

AGENDA: 6:00 p.m.

1. Call to Order
2. Approval of the Agenda
3. Land Acknowledgement
4. Employee Staffing Report
5. Employee Attendance Monitoring Report: September 2022 – February 2023

We acknowledge our presence on ancestral Anishinaabe and Haudenosaunee Confederacy land as determined by the Dish with One Spoon treaty.

The intent of this agreement is for all nations sharing this territory to do so responsibly, respectfully and sustainably in perpetuity.

We respect the longstanding relationships with the local Indigenous communities, the Mississaugas of the Credit First Nation and the Six Nations of the Grand River.



EXECUTIVE REPORT TO HUMAN RESOURCES COMMITTEE

TO: HUMAN RESOURCES COMMITTEE

FROM: Sheryl Robinson Petrazzini, Director of Education

DATE: March 28, 2023

PREPARED BY: Jamie Nunn, Superintendent, Human Resource Services

RE: Employee and Staffing Update: February 2023

Action **Monitoring**

Background

The Human Resource Services Division is committed to support the 5 priorities within the Board's Strategic Directions. As a division, Human Resource Services plays an integral role in each of the priorities. One of the major functions within the division is recruiting and hiring qualified individuals for various roles within the organization. Given our on-going staffing needs in response to a variety of factors related to the pandemic, the Staffing and Operations department continues to provide the Human Resources Committee with updates regarding our staffing levels and our response to supporting unfilled daily positions.

Staff Observations

Human Resource Services continues to recruit and hire for occasional positions to maintain healthy pools of staff to call upon for daily positions. Human Resource Services continues recruitment efforts in response in part to four factors:

- Increased elementary and secondary student enrolment.
- Additional positions funded through Support and Students funding (central bargaining);
- Additions positions funded through COVID Learning Recovery Funding and Non-GSN Funding (funding all school boards have received whereby drawing upon our current occasional pools)
- Employee demographics within certain employee groups.

Recruitment

Human Resource Services has recruited and onboarded 214 new employees for all employee groups since the start of the new school year. The following chart summarizes the hiring for all employee occasional pools as of the time of this report:

Employee Group	Number of Individuals Hired	Current Pool Size	Available for Daily Occasional Work
Elementary Occasional Teachers	10	808	602
Secondary Occasional Teachers	45	446	345
Educational Assistants including Child and Youth Care Practitioners	97	395	197
Office and Clerical Workers	35	192	138
Caretaking Staff	6	134	103
Designated Early Childhood Educators	21	169	108

Unfilled Daily Positions

Despite the Board's ongoing recruitment efforts to maintain healthy pools of occasional staff, staff are unable to fill all posted vacancies on a daily basis. There are a number of reasons for this, including:

- HWDSB is within a large urban setting neighboring on school boards that are all actively recruiting for all positions.
- All school boards have received Ministry COVID-19 funding (and potentially used their reserves) to lower class sizes or hire additional staff (many of whom may already be HWDSB occasional/casual employees thus unavailable for HWDSB occasional or long-term occasional work).
- The Board continues to be in a permanent hiring stance for all employee groups and will be for the duration of this entire school year. As we continue to hire from our pools, it will reduce the number of staff available for daily occasional work if we are unable to recruit enough staff to backfill these occasional pools (despite ongoing recruitment).
- Occasional/casual staff have made the professional decision to take a leave from work in the education sector at this time given the uncertainties of the pandemic and the return to in-person learning. Staff may also have found temporary seasonal work or similar work, however, in a different sector.
- Compared to teachers, hourly rates differ between school boards for Education Workers.

The following chart summarizes the overall fill rates by occasional staff members from September 2022-February 2023:

Month	Overall Fill Rate	Elementary and Secondary Teacher Fill Rate*	All Education Worker Fill Rate**
September 2022	85%	96%	72%
October 2022	79%	92%	63%
November 2022	71%	80%	57%
December 2022	69%	80%	56%
January 2023	78%	91%	64%
February 2023	74%	84%	60%

(*) – Includes all permanent elementary and secondary Teachers and Teachers in long-term occasional assignments.

(**) – includes all permanent Education Workers and Education Workers in long-term occasional assignments (Educational Assistants, Child and Youth Care Practitioners, Designated Early Childhood Educators, Office and Technical Workers and Caretakers). Further, in some employee groups, not all absences are covered on the first day of absence.

Next Steps

Human Resource Services has launched their spring recruitment plan and will continue to recruit for our occasional pools to minimize the number of unfilled teaching and support positions and attract staff who have been traditionally marginalized through our staffing processes. Our Employment Equity Officer plays a pivotal role in the implementation of focused recruitment efforts for current and future staffing positions aligned to our Employment Equity Audit Action Plan.

February 28, 2023									
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Staff Observations

We continue to observe an increase in the number of short-term sick leave days. This increase is observed in both absences due to personal illness and absences due to medical and dental appointments.

In addition, the Employee Support and Wellness (ESW) Department continues to support staff with accommodations and safe and early return to work planning. Through these processes, staff have observed an increase in overall sick leave usage, including sporadic illness, extended medical leaves of absences, or increased medical accommodation needs which can be attributed to delays in accessing and/or receiving health care, treatment, and medical procedures. Further, staff have observed an increase in both sporadic sick leave usage and short-term sick leave usage attributed to mental health.

Next Steps

ESW is continuing to support staff through a number of programs including early intervention, workplace accommodation, attendance support, and disability management to promote a safe remain-at-work or return-to-work while working with our staff, system leaders, union leaders, and health care practitioners to remove barriers which may prevent employees from regularly attending work.

Staff will continue to provide attendance monitoring reports to the Board as well as updates on staff support and wellness programming.