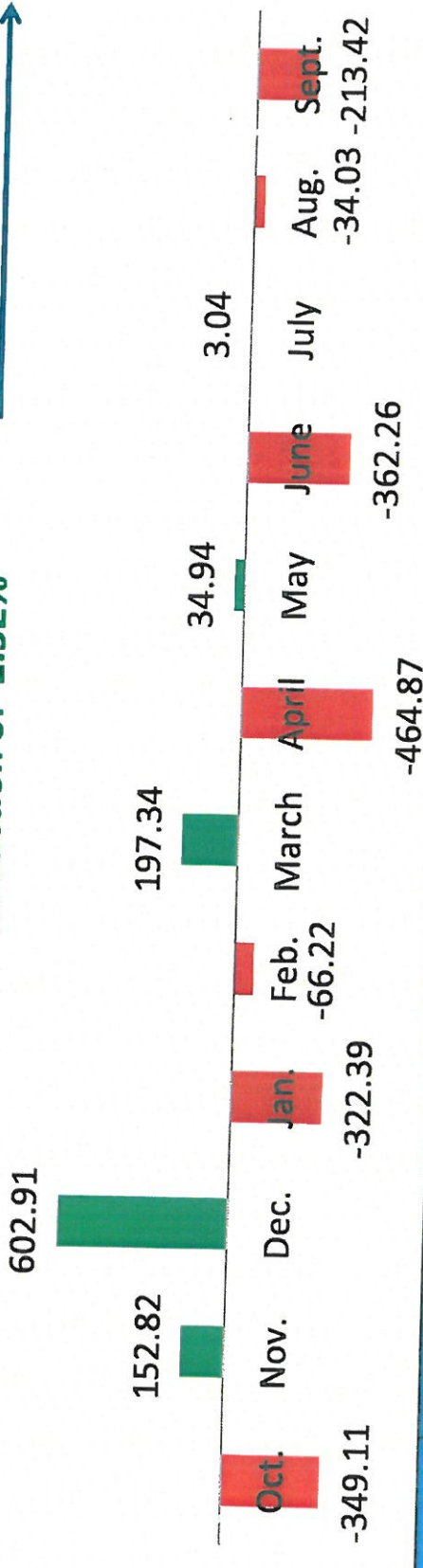
- The Employee Relations Branch is responsible for receiving the referral of unresolved grievances to adjudication and further pursuing their resolution or, in cases where there is no resolution, their hearing at adjudication. The following table summarizes the adjudication activity in 2016-17.

	Referrals to adjudication carried from previous years	New referrals to adjudication	Grievances withdrawn or settled	Adjudication decisions rendered
Part 1	148	101	46	12
Part 2	62	82	47	1
Part 3	261	243	117	8
Total	471	426	210	21

ASD-W Program results

- **Paid and unpaid Sick leave days comparison (FY 2015-2016 and FY 2016-2017)**
- From October 1st to September 30, 2017 ASD-W decreased sick leave usage by 821.25 days.

Reduction of 2.52%



	October		November		December		January		February		March		
	2015	2016	2015	2016	2015	2016	2016	2017	2016	2017	2016	2017	
# sick days	3,294.73	2,945.62	3,645.64	3,798.46	2,628.35	3,231.26	2,974.48	2,652.09	3,250.50	3,184.28	2,952.02	3,149.36	
# of work days	21	20	20	21	14	17	20	17	21	20	16	18	
Average / day	156.89	147.28	182.28	180.88	187.74	190.07	148.72	156.01	154.79	159.21	184.50	174.96	
Difference		6.13%		0.77%		+1.24%		+4.90%		+2.86%		5.17%	
		April		May		June		July		August		September	
		2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017
# sick days		3,821.02	3,356.15	3,789.11	3,824.05	2,986.57	2,624.31	385.86	388.90	526.61	492.58	2,348.90	2,135.48
# of work days		21	18	20	21	18	17	20	20	22	22	19	20
Average / day		181.95	186.45	189.46	182.10	165.92	154.37	19.29	19.45	23.94	22.39	123.63	106.77
Difference			+2.47%		3.88%		6.96%		+0.79%		6.46%		13.63%