



HUMAN RESOURCES 2024-2025 Report

October 2025

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To learn. To grow. To build a better world. Universal Goals: Optimal Learning, Thinking & Acting Inclusively, Wellness, & Truth and Reconciliation.

BACKGROUND

The Human Resources Department 2024 - 2025 report covers key areas such as recruitment, resignations, workforce demographics, and labour relations. The department is staffed by an Associate Superintendent, HR Manager, HR Executive Assistant, Occupational Health and Safety Officer, Wellness Manager and Substitute Coordinator. Although the report is meant to summarize last year's data, due to the new format, there will be some sections that focus on current data, at the time of reporting. This information will be built upon in future years.

REPORT / TOPIC

Recruitment Activities

The Human Resources Department oversees the recruitment and selection process for all positions within the Division, including substitute teachers and casual support staff.

Recruitment Competitions

<i>Table 1: Recruitment Competitions</i>		
Employee Group	2024/2025	2025/2026*
Teacher (includes Principals)	25	34
Support (CUPE)	24	25
Non-Unionized	7	5
Increase/decrease from previous year	NA	14.29%

*Data from 2025/2026 is accurate up to September 30th, 2025.

Substitute Teacher Recruitment

Recruitment of substitute teachers is on-going throughout the year, with regular postings appearing on the Employment section of the Division's website. Human resources is responsible for interviewing and selecting candidates whose backgrounds and skills match the needs of our schools. At the end of the 2024/2025 school year, we had **121** teachers on our Substitute Teacher list. Currently our sub pool is at 149 which is an increase of **28 (23.14%)** from 2024/2025.

Career Fairs

Medicine Hat Public School Division participated in a few career fairs at the University of Lethbridge (Winter & Spring) and Mount Royal University (Medicine Hat Co-hort).

MHPSD staff participated in mock interviews for Mount Royal University – Medicine Hat (Teacher).

Practicums

We currently have 4 approved practicum agreements for teaching staff in place and 5 approved practicum agreements for support staff in place, with the following post-secondary institutions:

All Post-Secondary Approved Practicum Agreements	
Teaching Staff	Support Staff
✓ University of Alberta	✓ Lethbridge Polytechnic (EA)
✓ University of Calgary	✓ Red Deer Polytechnic (EA)
✓ University of Lethbridge	✓ Medicine Hat College (Clerical)
✓ Mount Royal University	✓ Academy of Learning (EA)
✓ Medicine Hat College	✓ Vancouver Art Therapy Institute (Art Therapy Assistant)
Note: In future reports, the total number of practicum placements will be shared in the report.	

Retirements & Resignations

Table 2: Retirements		
	2023/2024	2024/2025
Support (CUPE)	6	10
Non-unionized	2	2
Teacher (includes Administration)	3	9
Total	11	21

Table 3: Resignations		
	2023/2024	2024/2025
Support (CUPE)	2	26
Non-Unionized	9	9
Teacher (includes Administration)	5	9
Total	16	44

Workforce DemographicsEmployee Full Time Equivalency (FTE)

Table 4: Employee FTE	
Employee Group/Position	2025/2026
<i>Teacher Total</i>	382.79
Teacher	339.79
Administration	43
<i>CUPE</i>	207.16
<i>Non-Unionized</i>	79.054
Total	669.004

Average Age of Retirees

<i>Table 5: Average Age of Retirees</i>		
	2023/2024	2024/2025
Support (CUPE)	67.3	64.3
Teacher (includes Administration)	60	57.6

Teacher & Administration Populations > age 50

<i>Table 6: Teachers > age 50</i>		
	2024/2025	2025/2026
Teacher Population > age 50	89	101
Total % of Teachers > age 50	21.5%	25%

Support Staff (CUPE) Populations > age 50

<i>Table 7: Support Staff > age 50</i>		
	2024/2025	2025/2026
Support Staff > age 50	70	109
Total % of Support Staff > age 50	49%	50.9%

Average Age

<i>Table 8: Average Age – All Staff</i>		
	2024/2025	2025/2026
ATA	45	42.86
CUPE	45	49.68
Non-Unionized	Not Available	45.2

Professional Development (PD)

- As of June 28, 2025, PD related system entries totaled **6041** days for all teaching staff, an increase of **4.95%** from 2023/2024 – **5749** PDs. This does not include the Division wide professional development days and start-up Days in the 2024/2025 school calendar.
- Support for new educators to Medicine Hat Public School Division was provided through the New Teacher Orientation held on August 21 and 22, 2025, with 12 participants in attendance.
- New Principals and Vice Principals will be supported by a collegial co-hort.

Staff Evaluation and Certification

Human Resources advises and supports Administrators in providing quality supervision and evaluation of staff in accordance with the Teacher Quality Standard and Leadership Quality Standard.

- Teacher Probationary Evaluations:
2024-2025 – **14** Probationary evaluations completed
2025-2026 – **22** Probationary evaluations to be completed this year

<i>Table 9: Support Staff Evaluations</i>		
Employee Group	2023/2024	2024/2025
CUPE (annual/bi-annual)	199	118
Probationary Evaluations	14	27

Teachers – Permanent Teaching Certification

A teacher in Alberta is eligible for Permanent Certification following 2 years of experience and following a successful evaluation and recommendation. The number of teachers who obtained their permanent teaching certifications are as follows:

<i>Table 10: Teacher Certification (Permanent and Interim)</i>		
	2024/2025	2025/2026
Permanent Certification	437	414
Interim Certification Extensions	14	23
Letter Of Authority	0	1

<i>Table 11: Average years of service - All Staff</i>	
	2025/2026
ATA	13.78
CUPE	9.25
Non-Unionized	8.33

Labour Relations Activities

Human Resources gathers information to report on trends and issues pertaining to the administration of the two collective agreements (ATA, CUPE). The Department, along with Finance leads the development of the Division's bargaining proposals.

Bargaining Updates

The Alberta Teachers' Association (ATA):

- o ATA/MHPSD Local Collective Agreement expired August 31, 2024.
- o Teachers are currently on strike. Once an agreement is ratified provincially, MHPSD and ATA will commence a new local round of bargaining.

Canadian Union of Public Employees (CUPE):

- o CUPE and MHPSD reached an agreement that will expire in August 2028.

Education Assistant & Teacher Compensation (2 largest employee groups)

Average Cost of an Education Assistant I & II

Table 12: Total Compensation*

	2022/2023		2023/2024		2024/2025	
	EA I	EA II	EA I	EA II	EA I	EA II
Salary — includes 8% vacation pay	\$31,414	\$27,815	\$32,351	\$27,748	\$33,577	\$29,077
Benefits — includes EI/CPP/ASEBP	\$8,325	\$7,371	\$9,317	\$7,991	\$10,677	\$9,246
Total Salary & Benefits	\$39,739	\$35,186	\$41,668	\$35,739	\$44,254	\$38,323

Average Cost of a Teacher

Table 13: Average Teacher Cost

	2023/2024	2024/2025	2025/2026
Teacher	\$109,400.00	\$110,600.00	\$111,600.00

Note: Average teaching costs include salary and benefit expenditures

Total Compensation (Teacher)

Table 14: Total Compensation

	2023/2024	2024/2025	2025/2026
ATRF %	9.89%	8.92%	8.92%
ATRF \$\$	\$9,336.00	\$8,456.00	\$8,528.00
Total of Average Teacher Salary & Benefits	\$109,400.00	\$110,600.00	\$111,600.00
Total Salary, Benefits and ATRF	\$118,736.00	\$119,056.00	\$120,128.00

Teacher Education and Experience

Teacher Distribution as of September 30, 2024 (FTE)					
		CAT 4	CAT 5	CAT 6	TOTAL
EXPERIENCE	0	5.05	2	1	8.05
	1	3.5	1.5	0	5.00
	2	2.5	2	1	5.50
	3	8	0	3	11.00
	4	6.45	1	2	9.45
	5	9.8	3.55	2.9	16.25
	6	5.16	4	1	10.16
	7	5	6.6	1	12.60
	8	8	2	5.5	15.50
	9	67.2	106.24	113.35	286.79
	TOTAL	120.66	128.89	130.75	380.30

9.39 of total FTE are overlapping – includes teachers on leave plus the temporary teachers covering the leave.

Play and Learn Licensing

Medicine Hat Public School Division started the Licensed Play & Learn programs for the 2025-2026 school year with the main drivers behind this programming as:

- Added support for families with childcare costs
- Establish solid kindergarten enrollment
- Wage enhancement for staff
- PD funding for staff
- Post Secondary funding for staff

Play and Learn Staffing

To start off the school year, we had the following in place:

- 12 schools with 14 Primary ECE's and 8 Program Assistants

Since the start of the school year, we have added several additional Program Assistants in the Play & Learn program as enrollment increased, to support childcare ratios (12:1) or to support individual students.

With over 200 students enrolled, we currently have 16 programs in 12 schools with 35 staff in the Play & Learn programs. Staffing is comprised of:

- 9.1 FTE Primary ECEs
- 4.6 FTE Program Assistants to support childcare ratios of 12:1
- 6.5 FTE Program Assistants - Special Needs Assistants to support individual students.