



Anglophone South School District

Memorandum

To: District Education Council

From: Susan Moffatt, Director of Human Resources

Date: August 12, 2020

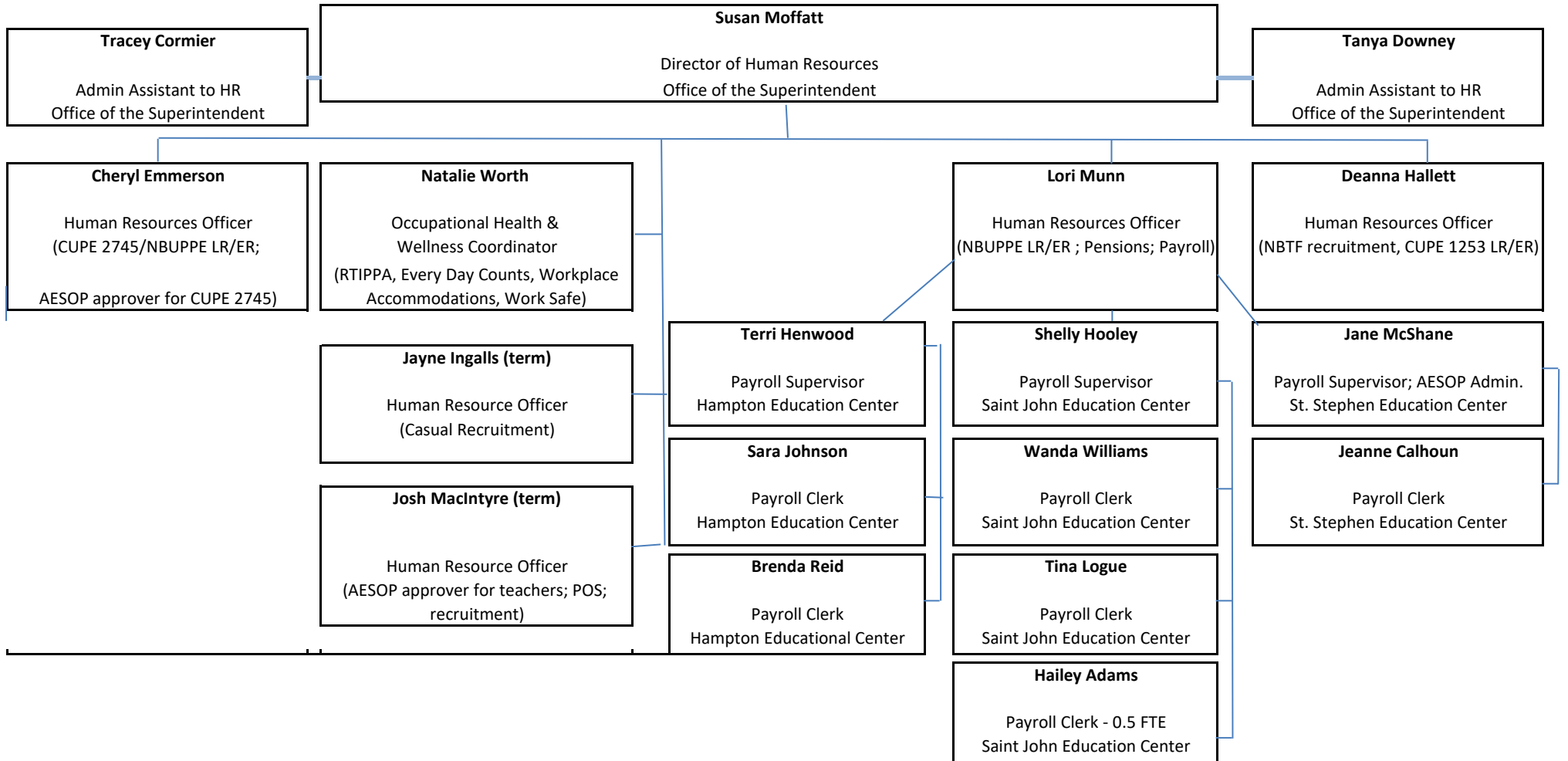
Re: **Human Resources Report**

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. Lack of Effective Systems

- HR/Payroll (DOS based, Zero functionality, manual calculations)
- Aesop (daily analysis of fill rates, casual list maintenance, inquiries from schools/casuals/employees)

2. Volume and complexity of Issues

- Workplace Accommodations (demand and complexity is increasing)
- Policy 701, Harassment in the Workplace, Human Rights
- Legal Issues (more and more employees are accessing personal legal advice so in turn we are reaching out to legal

services more often)

- Collective Agreements (99% unionized, 5 collective agreements)
- 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) - anticipate this to be a major issue

in 20/21 due to COVID

4. Demands from external sources

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

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



Employee Breakdown

2019-2020

EMPLOYEES

<u>PERMANENT</u>	Hampton	Saint John	St. Stephen	TOTALS
Principals	25	30	14	69
Vice-Principals	25	26	11	62
Teachers (including lead teachers)	630.20	767.9	236.7	1728.88
Educational Assistants	275	415	120	810
School Intervention Workers	15	15	7	37
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
Bus Attendants	8	12	1	21
Psychologists	1	1	1	3
Speech Language Pathologists	4	8	2	14
Social Worker	1	2	2	5
Community Schools Coord.	3	7	4	14
Personal Service Contracts	2	7	2	11
District Office Staff (Office of Super and Ed Centers)	22	59	17	98
TOTAL	1253	1620	539	3506

<u>CASUAL</u>	Moffatt, Susan (ASD-S): Moffatt, Susan (ASD-S): District wide 280 Certified Supply 119 Retirees 114 Local Permits	TOTALS
Supply Teachers		513
Casual Educational Assistants		251
Casual Clerical		54
Casual Custodial/Maintenance		76
Casual Bus Drivers		59
Casual Bus Attendant		32
Casual Librarian Assistants		54
Casual School Intervention Workers		13
TOTAL		1052
OVERALL TOTAL		4558



GRIEVANCE/COMPLAINT DISTRIBUTION

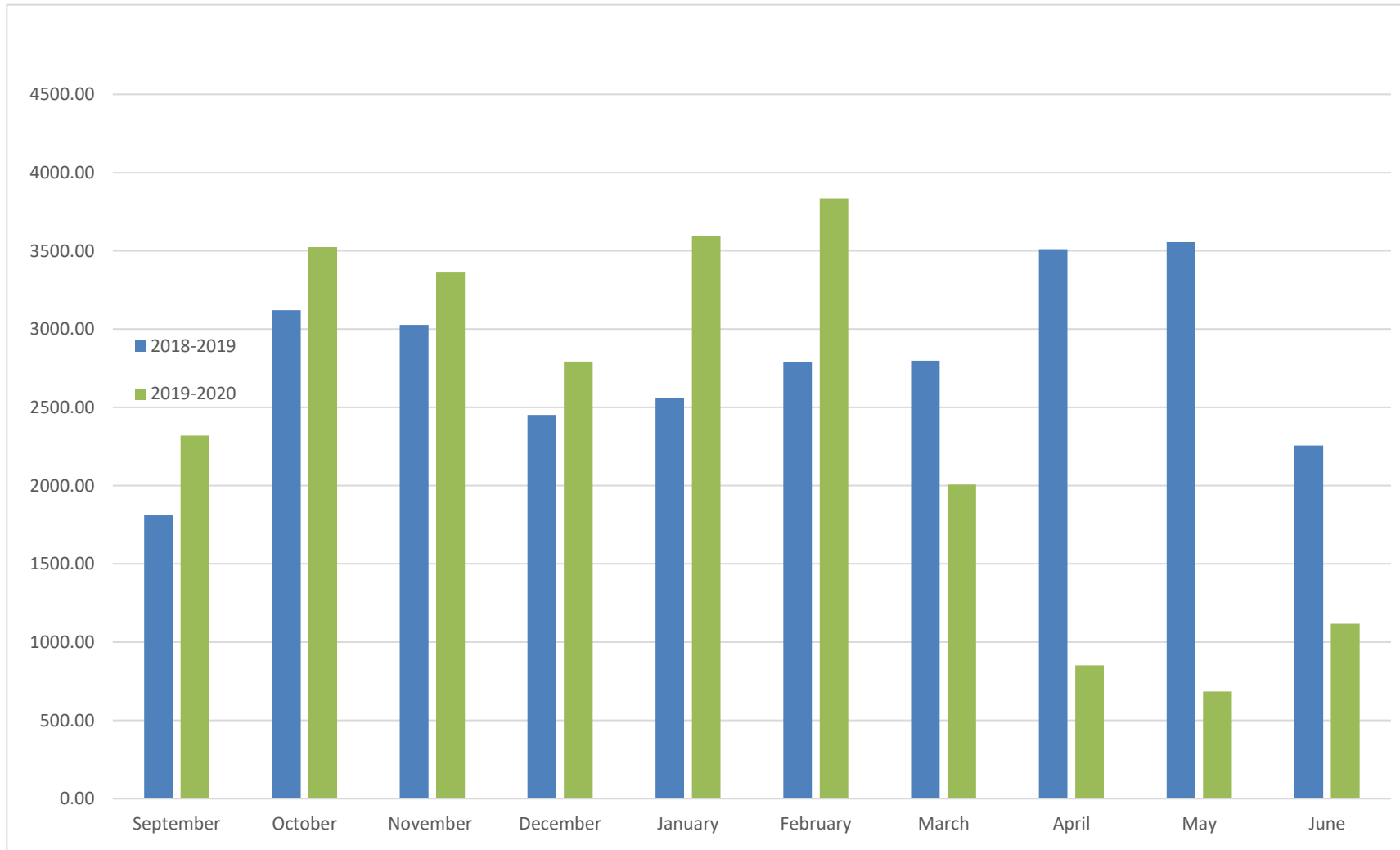
	Hampton Education Center	Saint John Education Center	St. Stephen Education Center	Totals
NBTF (Teachers, Administrators)	1	1	1	3
CUPE 1253 (Custodian, Maintenance, Bus Driver)	5	1	0	6
CUPE 2745 (EA's, Clerical, Librarians, SIW's, Rehab Assistants)	0	0	0	0
NBUPPE (Psychologists, Speech Language Pathologists, Social Workers)	0	0	0	0
PSAC - School Business Officials	0	0	0	0
Harassment in the Workplace Policy	0	1	0	1
Workplace Environment Studies	0	0	0	0
Policy 701 (Policy for the Protection of Students)	0	0	2	2
Human Rights	0	0	1	1
RTIPPA (Right to information)				16
<u>TOTALS</u>	6	3	4	29



WorksafeNB

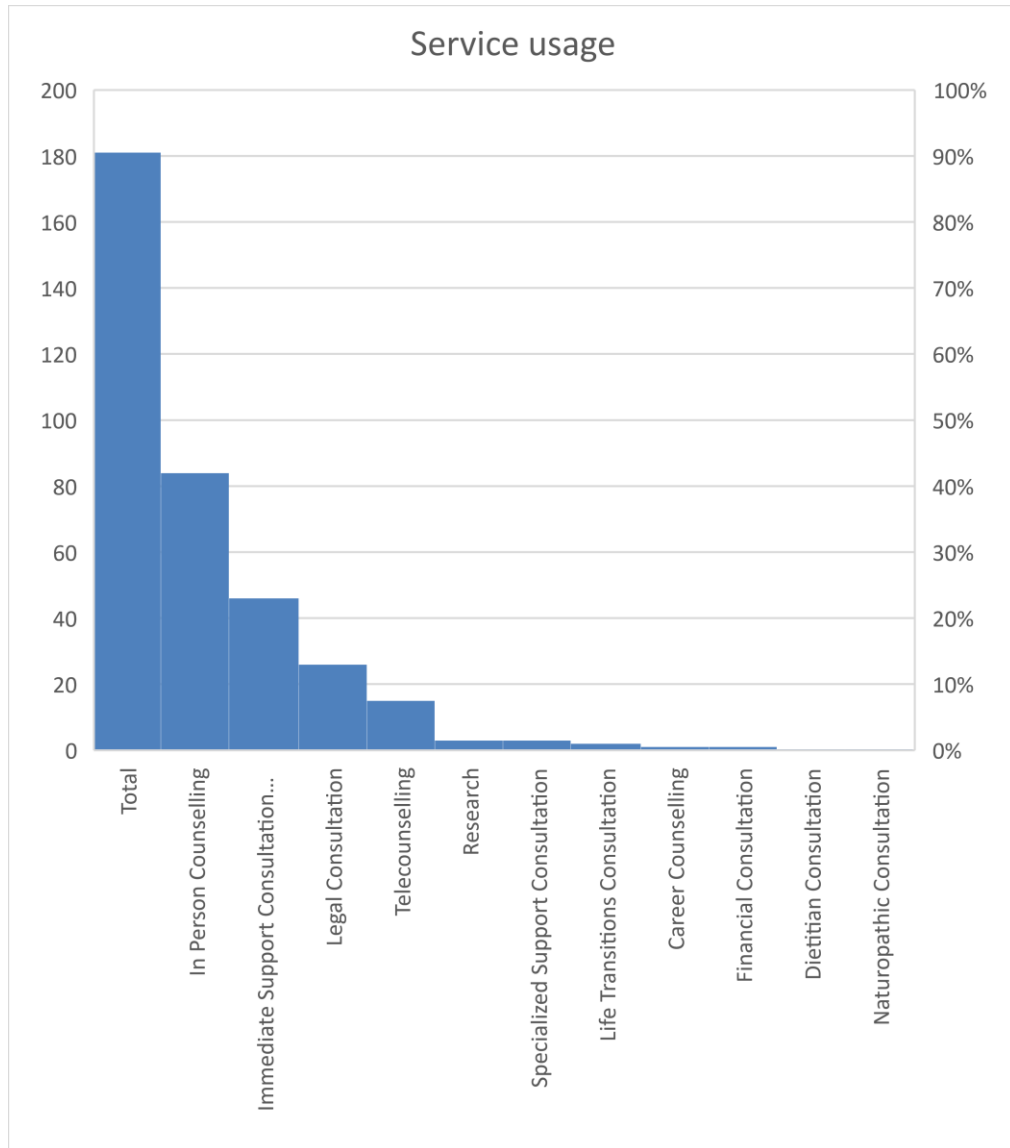
	Hampton	Saint John	St. Stephen	TOTALS
Total Claims Submitted	147	243	36	426
Total Claims Accepted	141	234	34	409
No Lost Time	102	181	26	309
Lost Time	45	63	10	118
Custodians/ Maintenance	41	69	7	117
Educational Assistants	56	106	15	177
Teachers	34	50	10	94
Bus Drivers	13	9	2	24
Administration	3	9	2	14

Paid and unpaid Sick leave days per month Comparing 2019-20



	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

Employee & Family Assistance Program – “inConfidence”



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Service	YTD
Career Counselling	1
Dietitian Consultation	0
Financial Consultation	1
Immediate Support Consultation (ISC)	46
In Person Counselling	84
Legal Consultation	26
Life Transitions Consultation	2
Naturopathic Consultation	0
Research	3
Specialized Support Consultation	3
Telecounselling	15
Total	181



VACANCIES 2019-2020

Teaching

	Hampton	Saint John	St. Stephen	TOTALS
Retirements	16	22	6	44
Terminations (Resignations/Deaths)	4	7	3	14
Maternity Leave	32	42	10	84
Educational Leave	7	4	2	13
Deferred Leave	4	4	2	10
Other Leave of Absence	11	21	11	43
<u>TOTAL</u>	74	100	34	208

Non-Teaching

	Hampton	Saint John	St. Stephen	TOTALS
Retirements	12	18	7	37
Terminations (Resignations/Deaths)	3	6	4	13
Maternity Leave	4	10	3	17
Educational Leave	1	0	0	1
Deferred Leave	0	0	0	0
Other Leave of Absence	11	17	0	28
<u>TOTAL</u>	31	51	14	96

Teaching

	Hampton	Saint John	St. Stephen	TOTALS
Elementary	9	7	4	20
Middle	4	7	1	12
High	3	8	1	12
<u>TOTAL</u>	16	22	6	44

Teaching/Non-teaching

	Hampton	Saint John	St. Stephen	TOTALS
<u>Purchase of Service Requests</u>	67	65	18	150
<u>Records of Service</u>	23	20	4	47



Recruitment 2019-2020

Casual Postings

Permanent Postings

	# Apps Received	Interviewed/Approved	# of Positions	# Apps Received
Educational Assistants	221	72/67	228	13,081
School Intervention Workers		0/0	9	150
School Library Workers		0/0	8	104
Clerical	82	21/16	15	136
Custodians	73	50/34	69	962
School Bus Drivers	69	52/38	47	465
Maintenance Repairpersons			6	86
Supply Teachers	96	79/76		
Other	10	13/11		
<u>TOTAL</u>	551		382	14,984

Moffatt, Susan (ASD-S):
Kindergarten Support workers



LEADERSHIP JOB POSTINGS

Ed Centre	Position	Awarded to	Location	Duration	Replacing
Saint John	Skilled Trades and Innovation Subject Coordinator	Melissa Savoie	Saint John Education Centre	On-Going	Moira Sherwood
Saint John	Elementary French Second Language Subject Coordinator	Gina Comeau	Saint John Education Centre	On-Going	Jaqueline Turnbull
Saint John	Elementary Numeracy Subject Coordinator	Chantal Barsalou	Saint John Education Centre	On-Going	Brenda Logan
Saint John	Literacy 6-12 Subject Coordinator	Amy Marshall (Atg)	Saint John Education Centre	On-Going	Greg Paterson
Saint John	Human Resource Officer	Jayne Ingalls	Saint John Education Centre	On-Going	Bridget Ryan
Saint John	Health and Safety Officer	Clare Tooley	Saint John Education Centre	On-Going	
Saint John	First Nations Subject Coordinator	To Be Determined	Saint John Education Centre	On-Going	Mark Perry
Hampton	French Second Language Subject Coordinator	Kelly Adams (Atg)	Hampton Education Centre	On-Going	Martha Garey
Saint John	Experiential Learning Coordinator	Sherry Dumont	Office of the Superintendent	On-Going	
Hampton	Principal - Rothesay High School	Christina Barrington	Rothesay High School	5 Year Term	Stephanie Tomilson
St. Stephen	Principal - Lawrence Station Elementary	Renee Caldwell	Lawrence Station Elementary	5 Year Term	Scott Cousins
Saint John	VP - St. Malachy's	To Be Determined	Saint John Education Centre	5 Year Term	Christina Barrington