



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

<b>POLICY NAME</b>	<b>Employment, Compensation, and Benefits</b>		
<b>POLICY NUMBER</b>	<b>ASD-W-EL3</b>	<b>Number of Reports per year</b>	<b>1</b>
<b>Date of Report</b>	<b>April 28, 2016</b>		
<b>Date of Previous Report (s) This School Year</b>	<b>N/A</b>		
<b>Date of Future Report (s) This School Year</b>	<b>N/A</b>		
<b>Report Filed by:</b>	<b>David McTimoney, Superintendent</b>		
<b>Report Supported by:</b>	<b>Karen Morton Director of Human Resources</b>		

**Current Situation**

- **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.**
- **ASD-W employed 2,851 permanent FTE as of September 30, 2015. Of the seven (7) School Districts in Part II, it 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 in ASD-W = 2,851**
  - B) The number of permanent staff in Part I, 23 GNB Departments = 10,066 (Appendix A)**
  - C) The number of permanent staff in Part II, 7 School Districts = 16,593 (Appendix A)**
  - D) The number of permanent staff in Part III = 18,809 (Appendix A)**
- **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**
  - E) The Public Service Alliance of Canada (*first collective agreement is being negotiated*)**
  - F) Management and Non-Union Policies for Parts I and II of the Public Service/Wage Scales**

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- **ASD-W provides the benefits as outlined in the various articles of each collective agreement (i.e. sick leave, maternity leave, vacation, certain allowances, etc.). In addition, pensions, 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, Department of Human Resources.**
- ***inConfidence* is the corporate Employee Family Assistance Program for Parts I, II and III of government and it came into effect for ASD-W (Part II) in May, 2015.**
- **Case Management Support Services through Manulife came into effect for all School Districts in November, 2015, under the *In Education, Every Day Counts* initiative.**
- **ASD-W has a District Education Council Governance Process policy titled *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 are 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 a 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, 2014-2015 (Appendix B). 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 twenty (20) outstanding grievances at various stages of the process, of which ten (10) are related to the Department of Education and Early Childhood Development *In Education, Every Day Counts* initiative.**
- **ASD-W secures casual replacements on a daily basis through the AESOP automated software system. The program also allows for convenient tracking and report building that is useful to human resources staff.**

**Looking Ahead**

- **For the upcoming 2015-2016 school year, ASD-W will be implementing a new on-line application tracking system to aid in the recruitment of all staff. The tender for this system has been posted and will close on May 5, 2016.**
- **District leadership remains committed to the adherence of legislation, policy and collective agreements when it comes to managing ASD-W human resources.**

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- **A number of collective agreements are currently in the stages of negotiations. The Superintendent for ASD-W is on the provincial negotiation team for the teacher's collective agreement negotiations and the Director of Finance and Administration for ASD-W is on the provincial negotiation team for the CUPE Local 1253 collective agreement negotiations.**

**Challenges**

- **There is a large volume of work associated with human resources in ASD-W due to the number of permanent employees and casual employees working within the organization.**

**Addressing the Challenges**

- **District leadership continues to work strategically at finding efficient and effective ways to conduct hiring, process work performance evaluations and address workplace concerns.**
- **The human resources team consists of highly skilled and experienced staff that welcomes professional learning opportunities and work together to manage the heavy work load.**
- **ASD-W works closely with the Department of Education and Early Childhood Development and the two organizations support one another.**

**Appendices**

- **Appendix A – Department of Human Resources, Workforce Profile 2015, page 1**
- **Appendix B – Department of Human Resources, Annual Report 2014-2015, page 12**

**Superintendent's Signature:** \_\_\_\_\_**DEC Chair Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_

## About this report

The *Government of New Brunswick Workforce Profile* provides statistical information about key characteristics of the provincial government's workforce. The information is derived from the human resource/payroll systems for Parts 1, 2 and 3 of the Public Service.

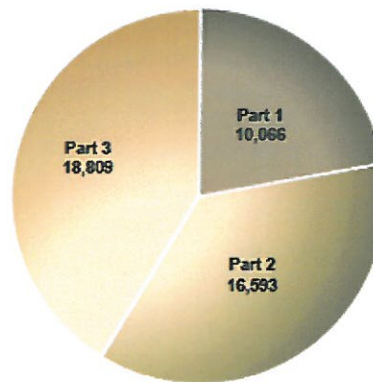
Part 1 includes line departments, also called the Civil Service. Part 2 comprises the public school system, including teachers, bus drivers and school district employees. Part 3 encompasses health-care employees.

Employees of Ambulance New Brunswick and Part 4 Crown corporations are not included in this report.

## Number of employees in the Public Service as of Dec. 31, 2015

There were 45,468 paid employees in Parts 1, 2 and 3 as of Dec. 31, 2015. Part 1 had 10,066 employees, representing 22 per cent of the workforce. Part 2 had 16,593 employees (37 per cent). Part 3 had 18,809 employees (41 per cent).

The following chart shows the number of Public Service employees from Dec. 31, 2011 to Dec. 31, 2015, for Parts 1, 2 and 3.



Dec. 31, 2011 – Dec. 31, 2015					
	2011	2012	2013	2014	2015
Part 1	9,929	9,527	9,202	9,204	10,066*
Part 2	16,730	16,561	16,833	16,797	16,593
Part 3	20,129	20,063	19,532	19,464	18,809*
<b>Total</b>	<b>46,788</b>	<b>46,151</b>	<b>45,567</b>	<b>45,465</b>	<b>45,468</b>

\* On October 1, 2015, the new centralized common services organization known as Service New Brunswick became operational. It absorbed the functions of the former FaciliCorpNB, which operated in Part 3. As a result, 910 former FaciliCorpNB employees were moved from Part 3 to Part 1. This transfer explains the increased workforce in Part 1 in 2015 (the net increase was 862 because there were 48 fewer employees across the rest of Part 1). Although 910 employees were moved from Part 3 to Part 1, the net workforce decrease in Part 3 was 655 due to an increase of 255 employees across remaining operations.



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 2014-2015.

	Referrals to adjudication carried from previous years	New referrals to adjudication	Grievances withdrawn or settled	Adjudication decisions rendered
Part 1	78	115	44	9
Part 2	32	36	77	2
Part 3	152	242	138	8
<b>Total</b>	<b>262</b>	<b>393</b>	<b>259</b>	<b>19</b>