



**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 20, 2017		
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 agreements in his responsibilities concerning employment, compensation and benefits.**
- **ASD-W employs 2,968 permanent FTE as of September 30, 2016. This official FTE includes IT Shared Services Staff (20 FTE) and Other Positions (31.5 FTE). Of the seven School Districts in Part II, ASD-W is the second largest in the Province with respect to the number of staff (Appendix A).**
- **As an illustration of size:**
 - A. The number of permanent staff in ASD-W = 2,968 as of September 30, 2016.**
 - B. The number of permanent staff in Part II, GNB - 7 School Districts = 13,333 at December 31, 2015 (Appendix B)**
 - C. The number of permanent staff in Part I, GNB - Departments = 8,389 at December 31, 2015 (Appendix B)**
 - D. The number of permanent staff in Part III, GNB - Health = 16,514 at December 31, 2015 (Appendix B)**

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

- **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 and offers support to employees in a variety of avenues.**
- **The *In Education, Every Day Counts Initiative* came into effect for Part II in November 2015, and provides Case Management Support Services through Manulife.**
- **ASD-W has a DEC 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.**
- **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 the Department of Human Resources, now Treasury Board (Appendix C). It should be noted that position 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 one matter currently in the adjudication process in April 2017 and another matter scheduled for adjudication in August 2017.**
- **Anglophone West School District continue to secure casual and supply replacements on a daily basis through an Absence Management system (formerly known as AESOP). The program allows for monitoring and report building that is beneficial for HR staff.**

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

- **Employment - In April 2017, ASD-W implemented a new online automated applicant tracking system for job applications. Phase I of the launch was to onboard all teaching staff to the new system and our first round of School Administrator positions for 2017-2018 have been advertised using the system. Phase II will onboard other employee groups.**

- **Compensation and Benefits - New collective agreements have been negotiated as follows:**
 - A. The New Brunswick Teachers' Federation - Ratified. Signing to take place on May 2, 2017.**
 - B. The Canadian Union of Public Employees, Local 1253 - Signed on September 7, 2016. Expires February 28, 2018.**
 - C. The Canadian Union of Public Employees, Local 2745 - Signed on December 8, 2016. Expires on 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 Public Service Alliance of Canada - Signed on June 22, 2016. Expires on September 30, 2019**

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

Appendices:

- **Appendix A - Department of Education and Early Childhood Development Summary Statistics, 2016-2017**
- **Appendix B - Department of Human Resources (now Treasury Board), Workforce Profile 2015**
- **Appendix C - Department of Human Resources (now Treasury Board), Annual Report 2015-2016**

Superintendent's Signature: _____**DEC Chair Signature:** _____**Date:** _____

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	593.0	85.1	34.7	136.9	125.1	381.8	65.9	38.1	107.3	211.2
Guidance Counsellors	161.5	36.5	16.8	37.3	51.4	142.0	6.2	3.7	9.7	19.6
Other Classroom Teachers	56.8	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	5,689.0	887.7	461.2	1,293.8	1,304.2	3,946.8	595.1	332.6	814.5	1,742.2
School Administration	379.3	58.1	28.6	86.8	89.8	263.2	42.0	22.0	52.0	116.0
Total Classroom Teachers •	6,900.6	1,072.7	554.6	1,568.8	1,592.6	4,788.6	722.2	399.4	990.4	2,112.0
Other Educational Staff	377.7	58.7	56.5	80.0	79.8	275.0	47.1	19.1	36.5	102.7
Teacher Librarian	2.1	2.1	-	-	-	2.1	-	-	-	0.0
Total teachers (classroom teachers and other teachers)	7,280.4	1,133.5	611.1	1,648.8	1,672.4	5,065.7	769.3	418.5	1,026.9	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	3.0
Director of Schools	14.0	2.0	1.0	3.0	3.0	9.0	2.0	1.0	2.0	5.0
Subject Coordinators	66.5	8.5	10.0	15.0	19.0	52.5	4.0	3.0	7.0	14.0
Superintendent	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	3.5	0.5	1.0	1.0	1.0	3.5	-	-	-	0.0
Total Educators (classroom teachers, other teachers and educators)	7,382.4	1,147.5	626.1	1,670.8	1,698.4	5,142.7	777.3	424.5	1,037.9	2,239.7
		Anglophone		Francophone		Total				
Total Classroom Teachers •	4,788.6	2,112.0	6,900.6							
Total Teachers	5,065.7	2,214.7	7,280.4							
Total Educators	5,142.7	2,239.7	7,382.4							

• 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, 2016

	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	18.4	19.0	27.9	32.6	23.3	10.0	97.9	55.3	153.2
Educational Assistant ¹	386.0	240.0	652.9	531.0	252.6	137.8	1,809.9	813.3	2,623.3
School Administrative Assistant	55.4	31.7	88.1	92.2	42.5	24.4	267.3	111.7	379.0
School Intervention Worker ¹	27.7	23.0	35.0	30.0	34.0	2.0	115.7	67.0	182.7
School Library Assistant	19.6	11.7	17.5	28.3	20.5	12.7	77.1	62.2	139.4
School-Based Clerk	-	-	-	1.0	-	-	1.0	-	1.0
Student Attendant	12.0	2.9	17.3	6.0	1.5	0.8	38.3	3.2	41.4
Subtotal	519.0	328.3	838.8	721.1	374.4	187.8	2,407.2	1,112.7	3,519.9
Finance and Administrative Services (1 FTE = 36.25 hours/week)									
Assistant Budget Manager	1.0	1.0	2.0	2.0	2.0	1.0	6.0	4.0	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	2.0	6.0
Director of Finance and Administrative Services	1.0	1.0	1.0	1.0	1.0	1.0	4.0	3.0	7.0
Director of Human Resources	1.0	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	1.0	4.0	2.0	6.0
Executive Assistant to Superintendent	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	4.0	3.0	7.0
Human Resources Officer	3.0	2.0	4.0	7.0	3.0	2.0	16.0	8.0	24.0
I.T Shared Services ²	11.0	13.0	21.0	20.0	13.0	7.0	69.0	37.0	106.0
Payroll Supervisor	-	-	-	-	-	-	-	-	-
Transportation Manager	1.0	1.0	1.0	1.0	1.0	1.0	4.0	3.0	7.0
Subtotal	25.0	26.0	41.0	43.0	28.0	20.0	139.0	80.0	219.0
General Labour, Trades & Services (1 FTE = 40 hours/week)									
Building Maintenance Foreperson	1.0	-	-	4.0	-	-	5.0	1.0	6.0
Bus Driver	89.0	119.0	230.0	261.0	110.0	63.0	699.0	335.0	1,034.0
Custodial Foreperson	1.0	-	2.0	1.0	-	-	4.0	-	4.0
Custodian	128.0	110.3	229.6	145.4	137.3	72.8	613.3	343.6	956.9
Maintenance Repairworker	17.0	15.0	41.5	28.5	20.0	7.0	102.0	43.0	145.0
Power Engineer	3.0	2.0	3.0	-	3.0	-	8.0	3.0	11.0
School Plant Superintendent	-	2.0	6.0	-	1.0	2.0	8.0	3.0	11.0
Storekeeper	-	-	1.5	-	-	-	1.5	-	1.5
Truck Driver	-	-	1.5	-	-	-	1.5	-	1.5
Subtotal	239.0	248.3	515.1	439.9	271.3	144.8	1,442.3	728.6	2,170.9
Professional Support Group (1 FTE = 36.25 hours/week)									
Behaviour Intervention Mentor	2.0	2.0	-	2.0	3.0	14.6	6.0	17.6	23.6
School Psychologist	8.2	2.6	4.0	5.0	6.0	2.0	19.8	19.0	38.8
School Psychometrist	-	1.0	3.0	1.0	3.0	3.7	5.0	9.7	14.7
School Social Worker	2.0	4.0	5.1	6.3	8.0	4.0	17.4	21.0	38.4
Speech Therapist / Audiologist	7.5	9.2	19.9	15.0	7.8	5.6	51.7	25.9	77.6
Subtotal	19.7	18.8	32.0	29.3	27.9	29.9	99.8	93.3	193.1
Other Educational Support (1 FTE = 36.25 hours/week)									
Community School Coordinator	4.0	3.0	9.8	4.5	21.6	19.0	21.3	60.1	81.4
Other	4.5	-	6.0	31.5	23.0	9.0	42.0	41.0	83.0
Subtotal	8.5	3.0	15.8	36.0	44.6	28.0	63.3	101.1	164.4
Total - Support Staff	811.2	624.4	1,442.7	1,269.3	746.1	410.4	4,151.6	2,115.7	6,267.3

¹ 1 FTE = 30 hours/week² IT Shared Services senior staff has been added to the sector total

**Appendix B – Department of Human Resources (now Treasury Board),
Workforce Profile 2015, page 2**

Dec. 31, 2011 – Dec. 31, 2015						
Employment type		2011	2012	2013	2014	2015
Permanent	Part 1	8,062	8,007	7,766	7,714	8,389
	Part 2	13,462	13,436	13,576	13,602	13,333
	Part 3	17,648	17,665	17,169	17,012	16,514
	Total permanent	39,172	39,108	38,511	38,328	38,236
Temporary	Part 1	1,867	1,520	1,436	1,490	1,677
	Part 2	3,268	3,125	3,257	3,195	3,260
	Part 3	2,481	2,398	2,363	2,452	2,295
	Total temporary	7,616	7,043	7,056	7,137	7,232
Total		46,788	46,151	45,567	45,465	45,468

Appendix C - Department of Human Resources (now Treasury Board), Annual Report 2015-16, page 16

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 2015-2016.

	Referrals to adjudication carried from previous years	New referrals to adjudication	Grievances withdrawn or settled	Adjudication decisions rendered
Part 1	119	114	67	6
Part 2	23	87	55	1
Part 3	244	216	144	19
Total	386	417	266	26