



Anglophone South School District

Memorandum

To: District Education Council

From: Susan Moffatt, Director of Human Resources

Date: August 17, 2022

Re: **Human Resources Report**

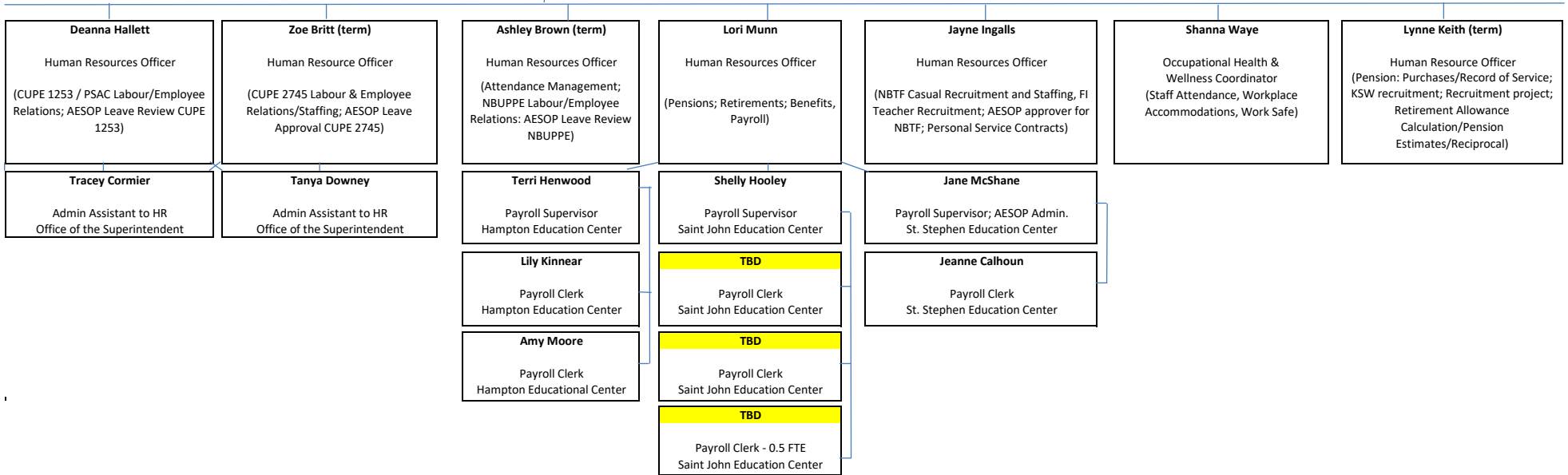
Please find attached the annual report from Human Resources which provides employee breakdown, complaint and grievance totals, workplace accident statistics, attendance data, vacancies and leadership competitions within the district.

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 (demand and complexity is increasing) - "Silent" accommodations - how do we identify where these exist, and prevention of them occurring (re-education on accommodation process with administration and employees?).
- Policy 701, 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 - goes hand in hand with attendance. Tracker created, but we need to ensure that supervisors, Principals and Vice Principals are sending to HR for tracking. There are a lot that we have to track down. Having these on file and tracked ensures that we have a pulse on why people are out, ask the right questions, and ensure that they are cleared to return or need an appropriate accommodation.
- Recruitment / Retention

2. Supporting principals, managers and supervisors with the difficult conversations around performance and areas for improvement for employees

3. **COVID** - Right to Refuse, accommodations, attendance, recruitment

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

5. Casual employees - more than enough casuals on the list, but not picking up work; likely **Covid** related... fear of getting Covid and/or the Covid EI factor?

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



Employee Breakdown

2021-2022

EMPLOYEES

PERMANENT

| | Hampton | Saint John | St. Stephen | TOTALS |
|--|-------------|-------------|-------------|-------------|
| Principals | 25 | 30 | 14 | 69 |
| Vice-Principals | 25 | 26 | 11 | 62 |
| Teachers (including coach teachers) | 619.30 | 847.4 | 264.3 | 1731.00 |
| Educational Assistants | 290 | 426 | 111 | 827 |
| School Intervention Workers | 15 | 13 | 7 | 35 |
| 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 | 1 | 3 |
| Speech Language Pathologists | 4 | 11 | 3 | 18 |
| Social Worker | 1 | 2 | 2 | 5 |
| Behaviour Intervention Mentors | 6 | 8 | 3 | 17 |
| 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 | 1266 | 1717 | 560 | 3544 |

CASUAL

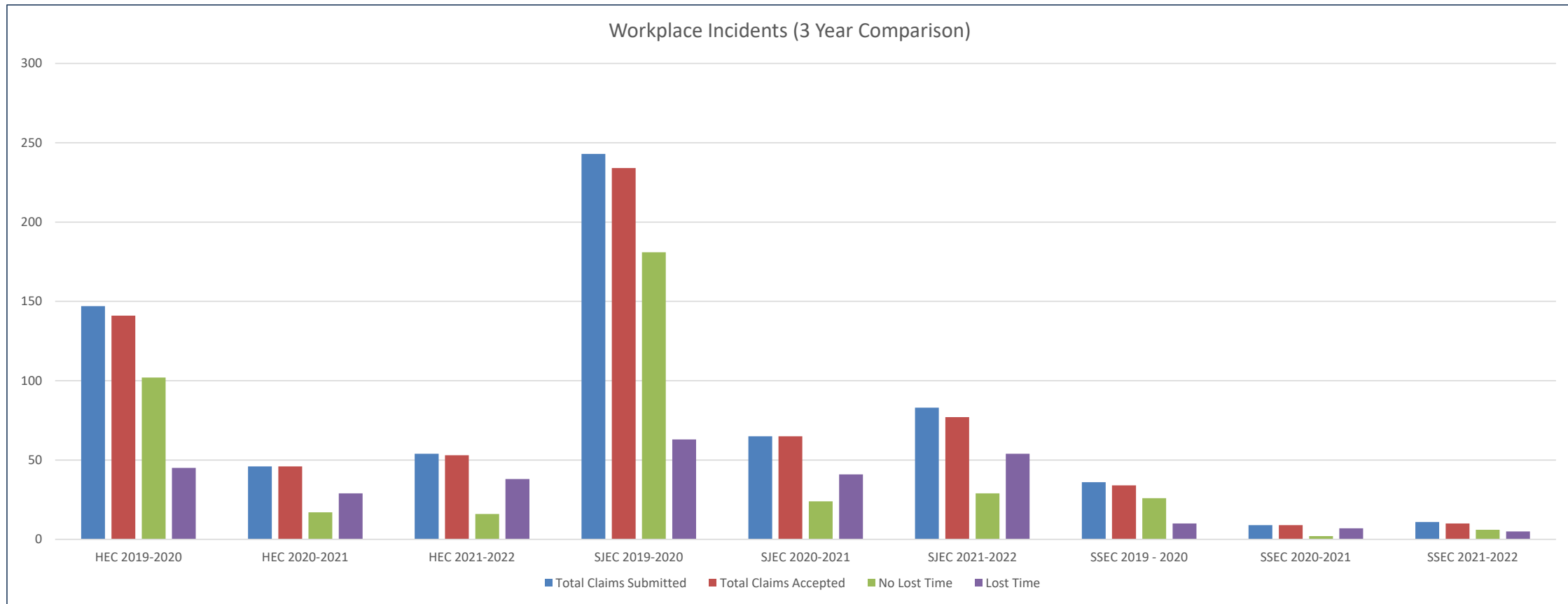
| | TOTALS |
|-------------------------------|-------------|
| Supply Teachers | 380 |
| Casual Educational Assistants | 331 |
| Casual Clerical | 46 |
| Casual Custodial/Maintenance | 107 |
| Casual Bus Drivers | 80 |
| Casual Bus Attendant | 24 |
| Casual Librarian Assistants | 46 |
| TOTAL | 1014 |
| OVERALL TOTAL | 4558 |



GRIEVANCES and COMPLAINTS

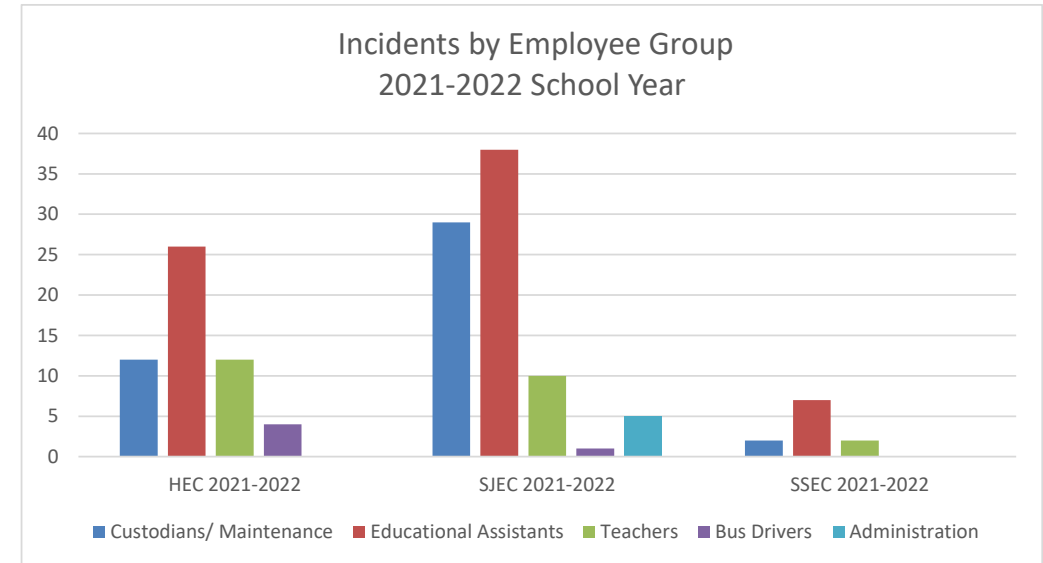
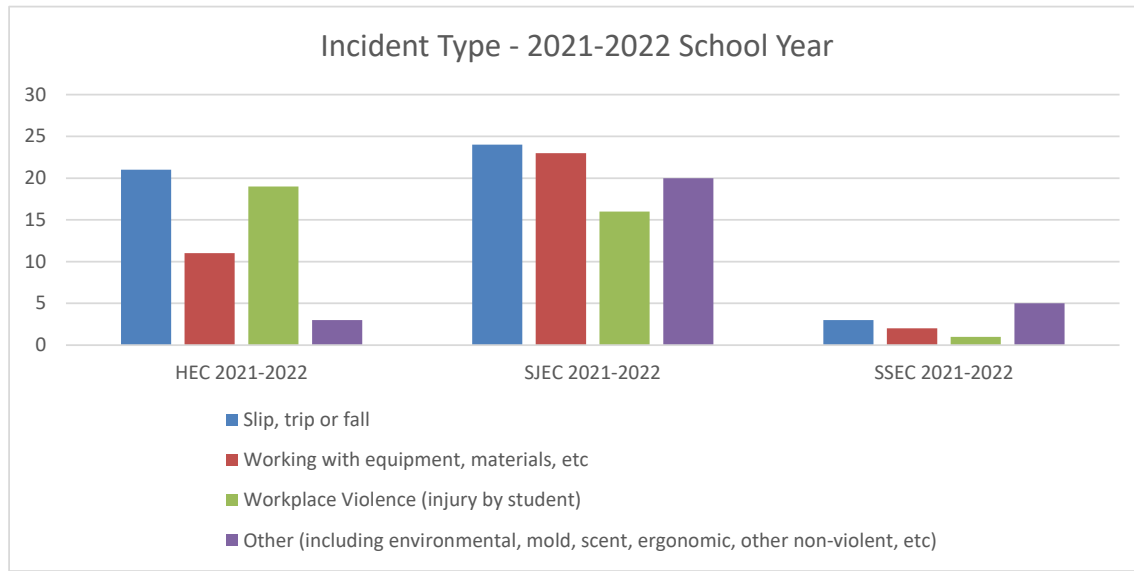
| | ASD-S |
|--|-----------|
| NBTF (Teachers, Administrators) | 23 |
| CUPE 1253 (Custodian, Maintenance, Bus Driver) | 17 |
| CUPE 2745 (EA's, Clerical, Librarians, SIW's, Rehab. Assistants) | 9 |
| NBUPPE (Psychologists, Speech Language Pathologists, Social Workers) | 0 |
| PSAC - School Business Officials | 0 |
| Respect in the Workplace Policy | 4 |
| Workplace Environment Studies/Mediations | 7 |
| Policy 701 (Policy for the Protection of Students) | 11 |
| Human Rights | 1 |
| TOTALS | 72 |

WorksafeNB Claims



| | HEC 2019-2020 | HEC 2020-2021 | HEC 2021-2022 | SSEC 2019-2020 | SSEC 2020-2021 | SSEC 2021-2022 | SSEC 2019 - 2020 | SSEC 2020-2021 | SSEC 2021-2022 | | TOTAL claims for this school year (2021-2022) | Last years' report |
|-------------------------------|---------------|---------------|---------------|----------------|----------------|----------------|------------------|----------------|----------------|--|---|--------------------|
| Total Claims Submitted | 147 | 46 | 54 | 243 | 65 | 83 | 36 | 9 | 11 | | <u>148</u> | 120 |
| Total Claims Accepted | 141 | 46 | 53 | 234 | 65 | 77 | 34 | 9 | 10 | | <u>140</u> | 120 |
| No Lost Time | 102 | 17 | 16 | 181 | 24 | 29 | 26 | 2 | 6 | | <u>51</u> | 43 |
| Lost Time | 45 | 29 | 38 | 63 | 41 | 54 | 10 | 7 | 5 | | <u>97</u> | 77 |

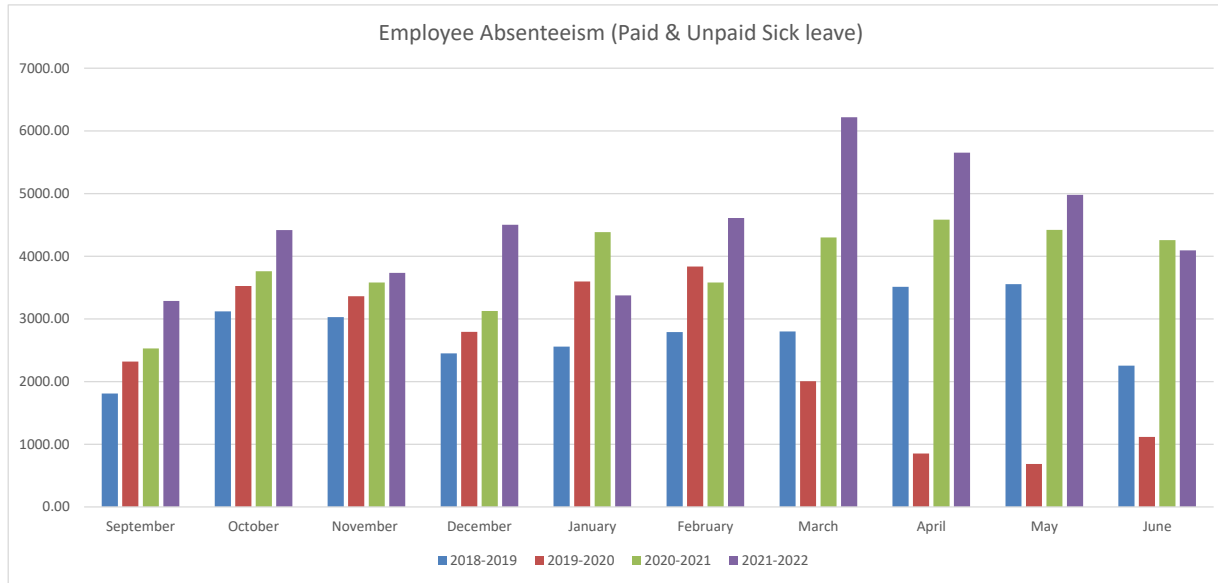
WorksafeNB Claims - Additional Information



| Incident Type | HEC 2021-2022 | SJEC 2021-2022 | SSEC 2021-2022 |
|---|---------------|----------------|----------------|
| Slip, trip or fall | 21 | 24 | 3 |
| Working with equipment, materials, etc | 11 | 23 | 2 |
| Workplace Violence (injury by student) | 19 | 16 | 1 |
| Other (including environmental, mold, scent, ergonomic, other non-violent, etc) | 3 | 20 | 5 |

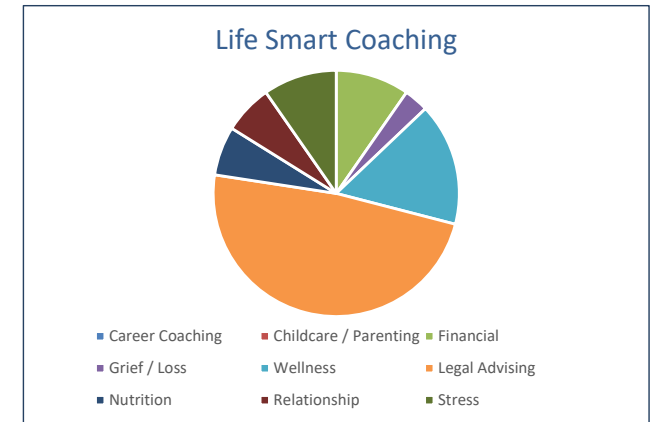
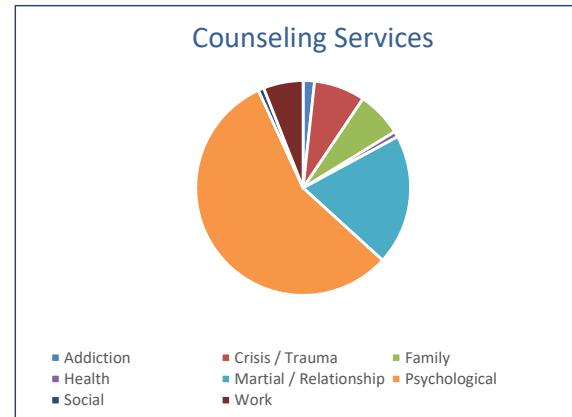
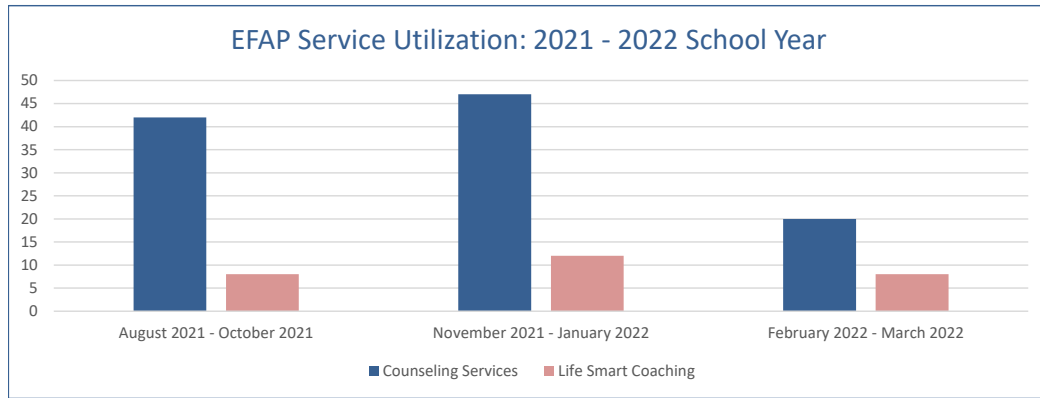
| Incidents by EMPLOYEE GROUP | HEC 2021-2022 | SJEC 2021-2022 | SSEC 2021-2022 |
|-----------------------------|---------------|----------------|----------------|
| Custodians/ Maintenance | 12 | 29 | 2 |
| Educational Assistants | 26 | 38 | 7 |
| Teachers | 12 | 10 | 2 |
| Bus Drivers | 4 | 1 | 0 |
| Administration | 0 | 5 | 0 |

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



| | 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 |
| 2021-2022 | 3286.33 | 4416.3 | 3735.56 | 4503.58 | 3375.68 | 4610.11 | 6217.09 | 5651.06 | 4980.19 | 4094.63 |

Homewood Health - EFAP

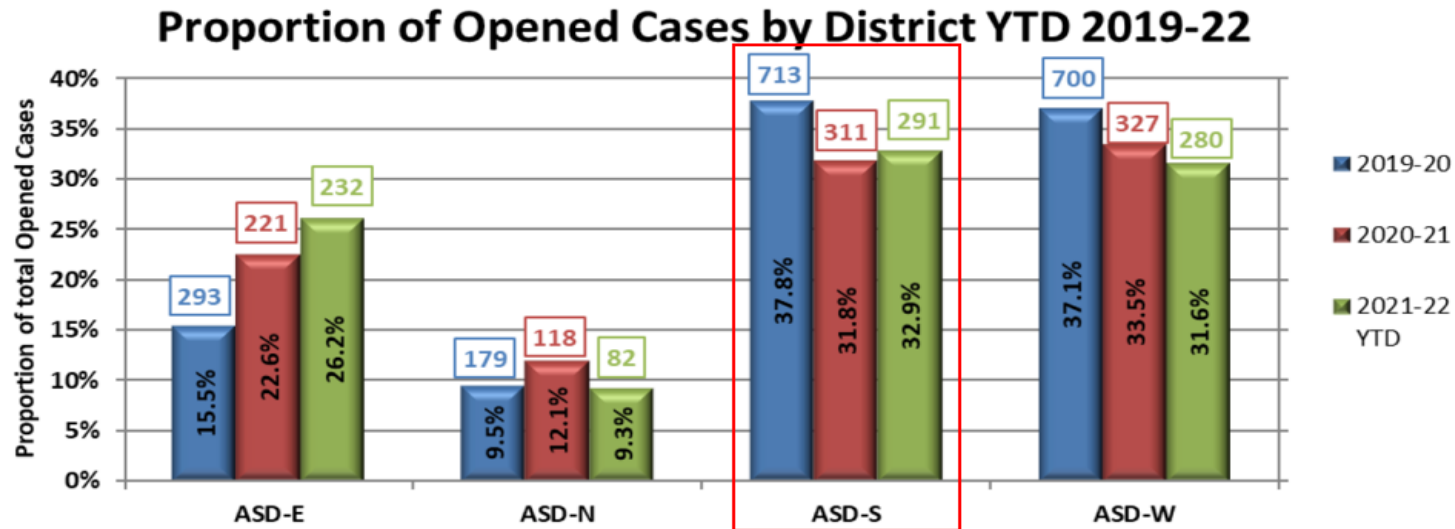


| August 2021 - October 2021 | November 2021 - January 2022 | February 2022 - March 2022 | Total |
|----------------------------|------------------------------|----------------------------|-------|
| 60 | 59 | 28 | 147 |

- * Data Available: August 2021 - March 31st 2022
- * Last school year of 2020-2021, total cases were 181, so we are down a bit from last year in usage of program.
- * Low participation could be attributed to the normalization of the pandemic and coming out the other side of the strike
- * Demographics: majority of users are female employees, and the largest age groups are 31-40, 41-50 and 51-60
- * Re-education of program overview and benefits for Local 2745 on May 6th 2022
- * Reminder sent to all employees on May 20th 2022.

- * The majority of the psychological counselling services provided were for anxiety, depression, grief and stress
- * The majority of coaching services for legal advising were in relation to family / divorce /custody issues

Manulife Case Management Support Services



* YTD data available from April 1st 2021 to March 31st 2022

* Approximately 80% of closed cases resulted in the employee not participating in the program (no return to work or accommodation achieved via Manulife)

* Low participation across the board - we need to look at re-education of program and offerings so that employees are aware of benefits of program



VACANCIES 2021-2022

Teaching

| | Hampton | Saint John | St. Stephen | TOTALS |
|------------------------------------|---------|------------|-------------|--------|
| Retirements | 25 | 26 | 8 | 59 |
| Terminations (Resignations/Deaths) | 3 | 2 | 6 | 11 |
| Maternity Leave | 29 | 30 | 8 | 67 |
| Educational Leave | 6 | 3 | 4 | 13 |
| Deferred Leave | 2 | 2 | 0 | 4 |
| Other Leave of Absence | 10 | 61 | 17 | 88 |
| <u>TOTAL</u> | 75 | 124 | 43 | 242 |

Non-Teaching

| | Hampton | Saint John | St. Stephen | TOTALS |
|------------------------------------|---------|------------|-------------|--------|
| Retirements | 25 | 29 | 6 | 60 |
| Terminations (Resignations/Deaths) | 1 | 3 | 1 | 5 |
| Maternity Leave | 11 | 13 | 5 | 29 |
| Educational Leave | 1 | 1 | 1 | 3 |
| Deferred Leave | 0 | 0 | 0 | 0 |
| Other Leave of Absence | 6 | 2 | 6 | 14 |
| <u>TOTAL</u> | 44 | 48 | 19 | 111 |

Teaching

| | Hampton | Saint John | St. Stephen | TOTALS |
|------------------------------|---------|------------|-------------|--------|
| Elementary | 13 | 8 | 3 | 24 |
| Middle | 3 | 3 | 3 | 9 |
| High | 7 | 10 | 1 | 18 |
| Leads/Coordinators/Directors | 2 | 5 | 1 | 8 |
| <u>TOTAL</u> | 25 | 26 | 8 | 59 |

Teaching/Non-teaching

| | Hampton | Saint John | St. Stephen | TOTALS |
|--|---------|------------|-------------|--------|
| <u>Purchase of Service Requests</u> | 64 | 83 | 21 | 168 |
| <u>Records of Service</u> | 12 | 16 | 6 | 34 |



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 | 150 | 22 | 85 | 1536 |
| Psychologist | | | 7 | 0 |
| Social Workers | | | 6 | 11 |
| Behaviour Invention Mentors | | | 9 | 26 |
| Speech Language Pathologists | | | 3 | 8 |
| School Bus Drivers | 65 | 30 | 56 | 745 |
| Maintenance Repairpersons | | | 7 | 69 |
| Supply Teachers | | 167 | | |
| Other | 23 | 22 | | |
| TOTAL | 676 | 386 | 444 | 17,273 |

**LEADERSHIP JOB POSTINGS**

| Ed Centre | Position | Awarded to | Duration | Replacing |
|------------------|--|-----------------------|-----------------|-----------------------|
| Hampton | Principal-Rothesay High School | Beverlee MacDonald | 5 Year | Christina Barrington |
| Hampton | Principal-Rothesay Elementary School | Sarah Blanchard | 5 Year | Charlene Carroll |
| Hampton | Principal-Hampton Elementary School | Megan Donovan | 5 Year | Sarah Blanchard |
| Hampton | Principal-Hammond River Valley Elementary School | Julie Stewart | 5 Year | Nathalie Graham |
| Hampton | Vice-Principal Hampton Elementary School | James Geraghty | 5 Year | Julie Stewart |
| Hampton | Actg Vice-Principal Hampton High School | Byron Barton | 1 Year | Amber Lenihan-Lingley |
| Hampton | Actg Principal-Sussex Elementary School | Nicole St. Cyr | 1 Year | Doug Bobbitt |
| Hampton | Actg Principal- Hampton High School | Amber Lenihan-Lingley | 1 Year | Rosemary Southard |
| Saint John | Vice Principal-Simonds High School | Stephanie Marr | 5 Year | Andre Dumas |
| Saint John | Vice Principal-Seaside Park Elementary School | Sarah McMullin | 5 Year | Jocelyn Myatt |
| Saint John | Vice Principal-Saint John High School | Nick Munn | 5 Year | Maureen Desmond |
| Saint John | Vice Principal-Centennial School | Jeff Prosser | 5 Year | Stephanie Marr |
| Saint John | Vice Principal Harbour View High School | Nicolas McCaustlin | 5 Year | Beverlee MacDonald |
| Saint John | Vice Principal Forest Hills School | Colleen Flower | 5 Year | Sacha Koumbais |
| Saint John | Vice Principal - Hazen White/St Francis | Robert Chapman | 5 Year | Jeanne Connors |
| Saint John | Principal-Seaside Park Elementary School | Jocelyn Myatt | 5 Year | Michelle Deschenes |
| Saint John | Principal-Saint John High School | Christina Barrington | 5 Year | Lori Wall |
| Saint John | Principal-River Valley Middle School | Sacha Koumbais | 5 Year | Trudy McGrath |
| Saint John | Principal-Hazen-White/St Francis School | Jeanne Connors | 5 Year | Megan Donovan |
| Saint John | Principal-Beaconsfield Middle School | Jeff Matheson | 5 Year | Angela Marr |
| Saint John | Principal-Bayside Middle School | Angela Marr | 5 Year | Pat Laskey |
| Saint John | Experiential Learning Coordinator | Bobbie Lee Craft | 1 Year | Sherry Dumont |
| Saint John | Acting School Counselling and ISD Coordinator | Todd Cormier | 1 Year | Jennifer Grant |
| Saint John | Actg Vice Principal River Valley Middle | Carol Gatien | 1 Year | Erika Nelson |
| Saint John | Actg Vice Principal Loch Lomond School | Martha Garey | Sept-Dec | Cheryl Aylward |
| Saint John | Actg Principal-Loch Lomond School | Cheryl Aylward | Sept-Dec | Gail Fillmore-Crilly |
| Saint John | Actg Principal-Harbour View High School | Patrick McDade | 1 Year | Michael Butler |
| St. Stephen | Actg Principal-Fundy Middle High School | Rosemary Southard | 1 Year | Patrick McDade |
| St.Stephen | Vice Principal-St.George Elementary School | Stephanie Borthwick | 5 Year | Matthew Kernigan |
| St.Stephen | Vice Principal-St. Stephen Middle School | Jon Conley | 5 Year | Melissa Brown |
| St.Stephen | Vice Principal-Milltown Elementary School | Wes French | 5 Year | Katie Chambers |
| St.Stephen | Vice Principal Fundy Middle High School | Ryan Daye | 5 Year | Jeff Matheson |
| St.Stephen | Vice Principal Campobello Island Consolidated School | Sonia Landry-Chute | 5 Year | Jon Conley |
| St.Stephen | Principal St. Stephen Elementary School | Melissa Brown | 5 Year | Colleen Winchester |



LEADERSHIP JOB POSTINGS

| Ed Centre | Position | Awarded to | Duration | Replacing |
|------------------|---|-------------------|-----------------|-----------------------|
| St.Stephen | Principal St. George Elementary School | Matthew Kernigan | 5 Year | Patricia Huizinga |
| St.Stephen | Principal Milltown Elementary School | Katie Chambers | 5 Year | Heather Bell-Williams |
| St.Stephen | Principal Blacks Harbour Elementary School | Tammy Surrette | 5 Year | Jo-Ann Schwartz |
| Office of Super | Acting - Neurodevelopmental Disorders & Complex Behaviour Coord | Heather Banville | 1 year | Kate Zed |
| Office of Super | K-5 Literacy Subject Coordinator | Shonna Martin | Permanent | Nicole MacNeil |
| Office of Super | 9-12 FSL Subject Coordinator | TBD | Permanent | Jillian Ingalls-Garey |