



AGENDA: 6:00 p.m.

1. Call to Order/Roll Call
2. Land Acknowledgement
3. Approval of the Agenda
4. Employee Staffing and Recruitment Update
5. Employee Attendance Monitoring
6. Workplace Violence Summary
7. Adjournment and Resolution Into Private Session as per the Education Act, Section 207.2
(b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee member, an employee or prospective employee of the board or a pupil or his or her parent or guardian



HUMAN RESOURCES COMMITTEE REPORT

October 29, 2024

Staffing and Recruitment Update

Submitted By: Sheryl Robinson Petrazzini, Director of Education

Prepared By: Jason Alexander, Executive Officer, Human Resource Services & Staff Well-Being
 Lety Goddard, Senior Manager, Human Resource Services & Staff Well-Being
 Lara Gallagher, Manager, Recruitment and Staffing

Recommendation:

That the Recruitment and Staffing Update be received.

Background:

The Human Resource Services and Staff Well-Being Department is committed to supporting the Hamilton-Wentworth District School Board's Multi-Year Strategic Plan by recruiting and staffing qualified professionals who align with the MYSP's Vision, Mission, and Values. The Recruitment and Staffing department ensures to attract diverse talent for various roles, building a workforce that supports equitable education, student well-being, and Reinforcing Indigenous Educational Wellness & Reconciliation. Accompanied by the tagline "Be You. Be Excellent," we aim to bring in individuals dedicated to fostering safe, inclusive, and dynamic learning environments, aligned with the Board's strategic priorities.

Status:

Elementary Teachers

In the 2024-2025 school year, elementary enrolment has decreased across the Board which resulted in fewer classrooms after reorganization. Enrollment for remote school increased which resulted in the board adding an additional remote classroom. The board was able to complete reorganization by October 3, 2024. In addition, there were 38 elementary teachers expanded and 24 permanent postings for Occasional Teachers.

Recruitment will commence in early November for Elementary Occasional Teachers in all qualifications, with a focus on French, English as a Second Language, Junior, and Intermediate qualifications. We are continually monitoring daily unfilled rates and replenishing the occasional list as required. The most consistent trend related to unfilled jobs are those that are created on the morning of the absence.

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Secondary Teachers

Since the start of the new school year, we have added 27 lines (equivalent to 9 FTE) from contingency funding to open classes, ensuring compliance with collective agreement class size limits. At the beginning of October, there were 24 secondary teachers expanded and 10 permanent lines for Occasional Teachers.

The Recruitment and Staffing department are actively recruiting Secondary Occasional Teachers, focusing on all qualifications, particularly Technological Studies and Teaching English Language Learners (TELL). There is currently a posting to recruit tech-specific Secondary Teachers to address the high demand for educators in Construction, Manufacturing, and Transportation

On average, daily unfilled absences have remained low – in comparison to the 2023-2024 school year, with a few isolated days experiencing as many as 22 unfilled jobs. The most consistent trend for unfilled positions occurs when jobs are added on the morning of the absence. We continue to monitor daily absences and replenish the occasional teacher list, as needed.

Additional Positions

Since September 2024, the Board has posted 86 temporary and/or permanent OCTU positions and has posted 27 permanent CUPE positions. In addition, there have been over 14 permanent and 2 temporary PASS hires.

Total Workforce

As of October 1, 2024, the total number of employees working for Hamilton-Wentworth District School Board is 8,613 people (6,248 permanent employees; 2,365 occasional or casual staff).

Fill rates up to September 30, 2024, are approximately 96% for teachers, approximately 68% for Education Workers and approximately 88% for CUPE and OCTU positions.

Our pressure point continues to be the Educational Assistants group.

Recruitment and Onboarding

Between June to October 2024, HWDSB successfully onboarded 60 casual staff members.

Our on-going collaboration with community and post-Secondary institutions is part of our strategic approach to attract a diverse pool of talent. We are particularly focused on ensuring that underrepresented groups are well-informed and feel encouraged to join the HWDSB community.

Educational Assistant Recruitment

Addressing the demand for Educational Assistants, HWDSB has instituted a continuous recruitment process for Casual Educational Assistants. This approach encompasses successive interview rounds coupled with targeted outreach initiatives directed towards post-Secondary institutions and community allies such as Immigrants Working Centre and Fedcap Canada.

Between June 2024 and September 2024, the HWDSB received 572 applications for our Educational Assistant job posting, with 195 applicants invited for interviews. Of those candidates interviewed, 60 have been onboarded with an additional 16 in progress.

In August, in collaboration with Special Education, Equity and Inclusion, we launched our pilot EA Onboarding, where new hires are offered paid opportunities to receive training to prepare them for the role. This includes Behaviour Management Training, essential skills training, and three days of job shadowing at different schools. This optional onboarding will be offered periodically throughout the year to provide new hires with an opportunity to gain valuable hands-on experience and skills.

Community Partnerships

The cultivation of enduring, reciprocal relationships with community partners remains at the forefront of our priorities. In tandem with our college collaborators, HWDSB consistently provides opportunities for student placements across a plethora of program areas, including Early Childhood Education (ECE), Educational Assistant (EA), Human Resources (HR), and Office Administration. We are actively engaged in dialogues to uncover new and creative avenues for partnerships that promise mutual benefits.

Next Steps in Recruitment

The Recruitment and Staffing department, in conjunction with the Professional Development and Employee Experience department, remains committed to ensuring that our recruitment and staffing initiatives remain in sync with the operational requirements of our schools and departments throughout the 2024-2025 academic year.

In alignment with HWDSB's Human Rights and Equity Action Plan, the departments are collaborating to develop an "Inclusive Recruitment" training module, which will be available on the HUB for all non-unionized employees involved in hiring and onboarding. This module will emphasize the importance of equitable recruitment practices and clearly outline HWDSB's expectations throughout the hiring process. The module is currently in the development stage, and while the exact timing for availability is not yet confirmed, it is anticipated to be accessible by the beginning of the new year.

Financial Implications:

There are no incremental financial implications as a result of this report.

Strategic Directions:

Providing Equitable Quality Education

We will offer equitable quality educational opportunities to improve student engagement, learning and achievement for future-readiness.

Collaborating with Students, Families & Communities

We will build reciprocal relationships and partnerships to enhance access and engagement for students, families, and communities.

Building a Sustainable Education System

We will adapt to a rapidly changing world through responsible fiscal management, investing equitably in accessible and sustainable facilities, and supporting a robust workforce.

Reinforcing Indigenous Educational Wellness & Reconciliation

We will honour our commitment to Truth and Reconciliation by nurturing respectful and reciprocal relationships among Indigenous Peoples and Treaty Partners, and by cultivating intergenerational healing and wellness in a restorative education system.

Upholding Human Rights, Safety & Well-Being

We will support all students and staff to feel safe and secure in our classrooms and school communities.



HUMAN RESOURCES COMMITTEE REPORT

October 29, 2024

Employee Attendance Monitoring Report

Submitted By: Sheryl Robinson Petrazzini, Director of Education

Prepared By: Jason Alexander, Executive Officer, Human Resources and Staff Well-Being

Lety Goddard, Senior Manager, Human Resources and Staff Well-Being

Lana Zekonjic, Manager, Employee Support and Wellness

Recommendation:

That the Employee Attendance Monitoring Report be received.

Background:

In September 2019, staff implemented the HWDSB Strategic Wellness and Absence Management Plan to support staff wellness and promote improvement in staff absence rates related to personal illness. The goal is to support staff toward early and safe return to work and reduce personal illness usage. This report monitors the status of HWDSB's progress towards the goals implemented under the Strategic Wellness and Absence Management Plan.

For reference purposes, personal illness or *"sick leave and short-term disability leave"* is an entitlement in Collective Agreements and Terms and Conditions of employment. Such agreements provide entitlements for staff to access sick time to attend medical and dental appointments. The Employee Support and Wellness Department provides support to staff on a case-by-case basis related to medical absence and medically supported accommodation needs in the workplace.

Status:

Staff Findings: Personal Illness Absences

- HWDSB has had an increase in employee absence rates related to personal illness for the 2023-24 school year compared to the 2022-23 school year.

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- Over the 2023-24 school year, the average permanent Board employee utilized 16.85 personal illness days per 1.0 FTE. In comparison, the average was 16.31 days over the 2022-23 school year. This is an increase of 0.54 days per 1.0 FTE (Appendix I).
- The HWDSB attendance rate is a review of personal illness, medical appointments, and dental appointments pursuant to central sick leave collective agreement provisions.

Staff Observations

The Employee Support and Wellness (ESW) Department continues to support staff with return-to-work planning and accommodations. Some observations impacting the well-being of staff include but are not limited to:

- Increased precautions with regards to illness transmission resulting in increased short-term absences.
- Increased number of staff receiving early intervention communication from Employee Support and Wellness.
- Delays within the health care system to access treatment for emotional and physical health conditions, including surgical medical procedures, longer wait times to access health care resources, and shortage of mental health resources for community to access.
- Pre-existing health conditions that have been exacerbated due to the pandemic. We are seeing an increase in personal illness absences resulting in increased sporadic illness absences and a high number of workplace accommodation cases.

Next Steps

The Employee Support and Wellness Department continues to monitor attendance rates. The department supports staff through best-practice early intervention programs, workplace accommodation programs, attendance support programs, and disability management programs to promote a safe return to work while collaborating with our staff, system leaders, union leaders, and medical practitioners to further support and remove barriers which may prevent employees from regularly attending work.

They also continue to work closely with our Employee and Family Assistance Provider (EFAP), Homewood Health, in promoting available resources and services to support HWDSB staff through a variety of avenues. Homewood Health offers a variety of well-being programs and services to support employees in their wellness journey both within the workplace and in their personal life. Examples of services include life coaching, counselling, interactive educational tools, health and wellness assessments, access to a library of health, life balance and workplace articles, crisis response, and more. Homewood Health is a confidential service available to all HWDSB employees and their dependents, 24/7 and is free of charge to the employee.

Staff will continue to provide attendance monitoring reports to the Board including the steps taken to support all staff with the implementation of our Staff Wellness Plan.

Financial Implications:

As part of the year-end process, Financial Services staff is compiling the total amount spent on replacement costs. This information will be captured in the financial statements presented at the November 12, 2024 Audit Committee.

Strategic Directions

Upholding Human Rights, Safety & Well-Being

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Providing Equitable Quality Education

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Appendices

Appendix I: Overall Rate of Absence Year Over Year – September – August

School Year	Rate of Absence
2022-23 – Sep-Aug	16.31
2023-24 – Sep-Aug	16.85
Difference:	+0.54



HUMAN RESOURCES COMMITTEE REPORT

October 29, 2024

2023-2024 Workplace Violence Summary

Submitted By: Sheryl Robinson Petrazzini, Director of Education

Prepared By: Jason Alexander, Executive Officer, Human Resource Services & Staff Well-Being

Lety Goddard, Senior Manager, Human Resource Services & Staff Well-Being

Matthew Kwan, Manager, Occupational Health and Safety

Recommendation:

That the 2023-2024 Workplace Violence Summary be received.

Background:

Staff provide an annual summary of workplace violence reporting statistics. The data provided in Appendix A reflects reports received from staff where they believe the threshold of workplace violence as defined in the Occupational Health and Safety Act has been met. Data does not address Criminal Code or the Ministry of Education definitions of violence.

The reporting period includes data from the last three school years.

To note, a single incident often results in multiple reports of workplace violence from any/all staff impacted.

Status:

As shown in Table 1, incidents resulting in lost time or health care, were lower in 2023-2024 than in 2022-2023 or 2021-2022. The total number of reports received were relatively flat in 2023-2024 compared to 2022-2023 but remain higher than 2021-2022.

Work to mitigate risks associated with workplace violence continues in a number of different areas and in collaboration with other Departments, including Special Education, Inclusion and Equity.

Special Education

For the 2024/25 school year, Special Education Department staff has begun to implement changes to the structure of the Special Education, Inclusion and Equity Division and our approach to supporting students, families and schools. Newly created multi-disciplinary teams have been created to support our school staff in their efforts with students.

Training

Behaviour Management Systems (BMS) Training expanded during the 2023-2024 school year:

- 33% increase in trained staff
- Training delivered to wider variety of roles to better support staff in safely responding to challenging student behaviours
- Casual and newly hired Educational Assistants and Child and Youth Practitioners offered paid BMS training

For the 2024-2025 school year, we intend to target training for staff with the highest risk profiles.

Procedural Changes

A review of Board procedures continues into the 2024-2025 school year, which includes consultation with union partners on our processes relating to responding to challenging student behaviour.

Financial Implications:

There are no incremental financial implications as a result of this report.

Strategic Directions

Upholding Human Rights, Safety & Well-Being

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Appendix A

Table 1: Comparison of Violent Incident Reports by Panel

ELEMENTARY SCHOOL STAFF					
YEAR	First Aid	Health Care	Lost Time	No Injury	Total
2021/2022	118	43	40	1518	1719
2022/2023	337	45	33	3027	3442
2023/2024	236	25	25	2937	3223
SECONDARY SCHOOL STAFF					
YEAR	First Aid	Health Care	Lost Time	No Injury	Total
2021/2022	21	8	3	301	333
2022/2023	162	4	12	710	888
2023/2024	105	13	16	970	1104

Note: Table 1 does not include non-school incidents

Table 2: Comparison of Violent Incident Reports by Occupational Group

ELEMENTARY TEACHERS					
	First Aid	Health Care	Lost Time	No Injury	Total
2021/2022	26	15	6	334	381
2022/2023	71	19	14	620	724
2023/2024	50	10	7	646	713
SECONDARY TEACHERS					
	First Aid	Health Care	Lost Time	No Injury	Total
2021/2022	12	4	0	112	128
2022/2023	48	3	10	248	309
2023/2024	31	5	6	291	333
CHILD AND YOUTH CARE PRACTITIONERS AND EDUCATIONAL ASSISTANTS					
	First Aid	Health Care	Lost Time	No Injury	Total
2021/2022	94	29	33	1243	1399
2022/2023	331	57	42	2588	3018
2023/2024	223	22	26	2628	2899
DESIGNATED EARLY CHILDHOOD EDUCATORS					
	First Aid	Health Care	Lost Time	No Injury	Total
2021/2022	4	0	3	102	109
2022/2023	16	2	5	155	178
2023/2024	25	1	1	291	318
ALL OTHER EMPLOYEE GROUPS					
PRINCIPALS AND VICE-PRINCIPALS, PSSP, CUPE, PASS, SUPERINTENDENTS, NON-UNION CCE, OCTU, PROJECT SEARCH AND FOCUS ON YOUTH					
	First Aid	Health Care	Lost Time	No Injury	Total
2021/2022	3	2	2	31	39

2022/2023	7	4	3	51	65
2023/2024	12	1	1	53	67

Table 3: Comparison of Violent Incident Reports received by Grade

GRADE	2022/2023	2023/2024
FDK	19%	23%
GRADE 1	12%	15%
GRADE 2	7%	8%
GRADE 3	9%	7%
GRADE 4	13%	4%
GRADE 5	5%	5%
GRADE 6	3%	3%
GRADE 7	1%	2%
GRADE 8	1%	2%
GRADE 9	2%	0.3%
GRADE 10	0.4%	0.4%
GRADE 11	0.5%	0.2%
GRADE 12	0.3%	0.1%
SPECIAL EDUCATION CLASSES – ELEMENTARY	8%	5%
SPECIAL EDUCATION CLASSES – SECONDARY	19%	25%

Notes:

Data sorted by grade may be skewed in cases where a single incident is reported by multiple staff who supported response or in circumstances where a single individual is involved in multiple incidents.

Percentage may not add up to 100% due to non-student incidents and staff not being able to identify the student.