

Human Resources Update

December 13, 2022



HR Team

Lyle Cunningham

HR Deputy
Superintendent

Christine Hornung

HR Director

Sarah Scahill

Health &
Wellness Manager

Janine Tolhurst

OHS Officer

Rita Olsen

HR Coordinator

Michele Gardiner

Reception/Sub
Desk



SCAN ME

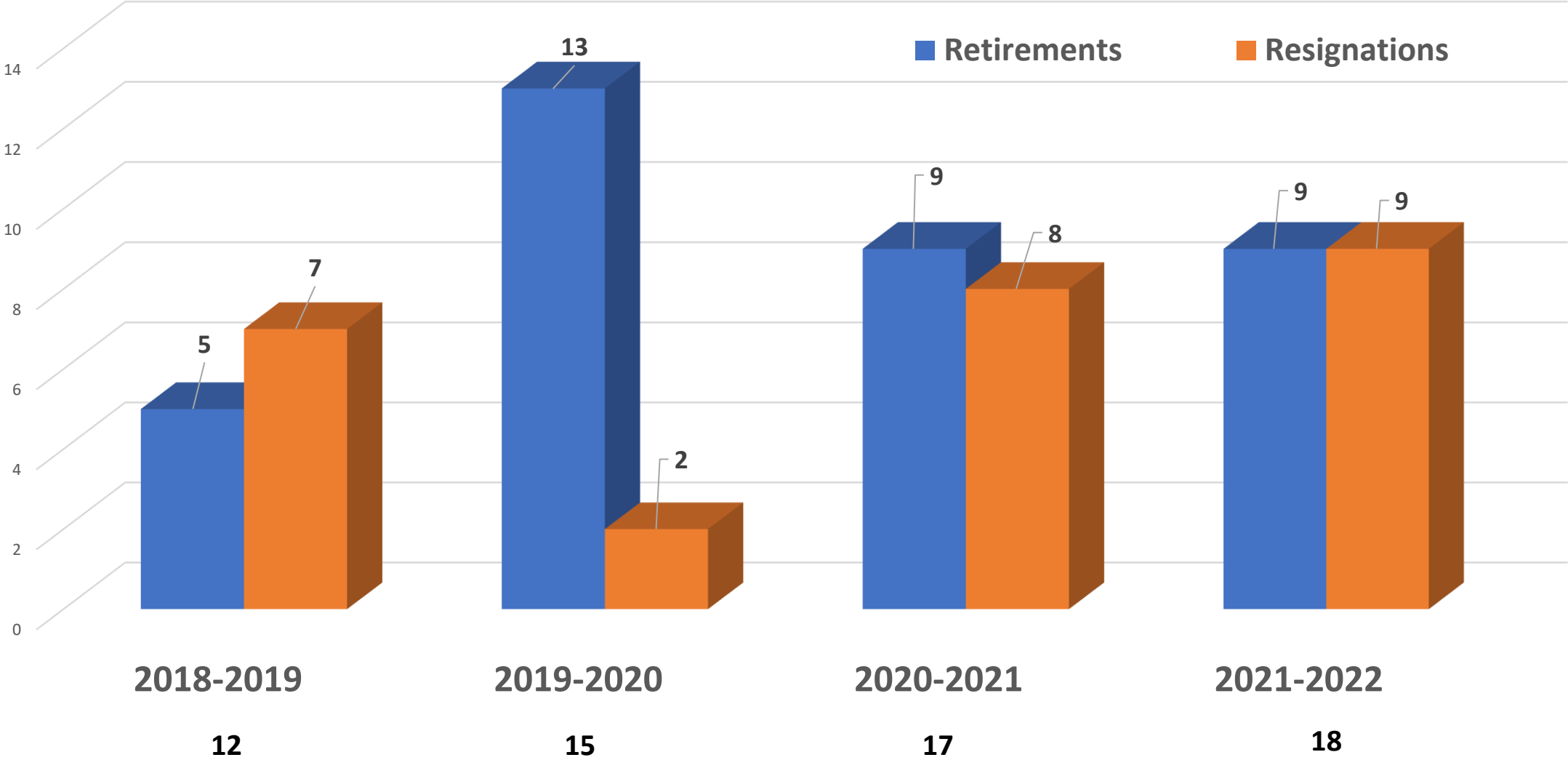
HR QR Code

Direct access to our careers page!

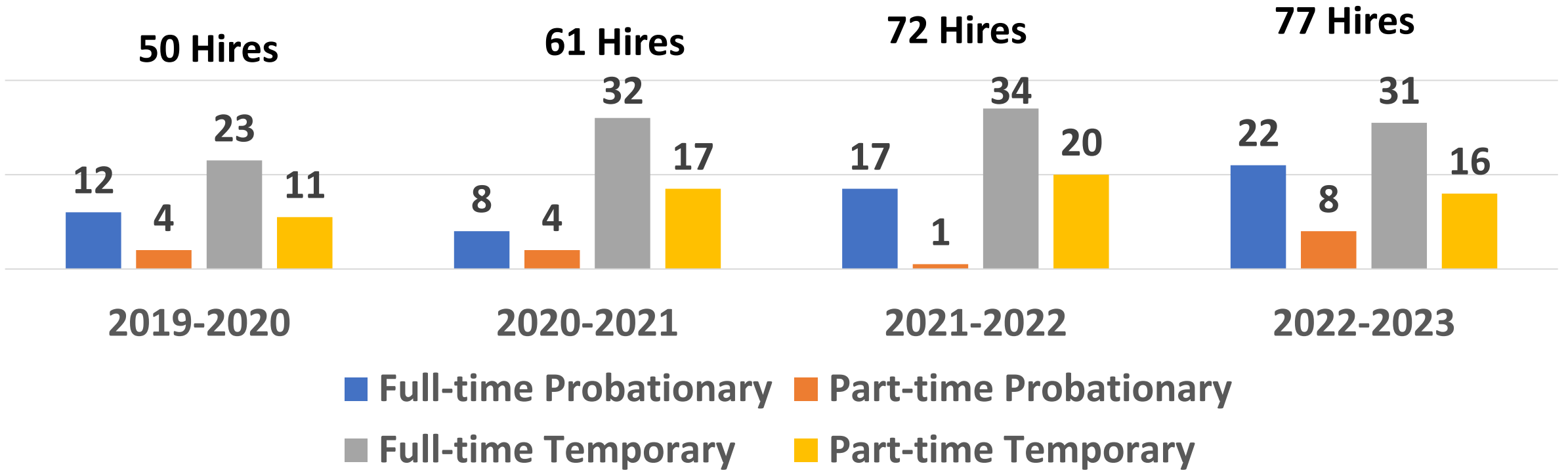
Employee Data Update

Rita Olsen

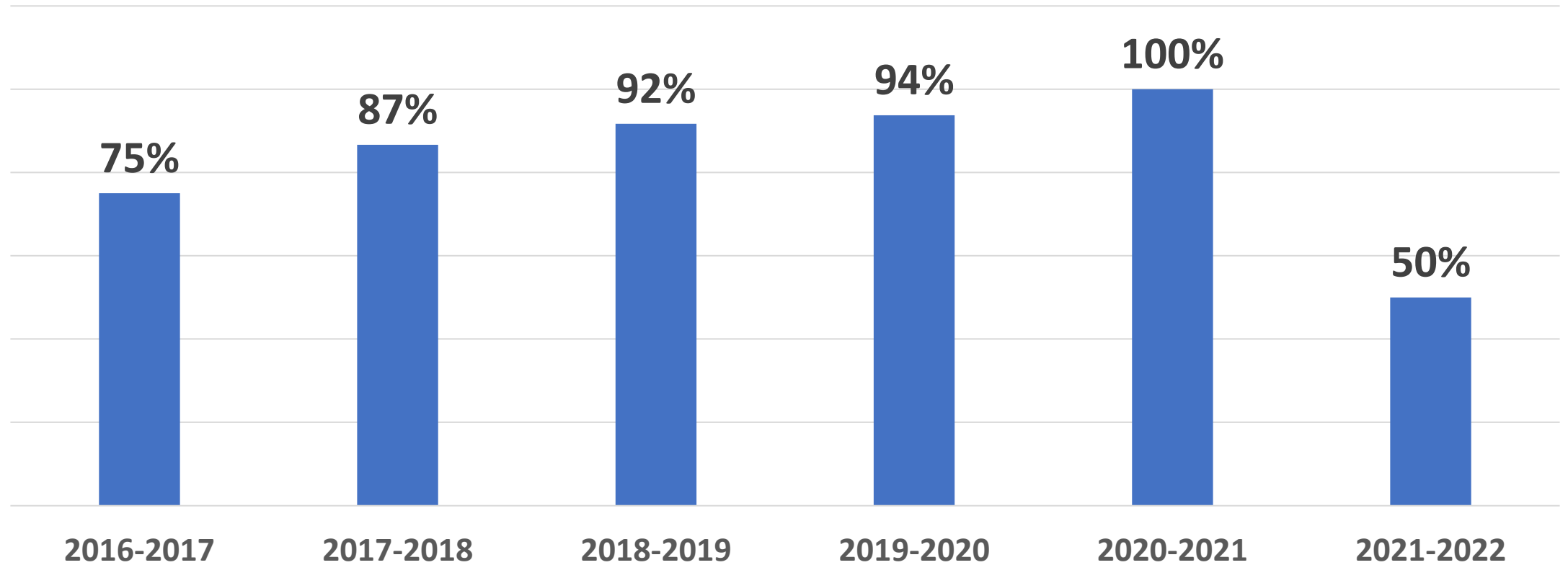
Teacher's Retirements and Resignations



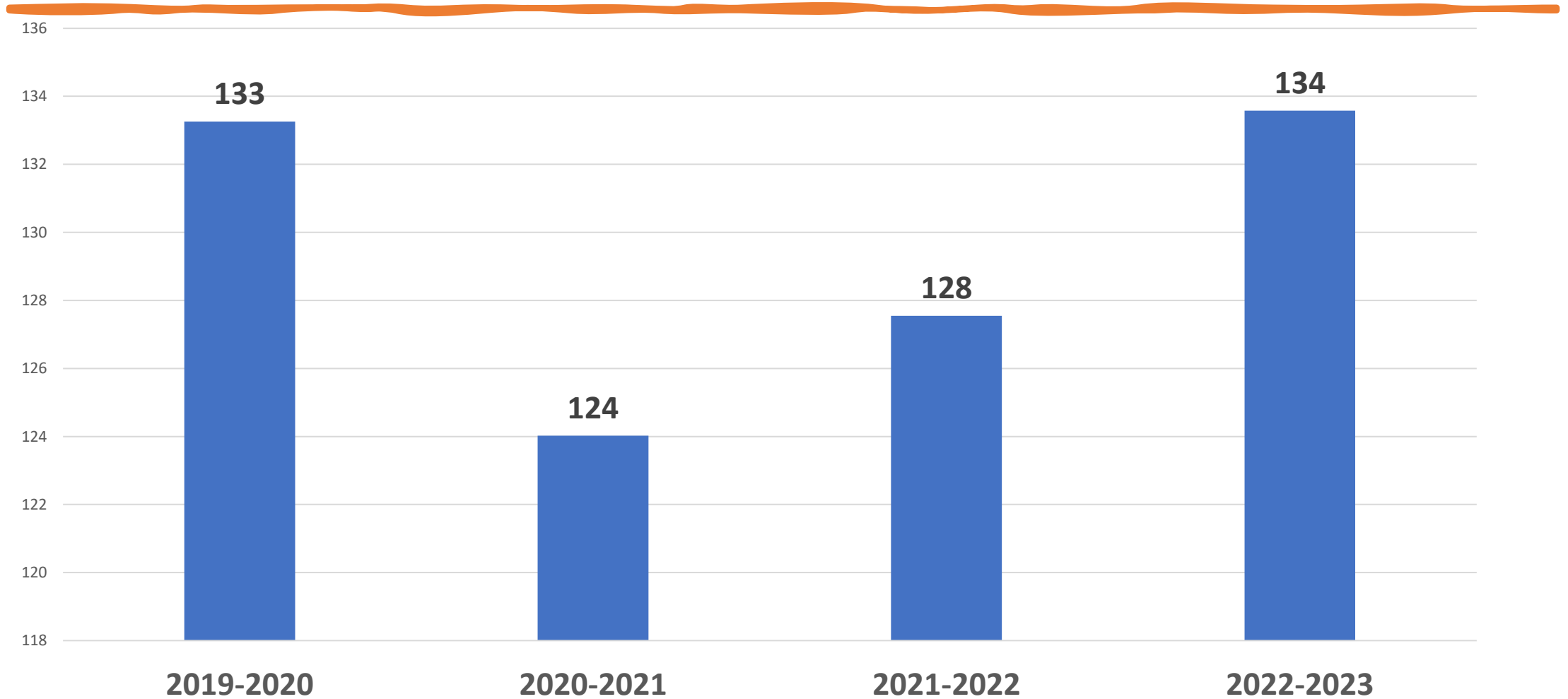
Teacher Hires



Probationary Transferred to Continuous (%)

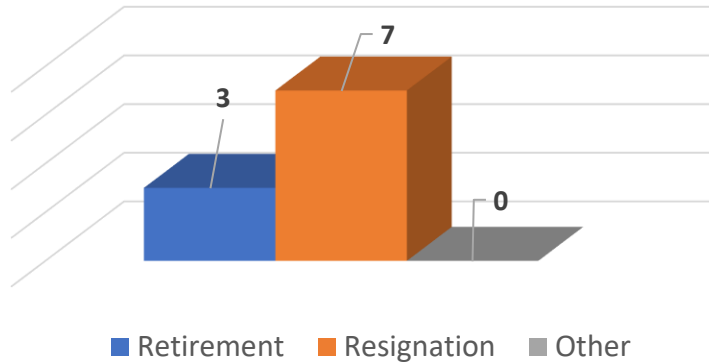


Number of Education Assistant Working for MHPSD

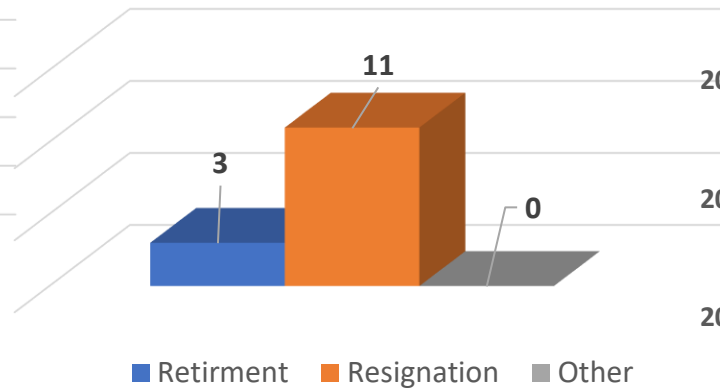


Education Assistant Resignations/Retirements/Other

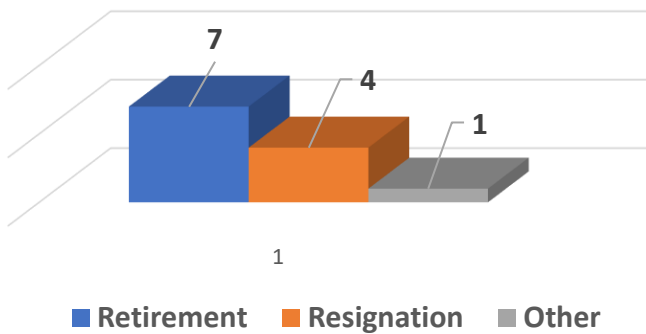
2018-2019 - Total 10



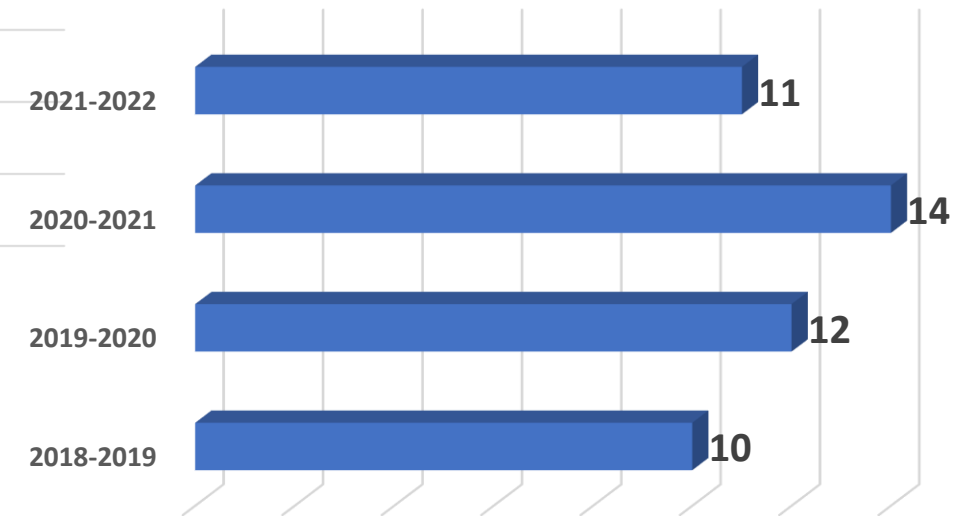
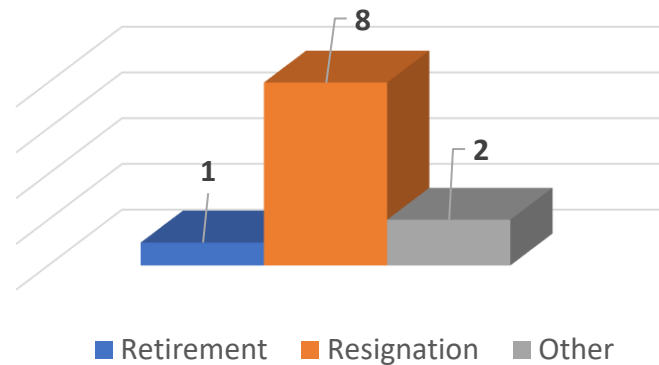
2020-2021 - Total 14



2019-2020 - Total 12



2021-2022 - Total 11





HR Director Update

Christine Hornung

People Strategy

2023 HR Initiative

What is a People Strategy?

In summary, it's an organization's prioritized plan for its employees. It involves steps to attract, retain, develop and inspire the organizations workforce.

People Strategy vs. Human Resources

People Strategy

- Enabling employee growth
- Improving the employee experience
- Establishing a feedback culture
- Nurturing respectful communication
- Fostering diversity, equity, and inclusion
- Responding to workforce needs

Human Resources

- Recruiting and keeping top talent
- Building onboarding and payroll processes
- Managing employee database and logistics
- Implementing performance management
- Establishing compensation structures
- Mitigating risk factors and ensuring compliance



Why is it
important?

People Empowerment

Employer Branding

Culture

Retention

Employee Wellness

Why Do We Need a People Strategy?

- It will create an aligned, motivated, healthy and agile workplace in which people thrive.
- Investing in employees to build trust and morale will never become outdated.



People Strategy Framework



Alberta Health Services

Our People Strategy Framework

Two Goals

Safe, healthy and valued people.

Leading to

Improved patient and family experiences, quality and safety.

Four Priorities and Nine Broad Actions

Clear Vision. Shared Purpose. Common Goals.

- Communicate AHS' vision, mission, goals, priorities and values so that we all know how our work connects to the big picture.
- Implement supports for our leaders in meeting their communication and engagement accountabilities.
- Make decisions and manage change in ways that respect those involved.

A Safe, Healthy and Inclusive Workplace

- Provide work environments that protect and support physical health, mental wellbeing and a sense of belonging for all.
- Set and endorse expectations for workplace health and safety behaviours and performance, and provide support to meet those expectations.

Excellent Leaders

- Hire, develop and retain excellent leaders at all levels of the organization.
- Enable our leaders and their teams with services that support their needs.

Empowered People

- Clarify roles and authorities and develop the behaviours and competencies we need in our workforce.
- Provide opportunities, resources and support for people to access learning and development in support of organizational priorities and local actions.

Why Now?

- It will play a large role in Psychological Health & Safety in the Workplace, which is a popular topic across organizations.
- It will contribute to our people feeling more connected to our division, thus positively contributing to our student's educational success.



How?

- Data review (i.e., turnover rates, sick days, etc.)
- Exit interviews/Stay interviews
- Engagement surveys
- Conversations with all levels of the organization
- Review current processes/structures in place

'Meet & Greet's'


Creating Business Partnerships



Purpose:

To build stronger relationships between administrators, and schools with Human Resources. Additionally, to get an understanding of the schools needs from an HR perspective.

Topics include:

- Recruitment and Retention
 - Learning & Development opportunities
 - Culture conversations
 - Areas of Improvement
 - Employee Concerns
 - Other areas of support needed from an HR perspective
- 

Outcome

- To create efficiencies
- To create processes
- To identify any gaps in knowledge, and build capacity
- Create strong partnerships to support schools
- Celebrate wins/successes



The slide features a light blue background on the left and a light green background on the right, separated by a vertical gradient. Large, overlapping white and light blue curved shapes are positioned in the top-left and bottom-right corners. The main title is centered in a dark blue, sans-serif font.

Occupational Health & Safety Update

Janine Tolhurst

Staff involvement in OHS

Who:

One staff member at each school and location. A representative mix of teachers, EAs, custodians, facilities, IT, grounds, and central office staff

What they do at their schools:

- main point of contact for local health and safety concerns
- bring forward recommendations for improvement
- assist with communicating and implementing new safety strategies
- monthly AED checks

What we do together:

- annual OHS inspections
- set priorities for division-wide OHS improvements (policies, programs, education)
- review draft protocols, hazard reports, and injury/incident data

Current Projects and Short-term Goals

Developed in 2021-22

- ✓ Infection Prevention and Control
- ✓ Noise Management and Hearing Conservation
- ✓ Accident, Incident, and Injury Reporting
- ✓ Accident, Incident, and Injury Investigation

What's Next...

- Noise assessments
- Concussion Protocol
- New tool for incident, injury, hazard, and near miss reporting

WCB Claims - Year over Year Comparison

Total Claim Costs

2017 - \$72,366

2018 - \$50,010

2019 - \$24,515

2020 - \$32,385

2021 - \$26,600

2022 - \$13,263

Claim Number and Type

2017 – 17 total, 8 lost time

2018 – 10 total, 5 lost time

2019 – 15 total, 3 lost time

2020 – 15 total, 3 lost time

2021 – 10 total, 3 lost time

2022 – 15 total, 3 lost time

WCB Premium Rates

Industry rate in 2017 - \$0.73

MHPSD rate in 2017 - \$0.90 (23% surcharge)

Industry rate for 2023 - \$1.08

MHPSD rate for 2023 - \$0.89 (35% discount)

Rates have gone up 48% but MHPSD is paying less...? 🤖

How did we move from 46% higher than industry average and a 23% surcharge in 2017 to 35% lower than industry average and a 17% discount in 2023?

Case Management and Incident Investigation

- Immediate contact
 - Minor/moderate by email
 - Moderate plus by phone or in person
- Investigation
 - Directed toward the facts and circumstances related to the event: determining cause(s), identifying contributing factors, and developing an action plan to control the risks
- Injury clinic assessment
 - Attended by OHS Officer
 - Focus on work abilities and limitations
 - Ensure a treatment plan
- Written modified work agreement
 - Specific to the staff member's individual role and job duties
 - Collaborative effort by physician, staff member and their supervisor
- Continual follow up with both staff member and WCB

Psychological Health and Safety

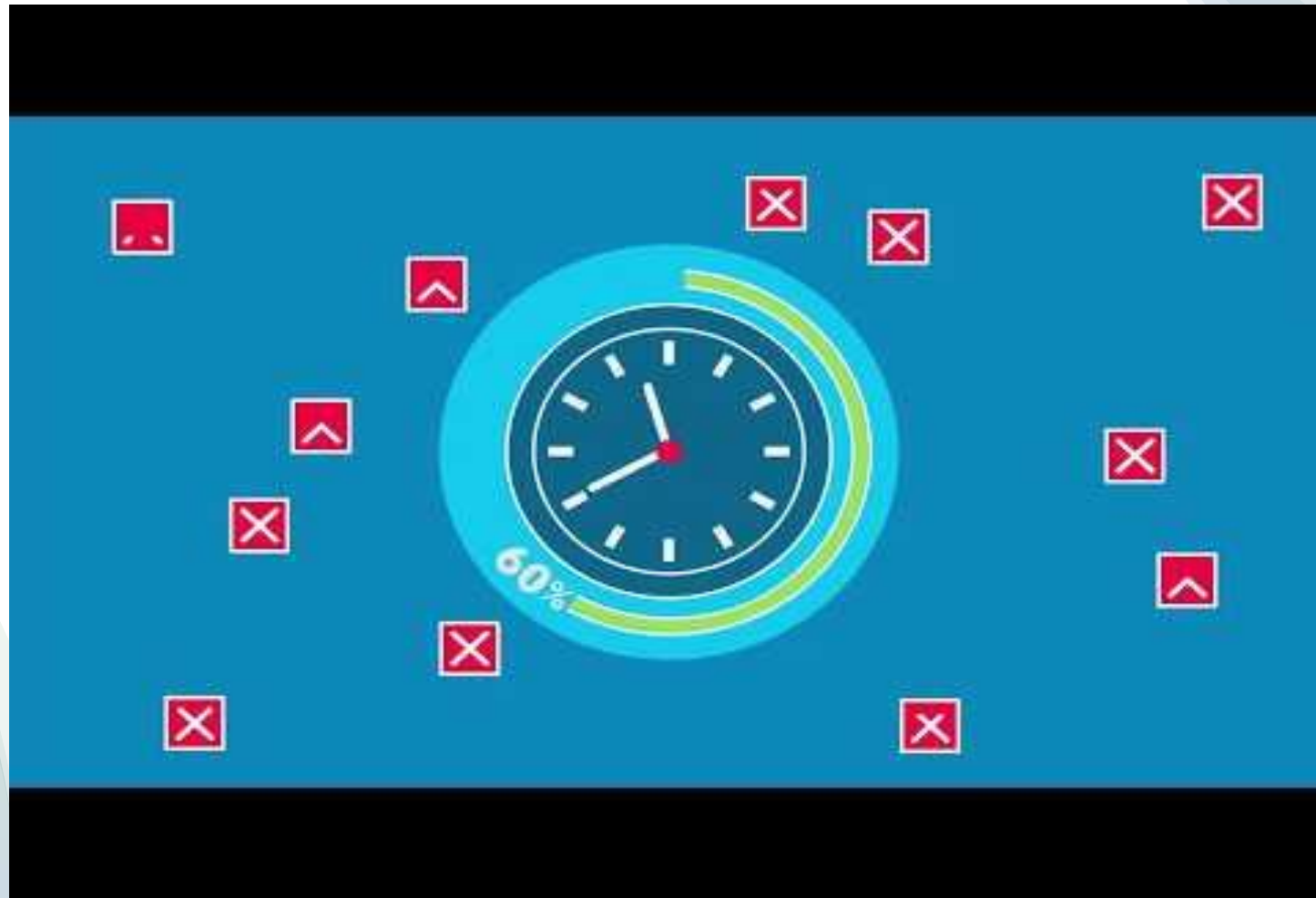
The OHS Act stated purpose is to promote and maintain “the highest degree of physical, psychological and social well-being of workers...”

The most recent Alberta OHS initiative is focused on the importance and benefits of addressing psychological health and safety in the workplace.

Psychological Health and Safety Management means that we assess and address risks to mental health in the same way we already do for physical health.

The HR team is working with the executive team to explore tools for assessment of division psychological health and safety and plan for the future of what that looks like in MHPSD.

Psychological Health and Safety



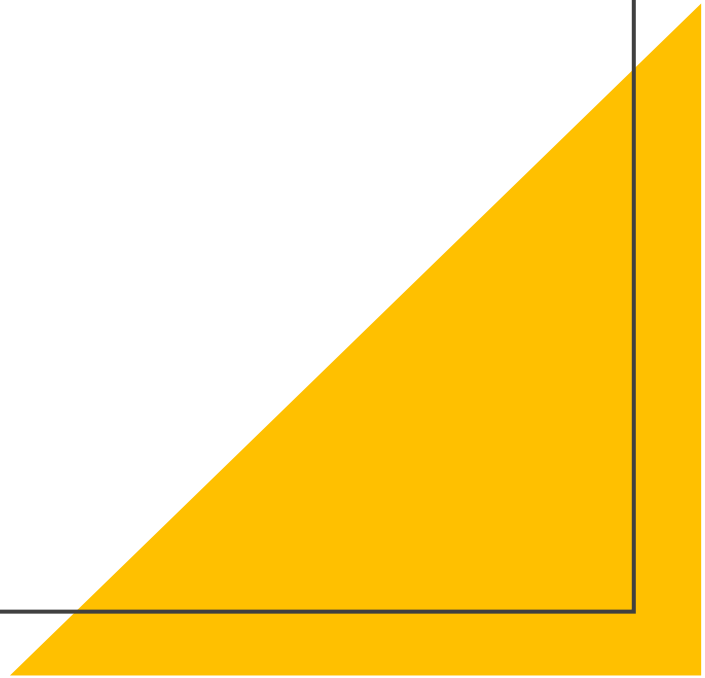
Health & Wellness Update

Sarah Scahill, RN BN LNC

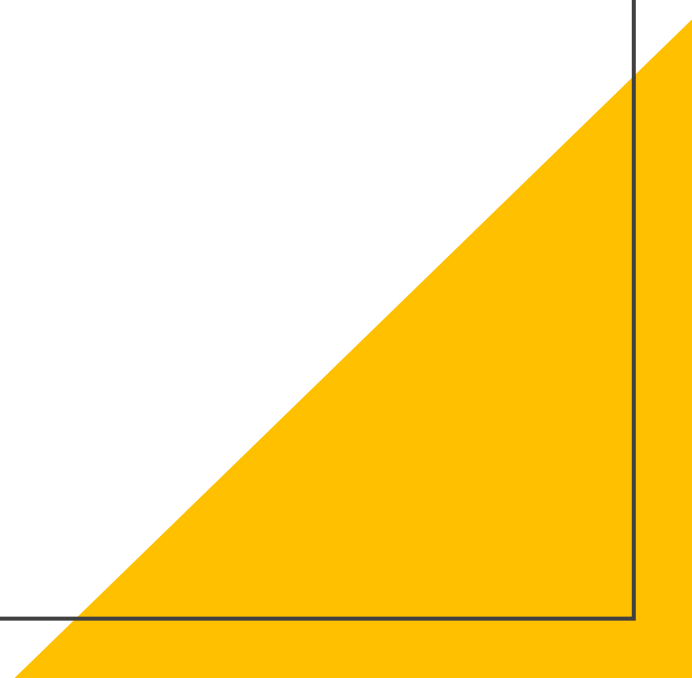




Employee Wellness



Division Wide Initiatives

- Flu Clinics
 - Hosted 3 influenza vaccination clinics at Central Office in early November.
 - Over 100 people attended
 - Positive feedback from staff and the hosting pharmacists
 - Bowling Tournament
 - Scheduled for January 19, 2023 from 7:00 – 9:00pm
 - First tournament since 2020
 - Expecting around 125+ employees to attend
 - Comprehensive School Health Teams
 - Continued with CSHT at every school
 - Calm App
 - Free one year subscription
 - HR Newsletter
 - Quarterly newsletter with HR, OHS, and Wellness updates
 - Updated Employee Wellness website
- 
- A large yellow triangle is positioned in the bottom right corner of the slide, pointing towards the top right.

Comprehensive School Health Teams



Teams meet approximately every 6 weeks.



Plan for both staff and student health and wellness.



Promotes collaboration between all members with strategies unique to each site.



Teams will formally assess themselves each Spring to measure their successes and areas to grow.

Canadian Healthy School Standards

- The Canadian Healthy School Standards (CHSS) aim to spark conversations and be a tipping point where the school community comes together to elevate wellbeing in schools.
- The CHSS provides a rubric to obtain data and measure comprehensive school health outcomes.
- To obtain baseline data, we surveyed every CSH team in MHPSD and provided each school with an individual report on where they are at with CSH and action items to continue growth.
- Every school in MHPSD is actively engaged in strategies to promote CSH.

FOUNDATIONAL STANDARDS

WHOLE SCHOOL APPROACH:

To ensure efforts are long-lasting and effective, the whole school should be involved.

WELLBEING INTEGRATED ACROSS ALL CURRICULA:

Wellbeing should go beyond physical and health education and be supported by all levels and all staff.

CHARTING YOUR UNIQUE PLAN

Each school should develop its own plan to reflect the local context and get traction

IMPLEMENTATION STANDARDS

1. STUDENTS AS CHANGE MAKERS:

Students should be at the centre of the process, leading the way.

2. SCHOOL-SPECIFIC AUTONOMY:

Activities should be driven by the school community and build on the school's strengths and assets.

3. DEMONSTRATED ADMINISTRATIVE LEADERSHIP:

Principals should be actively engaged for a sustainable and authentic process.

4. HIGHER-LEVEL SUPPORT:

Leadership and support set the tone in order to prioritize Healthy School activities and ensure resources are allocated.

5. DEDICATED CHAMPION(S) TO ENGAGE SCHOOL COMMUNITY:

School health champions must include multiple, and diverse members of the school community.

6. COMMUNITY SUPPORT:

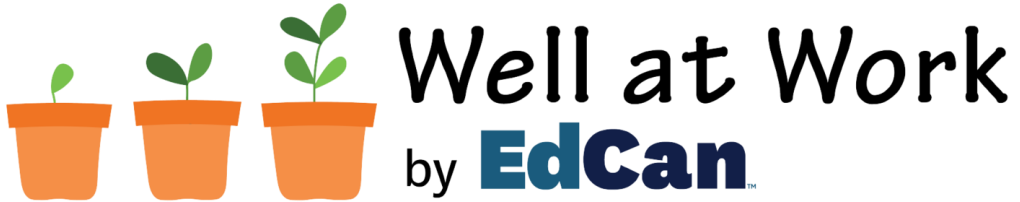
Champions that respectfully reflect the diversity of the community from all levels.

7. QUALITY AND USE OF EVIDENCE:

School-based data and research are essential for planning, refining, and supporting wellbeing activities in school communities.

8. PROFESSIONAL LEARNING:

School staff should seek learning opportunities such as attending training, conferences or workshops, and building learning networks and communities of practice.



- Well at Work supports education leaders across Canada to develop and implement system-wide strategies to improve K-12 workplace wellbeing for the long term.
- After hearing about MHPSD wellness work, EdCan asked the division's Health and Wellness Manager to join the Pan-Canadian Well at Work CoP Core Group.
- Core group members were selected based on current engagement in systemic wellbeing practice.
- A series of CoP Meetings are scheduled between November 2022 – July 2023 with Core Group members leading and facilitating these discussions across the country.

Inkblot Therapy – Our New EFAP

Inkblot Therapy is a digital mental health platform that offers a variety of services, including:

- Mental health management
- Stress management and reduction
- Relationship and family support
- Legal and financial consultation
- Research/advisory services



Inkblot



Calm App

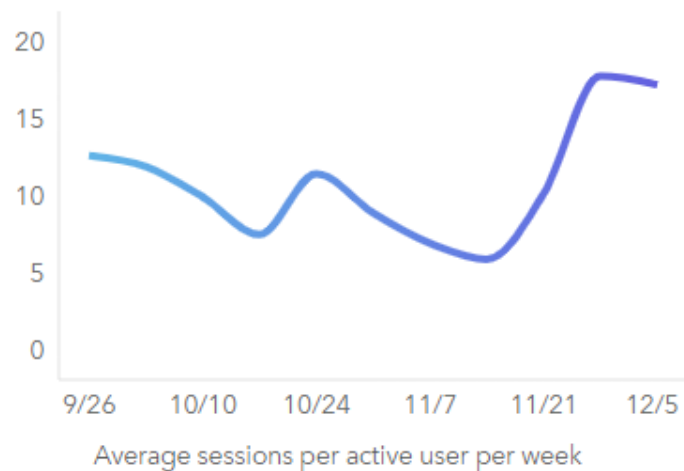
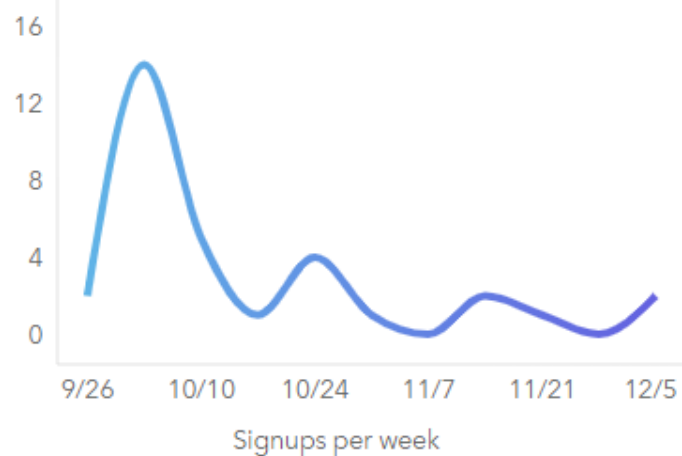
- #1 app world-wide for mental fitness with over 100 million+ downloads worldwide.
- Offers a broad and diverse approach to mental wellbeing, providing an assortment of tools to build healthy habits.
- MHPSD partnered with Calm for the 2022-23 school year.
- Obtained 160 licenses to provide a FREE one-year subscription to the Calm app (approx. 20% of our staff size).
- In addition to personal wellbeing, they have resources specific to education settings for both staff and student use.

The image shows the Calm app logo, which consists of the word "Calm" written in a white, cursive script font. The text is centered within a rounded rectangular background that has a blue-to-purple gradient, with the top being a lighter blue and the bottom being a darker purple. The logo is set against a white background that is part of a larger slide design with yellow accents on the left and right sides.

SIGN UPS ⓘ

94.4%

151 of your 160 eligible employees have signed up.



ENGAGEMENT ⓘ

78.8%

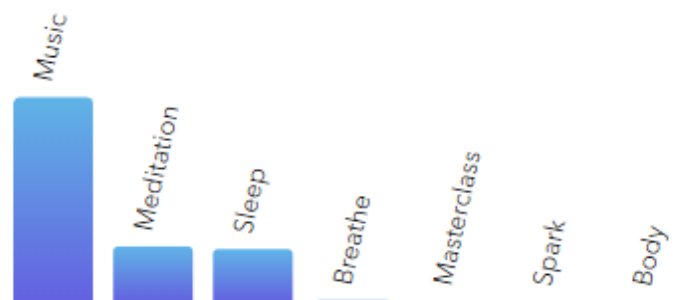
119 of your 151 sign-ups have used Calm.

Top content

TOP CATEGORIES

Your employees are making the most of Calm music.

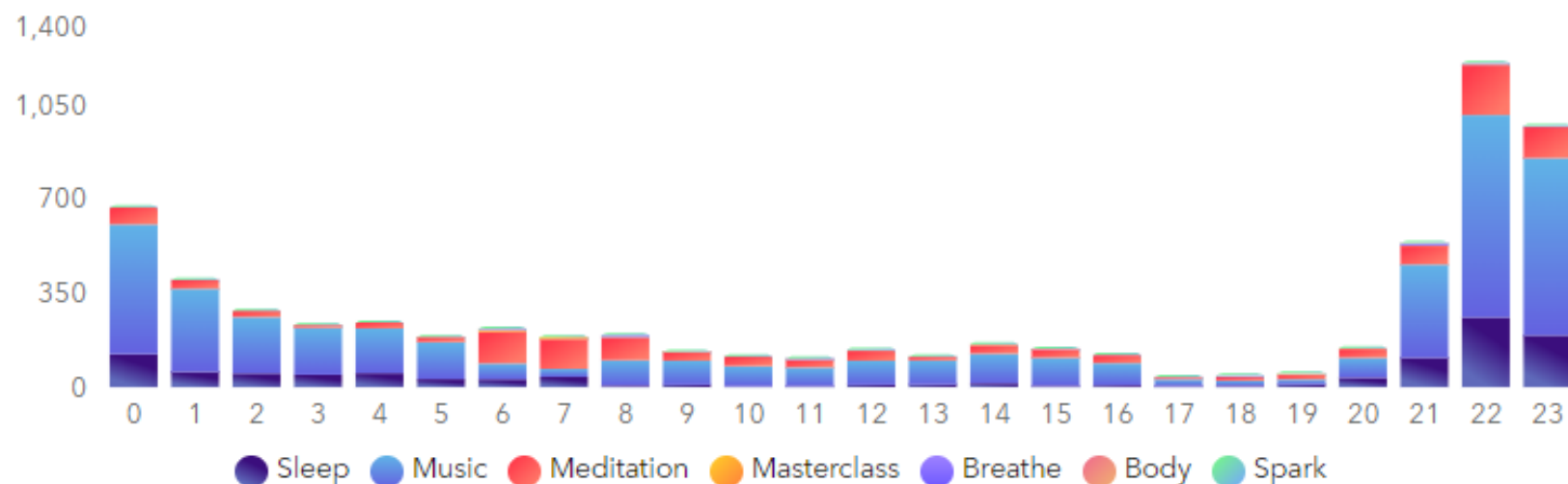
Note: music playlists have multiple sessions leading to music showing more session starts than other programs in the app.



Sessions (all-time) by content type.

Here's how your employees are using Calm throughout the day

Counted over the last 3 months. Sessions are counted in your employees' local time. ⓘ





Disability Management



What is Disability Management?

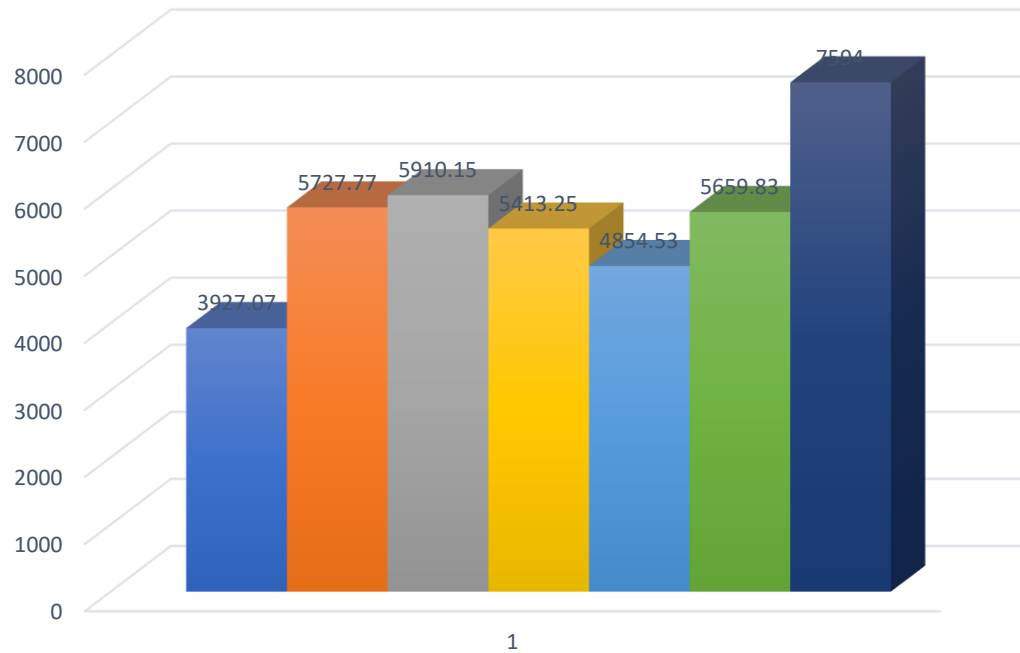
Employees who require medical leave, disability, or accommodation at work need assistance and support from their employer. My role is:

- to connect with these employees and ensure they have the resources/supports they need.
- to assist employees in obtaining necessary medical information to fulfill the division's *Duty to Accommodate* under Alberta Human Rights Legislation, as well as to ensure the appropriate leave clause is being accessed.
- to communicate with employees, physicians, treatment providers, unions, ASEBP, admins, and any other applicable stakeholders to ensure a safe, successful, and sustainable working relationship.



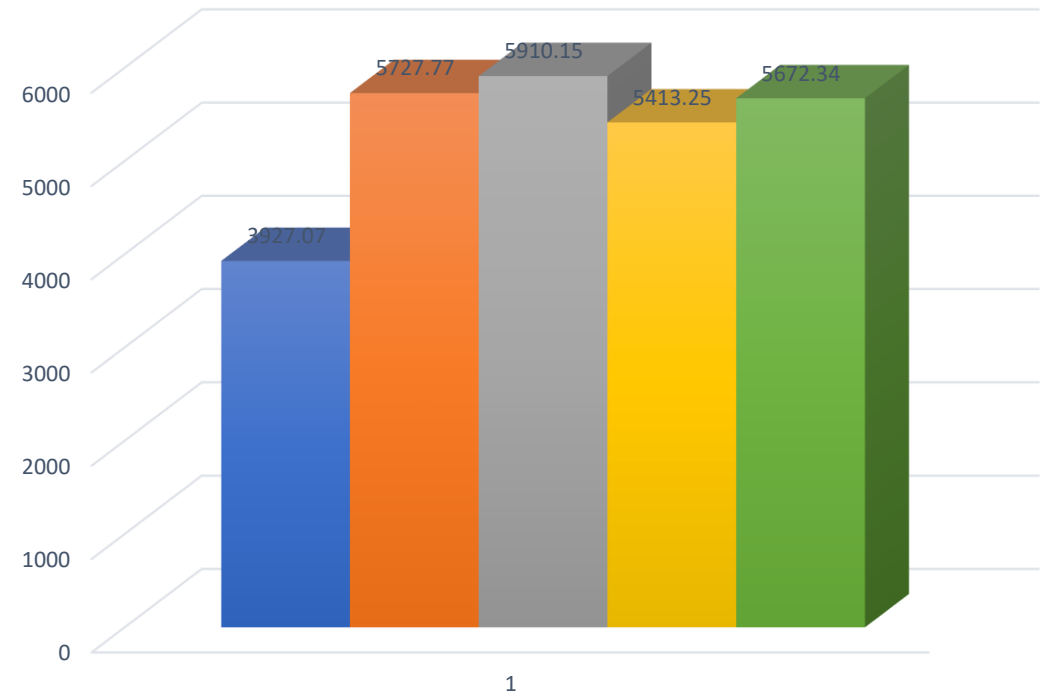
Sick Leave Trends

MHPSD Yearly All Staff Sick Leave Trend (# of days)



■ 2015-16 COMBINED
 ■ 2016-17 COMBINED
 ■ 2017-18 COMBINED
 ■ 2018-19 COMBINED
■ 2019-20 COMBINED
 ■ 2020-21 COMBINED
 ■ 2021-22 COMBINED

MHPSD Yearly All Staff Sick Leave Trend (# of days, not incl. COVID-19)

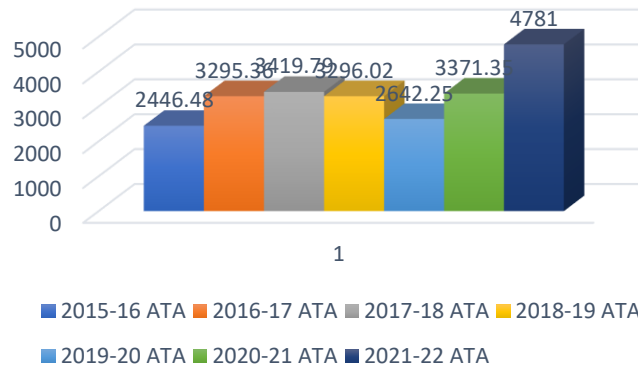


■ 2015-16
 ■ 2016-17
 ■ 2017-18
 ■ 2018-19
 ■ 2021-22

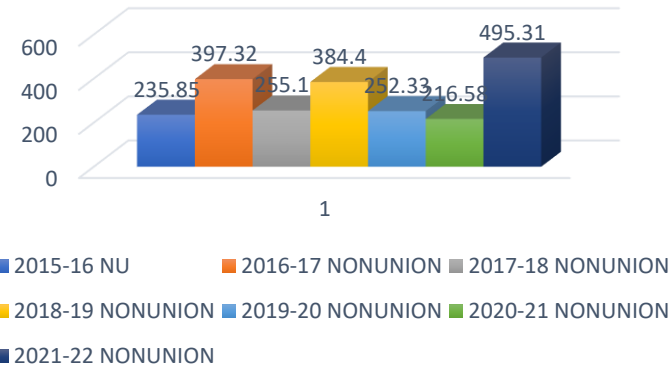
Sick Leave by Employee Group

*2019-2021 years inclusive of COVID-19 leaves

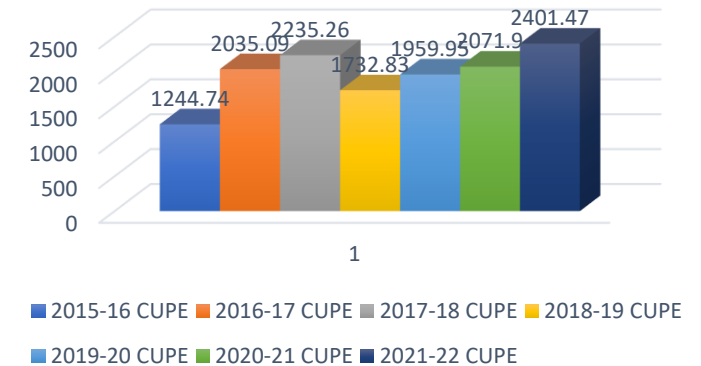
MHPSD Yearly ATA Sick Leave Trend (# of days)



MHPSD Yearly Non-Union Sick Leave Trend (# of days)



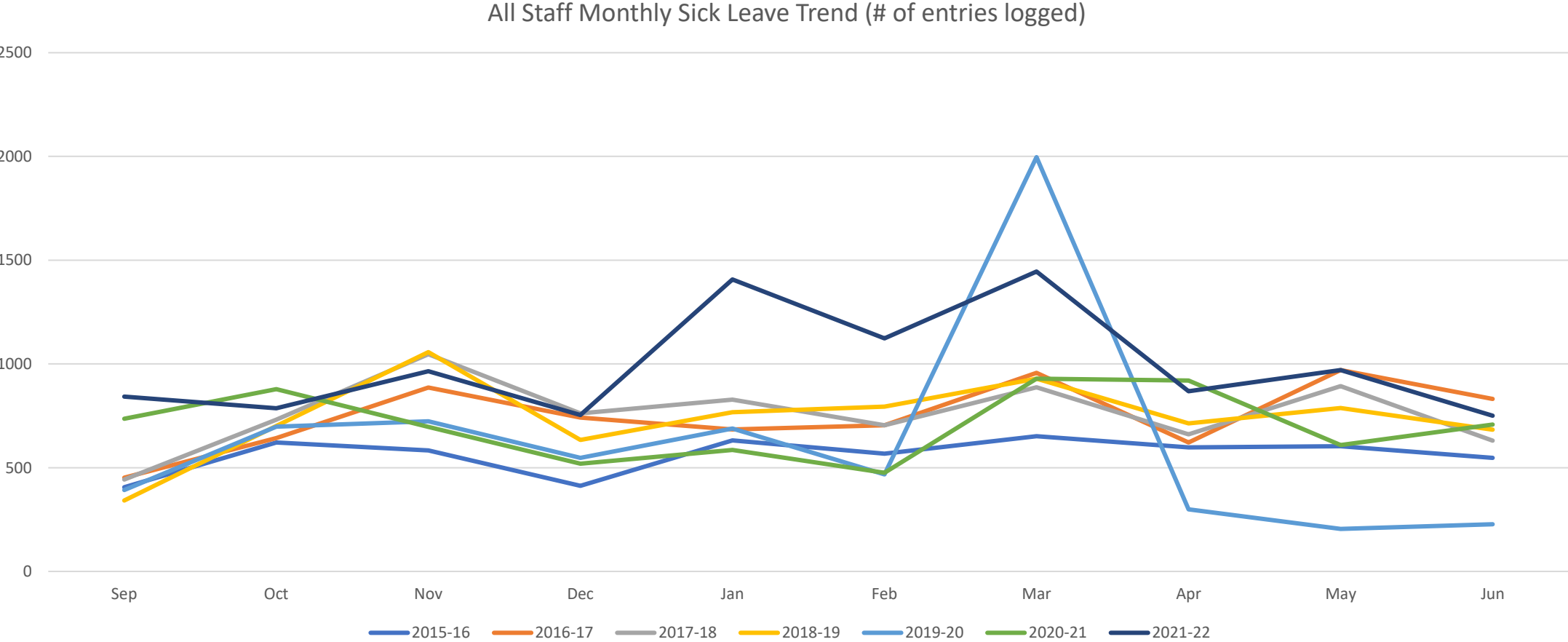
MHPSD Yearly CUPE Sick Leave Trend (# of days)



- WFH arrangements in 2019-21 resulted in significantly lower sick leave entries.
- 2021-22 was a return to schools with COVID restrictions – most leaves were 5 to 14 days for COVID isolation periods, resulting in high levels of absence.

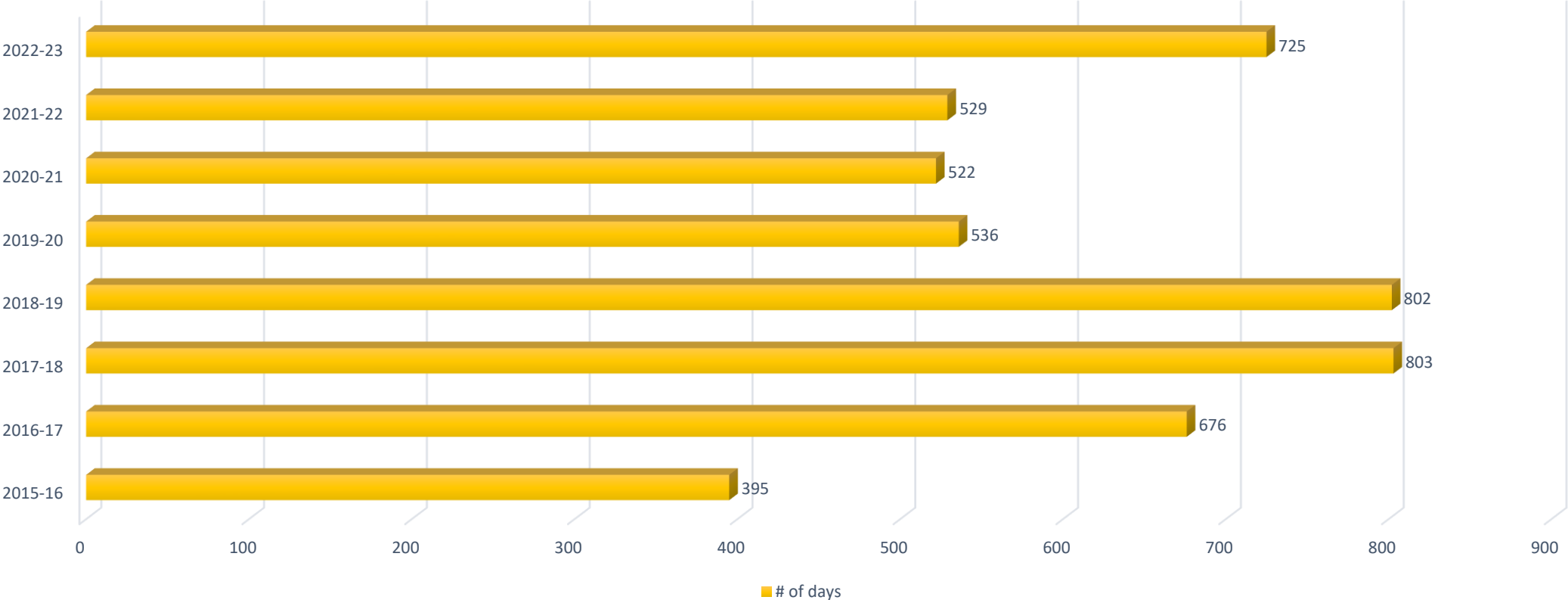
Month to Month Sick Leave Trend

* 2019-2021 includes COVID-19 related leaves



November Sick Leave Rates

November Sick Leave Trend in days **(2020-21 include COVID-19 leaves)*





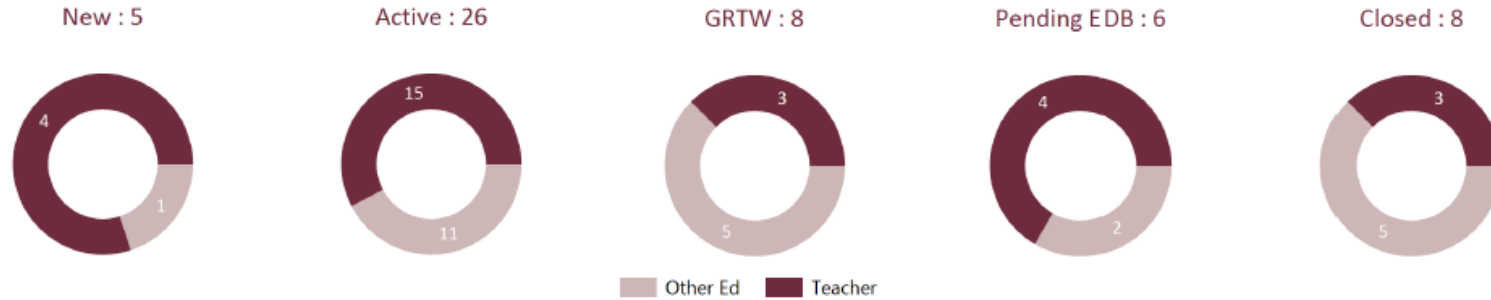
Sick Leave Support Pilot Program

* Pilot extended to 2024

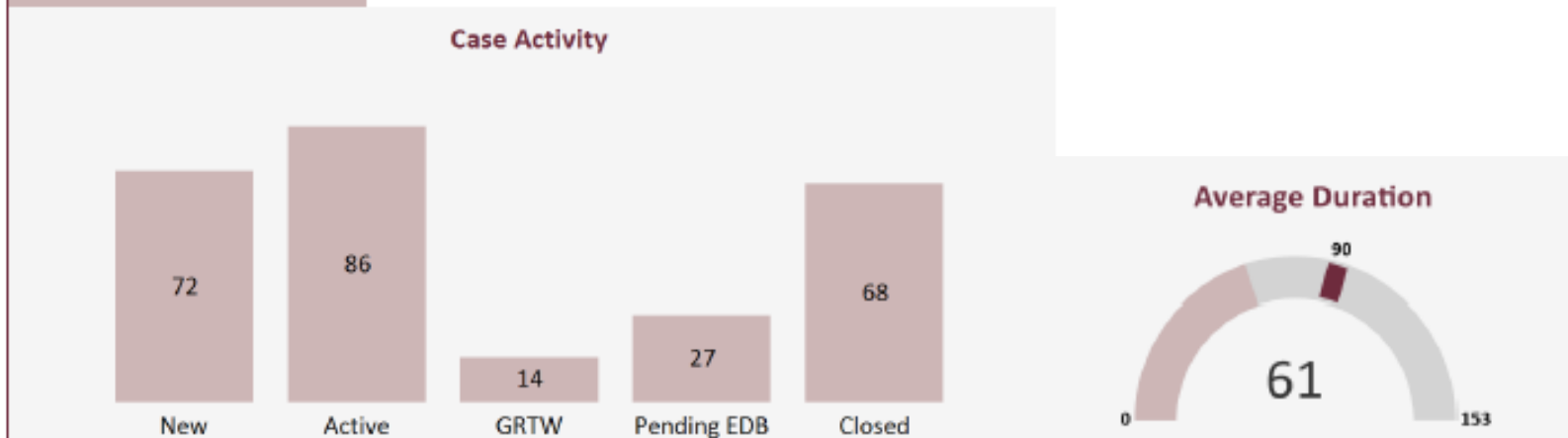
For sick leaves greater than 14 days and less than 90 days.

Sick Leave Support Overview for November 2022 Medicine Hat Public Board of Education

CASE ACTIVITY

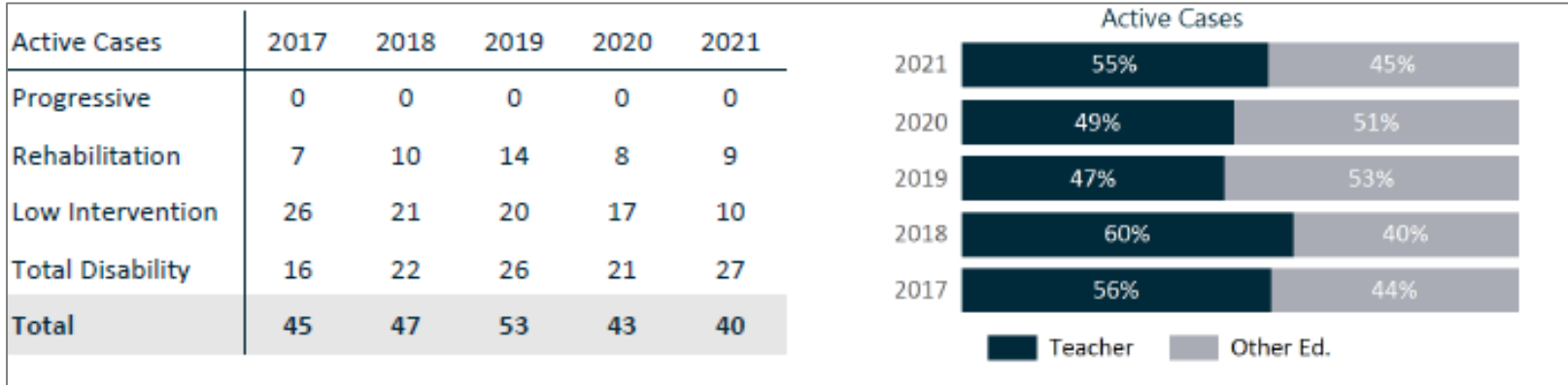


Year To Date

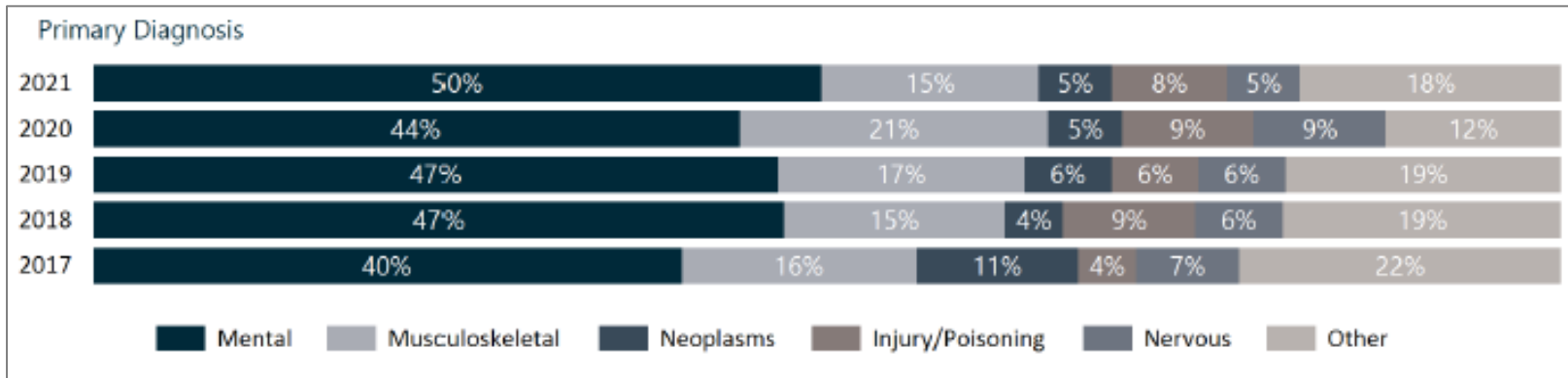




Extended Disability Data



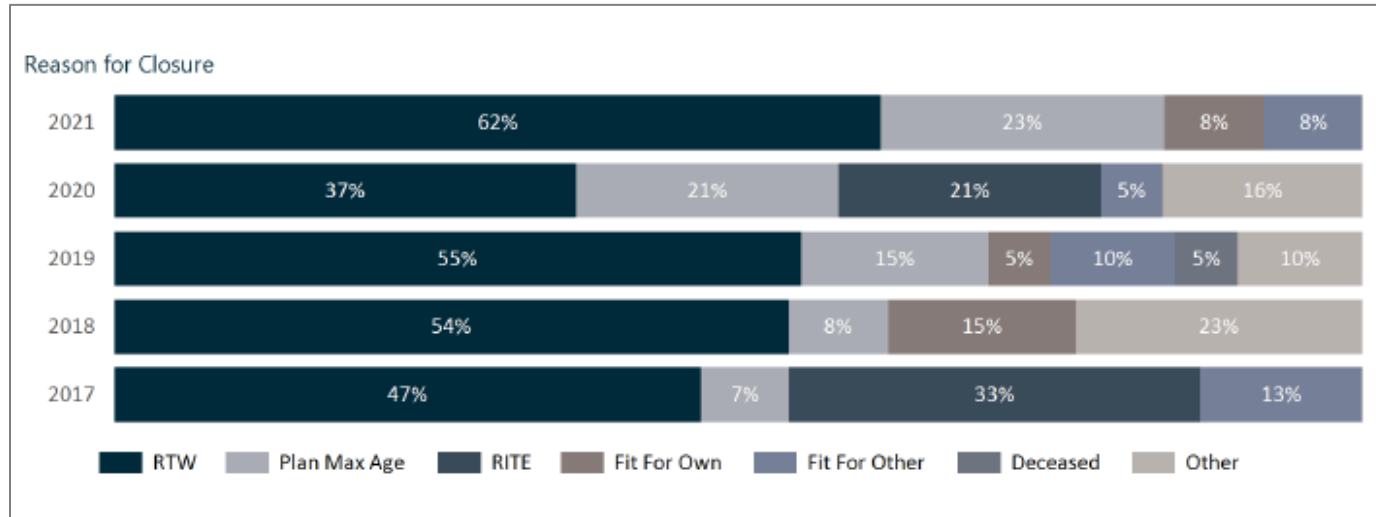
- 2021 ended with 40 active EDB files, currently at 30 as of November 30/22 (incl. low intervention files).
- Number continues to decline as we actively case manage and provide return to work supports.



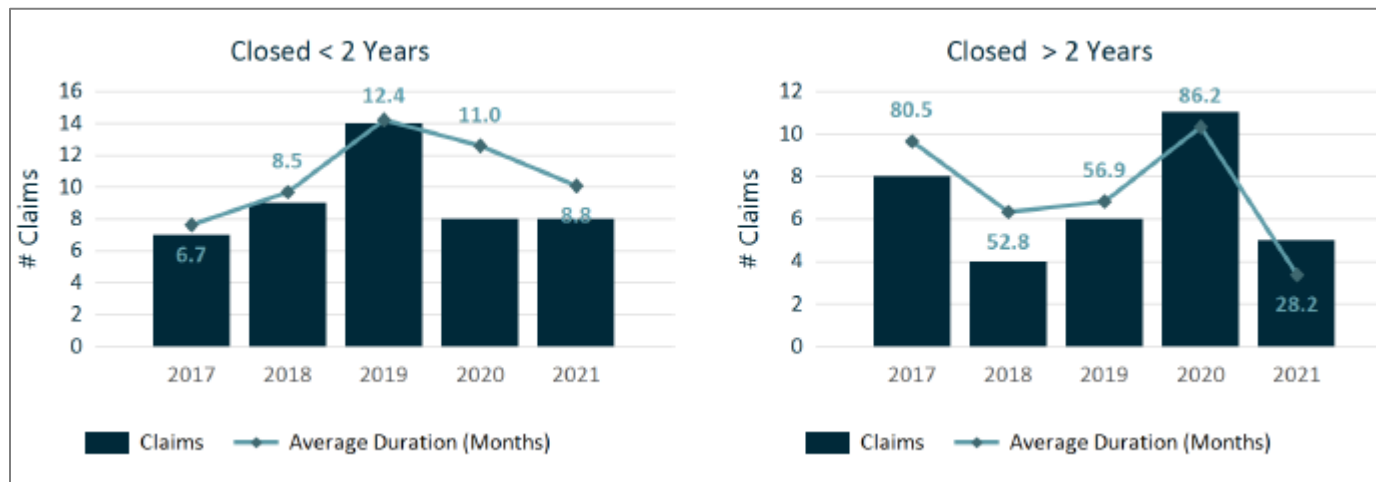
- Top diagnosis for EDB approval was mental health (MHPSD at 50%, compared to Zone 6 at 33%).
- Data further supports exploring Psychological Health and Safety strategic plans.



Extended Disability Data



- Highest return to work percentage, to date.
- 62% of MHPSD cases closed in 2021 were due to employees returning to work



Cases < 2 years duration (2021)

- MHPSD average duration to closure was 8.8 months
- Zone 6 average duration to closure was 9.8 months

Cases > 2 years duration (2021)

- MHPSD average duration to closure was 28.2 months
- Zone 6 average duration to closure was 44.8 months



Health Benefit Utilization

Compared to 2020:

- Acupuncture increased 1.3% (5.4)
- Chiropractic increased 4.2% (23.5)
- Massage increased 5.5% (30.1)
- Physiotherapy increased 2.8% (10.3)
- Psychology increased 2.3% (7.0)
- Drugs increased 5.9% (56.9)

Top 5 Products Paid 2021

Description	Paid	% Paid Claims
General Drug (excludes lifestyle drugs)	\$1,113,943	52.55%
Massage Therapy Services	\$358,597	16.92%
Chiropractic Services	\$191,782	9.05%
Psychological Services	\$121,854	5.75%
Physiotherapy Services	\$111,218	5.25%