

HUMAN RESOURCES
SCHOOL BOARD UPDATE
December 8, 2020



HR Update

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Hires for 2020 -2021 School Year

- 8 Full-time Probationary Teachers (12 in 2019-2020)
- 4 Part-time Probationary Teachers (4 in 2019-2020)
- 32 Full-time Temporary Teachers (23 in 2019-2020)
- 17 Part-time Temporary Teachers (11 in 2019-2020)
- 1 Full-time Probationary Educational Assistant (8 in 2019-2020)
- 2 Part-time Probationary Educational Assistants (2 in 2019-2020)
- 2 Full-time Temporary Educational Assistants (4 in 2019-2020)
- 2 Part-time Temporary Educational Assistants (1 in 2019-2020)

Substitute Teachers and Educational Assistants

- Currently have 103 Substitute Teachers (135 in 2019-2020)
 - Includes some part-time current teachers.
 - Retired teachers.
 - Online only teachers for the HUB.
- Currently have 32 Substitute Educational Assistants (35 in 2019-2020)
- Onboarding
 - Mandatory online 3 hour OHS/HR onboarding session.
 - Substitute teachers and educational assistant's handbooks.



Educational Assistants Update

- 27 on layoff as of June 30
- 7 resigned positions
- 18 recalled between September 1 and October 1 (most recalled due to Federal COVID dollars and Play and Learn)
- LOU with CUPE to allow flexibility for recall
- 2 still on layoff due to medical
- Job description and evaluation updated to reflect technology requirements of role





Online Orientation Session August 2020

- Staff Handbooks
 - About our District
 - Collective agreements
 - Benefits
 - Leaves options
 - Login leaves
 - Technology Usage
 - Facilities
- OHS
 - Our Safety and Health Policy
 - OHS Legislation
 - Reporting Health and Safety Concerns
 - Injury Reporting
 - Site Security and Emergency Procedures
 - WHMIS
- Policies
 - Harassment Policy
 - Healthy Interactions
 - Drug/Alcohol Policy
- Attendance and Wellness
 - MHPSD Commitment
 - Employee Family Assistance Program



HR Ongoing and Future Work

- Employee conflict resolution, performance and conduct issues – policy and procedure issues.
- HR training – Investigations – Conflict Resolution
- HR policy review and revisions.
- Employee online policy process review.
- Onboarding policy and procedures review.
- Insurance related changes to HR practice.
- Update policy and procedures changes to reflect new government regulation/legislation – Employment Standards – Labor Regs.
- Evaluation process review and revisions. Training for supervisors/administrators.
- Record retention – update/digitize HR files.
- Creation, review and revision of job descriptions.
- Review and revise processes for job postings/interviewing/supporting new employees.

OHS Update

Janine Tolhurst





Occupational Health and Safety

Joint Health and Safety Committee

- Meetings being held by Zoom. Special meeting in August prior to re-entry, regular meetings in October, January, March & June.
- HS Reps have been involved in the development of new protocols and OHS and public health inspections (internal and external).



Occupational Health and Safety

WCB Claims - Year over Year Comparison

Total Claim Costs

2017 - \$75,058

2018 - \$79,131

2019 - \$29,262

2020 - \$20,030

Claim Number and Type

2017 – 17 total, 8 lost time

2018 – 10 total, 5 lost time

2019 – 15 total, 3 lost time

2020 – 11 total, 3 lost time

Reduced overall claims costs a result of prompt reporting and active claims management



Occupational Health and Safety

In Progress

- Student Lifts and Transfers – inventory of current equipment and needs, development of protocol and training program.
- Online safety inspection tool for school staff to conduct quick assessments of their own spaces.
- Scent sensitive school environments policy.



Occupational Health and Safety

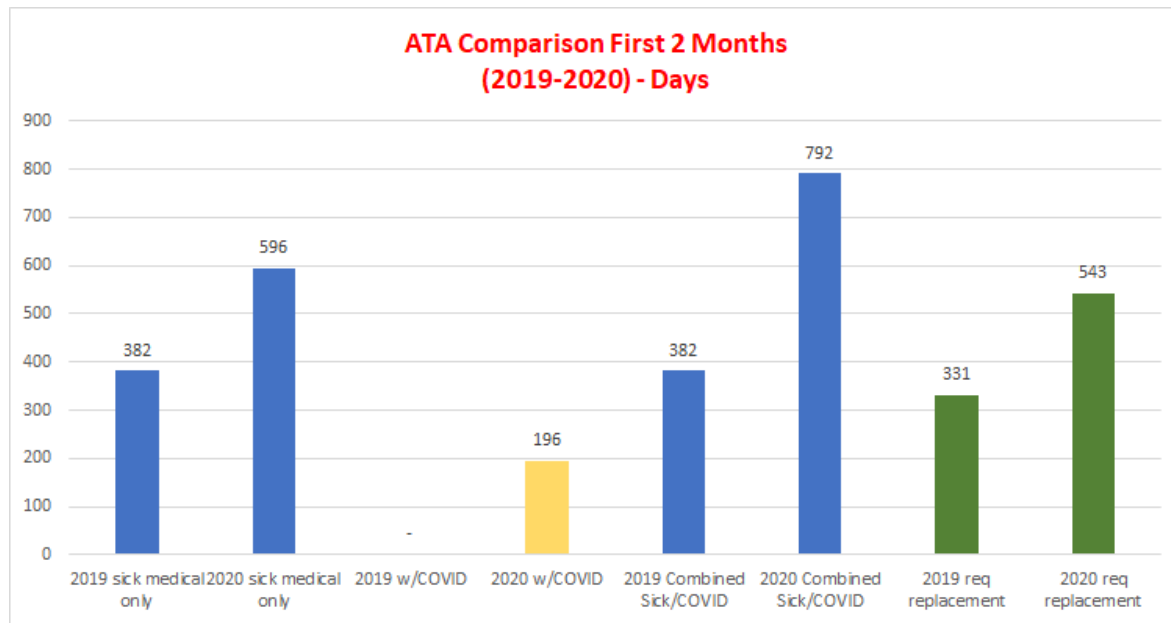
Ongoing

- Internal OHS and external fire safety inspections – schedules have been modified to limit interactions with school communities
- WCB case management – 6 work related injuries this school year. 3 active claims with 1 involving lost time from work.
- Student injury reports – review, follow up as needed.
- Training – most moved to online, reduced attendance and frequency for required in person sessions.

Health, Wellness, and Attendance Update

Sarah Scahill, RN BN



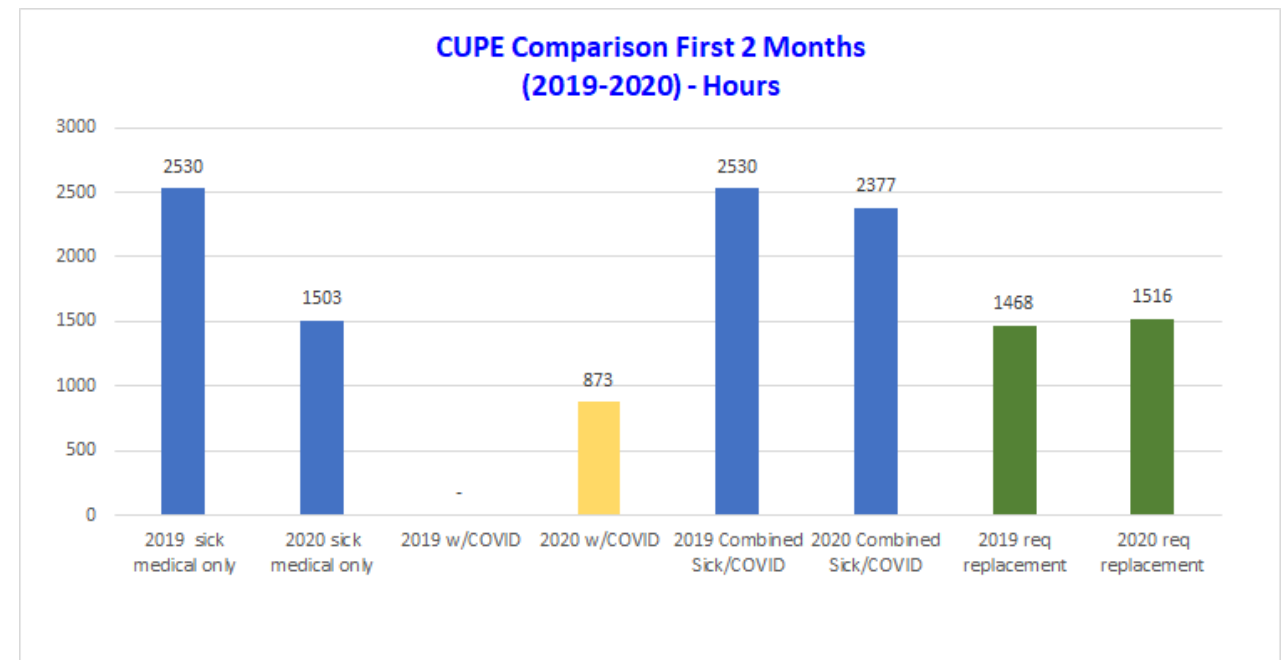


ATA

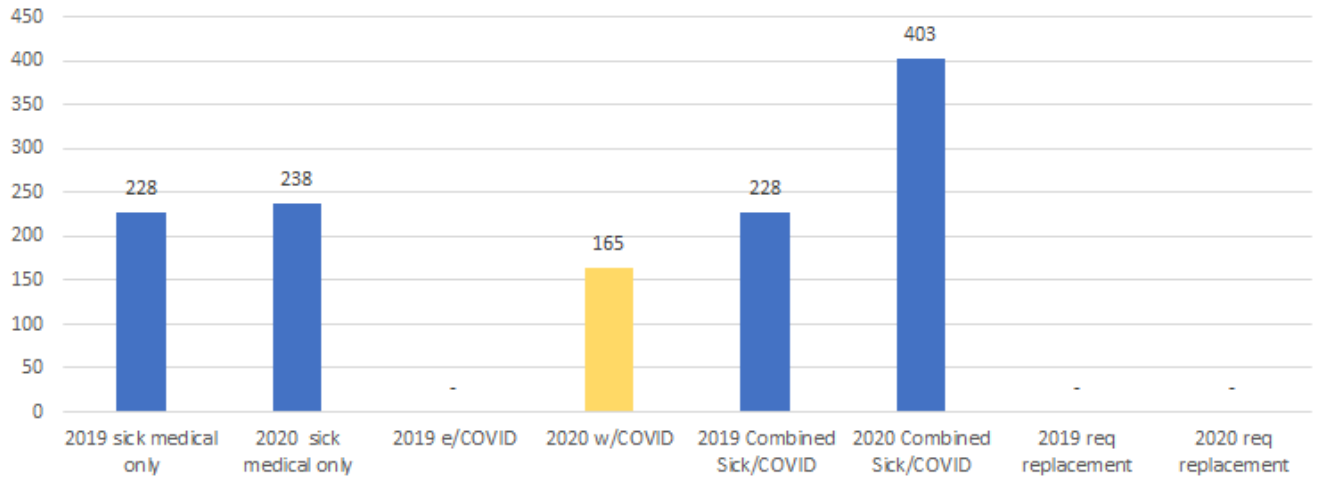
- 56% **increase** in Sick Leave (not incl. COVID-19)
- 107% **increase** in overall medical leave (incl. COVID-19)
- 64% **increase** in amount of subs required for coverage.

CUPE

- 41% **decrease** in Sick Leave (not incl. COVID-19)
- 6% **decrease** in overall medical leave (incl. COVID-19)
- 3% **increase** in amount of subs required for coverage.



**NonUnion Comparison First 2 Months
(2019-2020) - Hours**



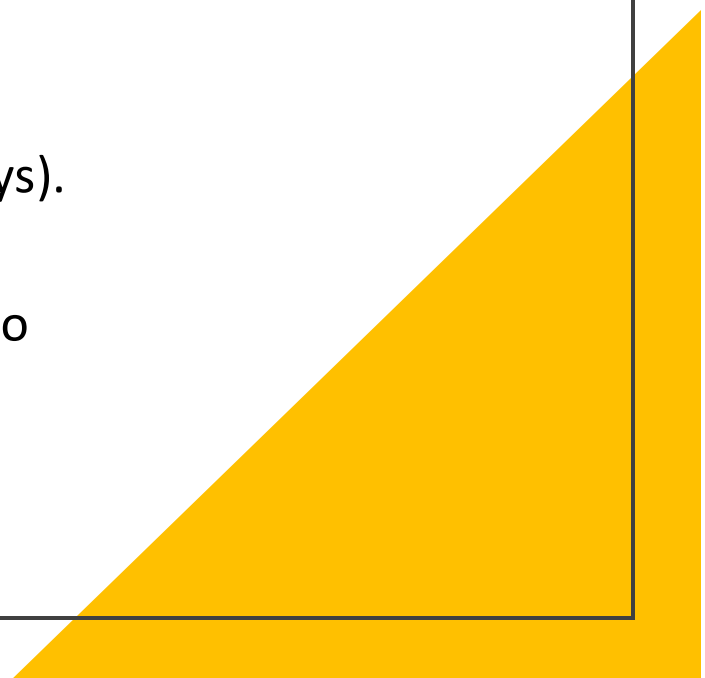
OVERALL

- 9% **increase** in Sick Leave (not incl. COVID-19)
- 53% **increase** in overall medical leave (incl. COVID-19)
- 40% **increase** in amount of subs required for coverage.

Non-Union

- 5% **increase** in Sick Leave (not incl. COVID-19)
- 77% **increase** in overall medical leave (incl. COVID-19)
- **Zero** positions require replacement coverage.

Attendance Support Program

- Continue to provide support to administrators and staff on request.
 - Plan to review division data in New Year to evaluate "trigger". May increase or decrease depending on data analysis (currently at 8 days).
 - Majority of routine follow up and assessment of data paused due to COVID-19.
- 
- A large yellow triangle is positioned in the bottom right corner of the slide, pointing towards the top right.

Disability Management

- Continue to provide support to staff during their first 90 days of sick leave (prior to case transfer to EDB) and communicating with ASEBP Claims Facilitators for staff who are on EDB.
- Goal is to support staff with workplace accommodations to assist in reaching/sustaining personal wellness and remain actively at work.
- Approximately 100 work plans / accommodations have been put in to place for staff since October 2018. Accommodations remain relatively close to a 50/50 split between physical and psychological.
- **All staff** who have received workplace accommodations during the first 90 days of sick leave have been successful with return to work and have not transitioned to EDB.

Types of Accommodations

Physical

- Lifting
- Standing
- Walking
- Push/Pull
- Carrying
- Environmental supports/changes

Psychological

- Altered hours/days
- Temporarily reducing non-essential job tasks
- Use of lists, reminders, note taking
- Frequent check-in with admin or close support system

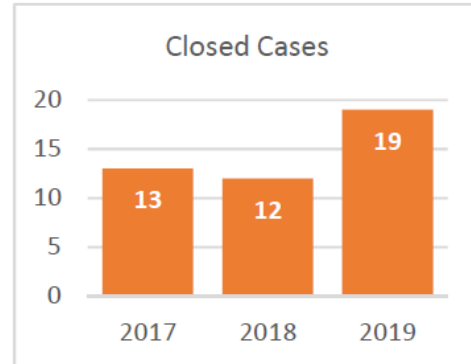
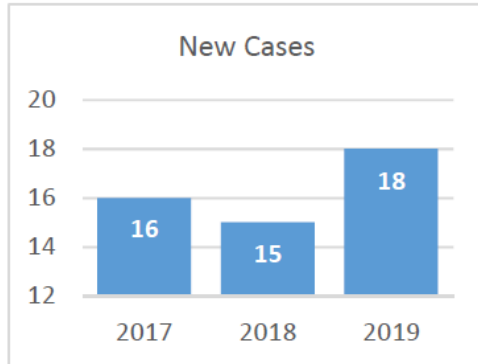


Extended Disability Benefit Caseload

Disability Case Transitions For Medicine Hat School Division

Disability Case Activity By Year

Calendar Year	Carry Over From Prior Year	New Cases	Cases Closed	Cases Remaining
2017	29	16	13	32
2018	32	15	12	35
2019	35	18	19	34



Note that higher closure rates in 2017 may be due to RITE offering.

- Highest case closure rate to date.
- Majority of cases closed as staff returned to work.
- Goal is to continue to trend downward in overall cases remaining.



STDM Pilot Program

MHPSD was asked to participate in the ASEBP Short Term Disability Management pilot program commencing January 2021. This program will offer our division further resources to assist with managing medical leaves during the 90-day elimination period prior to EDB.

- Available only to invited school divisions.
- 2-year pilot starting January 2021.
- Program will offer services for all sick leaves greater than 14 days duration and participation of staff will be mandatory.
- Program will assist the division with case management services including:
 - Coordination of medical assessments;
 - Requests for medical information;
 - Expedited treatment options; and
 - Coordination and funding of treatments.
- Assist the division with case closure and transitions, including return to work planning.
- Payment of sick leave benefits remains at the discretion and responsibility of MHPSD during the first 90 days.



Wellness Update

A graphic with a bright orange background. In the center, a white syringe is positioned vertically, with its needle pointing downwards. A red plunger is visible inside the syringe. Behind the syringe is a teal starburst shape with a dotted arc. A dark blue banner with a white border is placed horizontally across the middle of the syringe. On the banner, the words "FIGHT THE FLU" are written in large, white, bold, sans-serif capital letters. The entire graphic is surrounded by several pieces of crumpled white paper.

FIGHT THE FLU

Flu Shots

- MHPSD hosted seven on-site flu clinics with community pharmacists.
- Approximately **250** people immunized in our clinics (open to MHPSD staff and their families).
- Every clinic successfully ran with MHPSD staff volunteers who ensured compliance with all COVID-19 protocols.
- Pharmacist's stated that MHPSD clinics were the most organized and successful clinics they have worked with.
- Received positive feedback from staff who are appreciative of this initiative from MHPSD Wellness Committee.

Utilization Summary Year Over Year

Year 1		Jan 2020 - Sep 2020		Cases	Percent
Service Utilization	3.97%	Counselling Services	28.00		86.6%
Total New Cases	32.33	Life Smart Coaching	2.00		6.2%
Employees Covered (Weighted)	814	Depression Care	1.00		3.1%
Active Cases in Period	38.33	Online Services	1.33		4.1%
Year 2		Jan 2019 - Dec 2019		Cases	Percent
Service Utilization	9.46%	Counselling Services	50.00		64.9%
Total New Cases	77.00	Life Smart Coaching	23.00		29.9%
Employees Covered (Weighted)	814	Depression Care	1.00		1.3%
Active Cases in Period	85.00	Online Services	3.00		3.9%
Year 3		Jan 2018 - Dec 2018		Cases	Percent
Service Utilization	8.44%	Counselling Services	51.00		74.3%
Total New Cases	68.67	Life Smart Coaching	16.00		23.3%
Employees Covered (Weighted)	814	Online Services	1.67		2.4%
Active Cases in Period	73.67				
Year 4		Jan 2017 - Dec 2017		Cases	Percent
Service Utilization	4.79%	Counselling Services	36.00		92.3%
Total New Cases	39.00	Life Smart Coaching	3.00		7.7%
Employees Covered (Weighted)	814				
Active Cases in Period	43.00				

Benchmarks

Homewood Health (HH)	10.16%
Education(Prim)	12.02%
Elementary & Secondary(Sec)	10.43%

EFAP Utilization Summary

- Utilization has decreased significantly since onset of COVID-19.
 - 3.97% this year** compared to 9.46% last year
 - Homewood Health continues to see 10.16% overall usage in their program.
 - ASEBP and MHPSD unsure as to why usage has decreased.
- Wellness Committee will continue to promote and inform of EFAP resources available to staff and their families.
- Aiming to see uptake in this last quarter and entering the New Year.

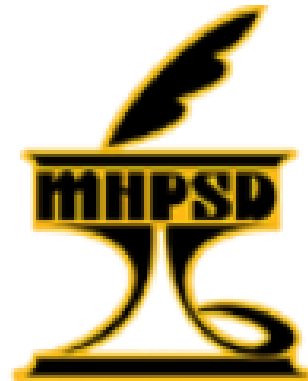


ASEBP, Homewood Health, & MHPSD Collaboration

Deputy Superintendent and Health and Wellness Advisor met with ASEBP and Homewood Health representatives to discuss supports and resources available to the division in response to the multiple suicides and mental health issues experienced in our community.

ASEBP Workplace Wellness Consultant presented to Administrators at the October 21, 2020 admin meeting. Topics of discussion included:

- Noticing the signs of potential mental health issues in staff or coworkers;
- How to have psychologically safe conversations in the workplace;
- EFAP resources available to leadership; and
- EFAP resources for staff.



Wellness Committee

Things look a little different this year...

- Continue to meet virtually every 5-6 weeks through Zoom.
- Focus on increasing collaboration between Wellness Champions, Health Champions, and Success Coaches at each site to support needs of both staff and students.
- Wellness Champions will serve as members on their newly created site-specific Mental Health Teams.
- Further initiatives for the 2020-21 school year to be planned and discussed at the next meeting (November 25, 2020).

COVID RESPONSE





COVID-19 Staffing Changes

- HUB staffing
 - 2 Administrators
 - 17 Teachers (16 transfers, 1 new hire)
 - 4 Educational Assistants (3 transfers, 1 ELL new hire)
 - 1 Clerical (new temp hire)
- Federal Grant Moneys Hires (4th week into September)
 - 6.003 FTE Teachers (increased or added 15 teacher's FTE)
 - 9.113 FTE Educational Assistants (increased or added 15 EA's FTE)
- Non-Certificated Classroom Supervisors
 - Posted Job (19 applicants) /Interviewed/ 6 on substitute list.
 - 43 Educational Assistants Level 1

Substitute Staffing

Data – September 10 – December 8

➤ **Teacher Shortage**

- **38 days no shortage out of 55 days (multiple absences same day)**
- **19 half days**
- **11 full days**
- **NCCS used for 3 days**

➤ **EA Shortage**

- **30 days no shortage out of 55 days (multiple absences same day)**
- **8 half days**
- **46 full days**





COVID Guidelines

- Travel
 - Strongly encouraging no travel outside of Medicine Hat.
 - No permission for international travel – potential loss of pay.
- Working from home
 - Expected to work from home if asymptomatic is self-isolating due to guidelines or exhibiting minor symptoms and willing to work from home.
 - Working from home form.



Occupational Health and Safety

COVID – Re-entry Planning

- Division plans, school specific plans and staff protocols
- Collaboration with various groups to plan for their unique challenges: out of school care, K/ELP, Phys Ed, CTS
- Exposure (hazard) control plans
- Enhanced cleaning processes – COVID – Post-COVID
- Staff training modules – Hour Zero



Occupational Health and Safety

COVID – Ongoing tasks

- PPE ordering, inventory and supply
- Positive case response
- OHS and public health inspections
- Mask exemption process
- International student protocols
- Off-site activity processes
- Updating forms, plans and processes as AHS guidance changes