



MEMORANDUM

September 14, 2021
Regular Board Meeting

TO	Board of Trustees
FROM	Shauna Boyce, Superintendent
ORIGINATOR	Mark Francis, Deputy Superintendent
RESOURCE	Shae Abba, Director of Human Resources
GOVERNANCE POLICY	Board Policy 1: Division Foundation Statements Board Policy 2: Role of the Board
ADDITIONAL REFERENCE	BP 2: Section 1. Planning BP 2: Section 3. Accountability BP 2 Appendix 2.1 Board Work Plan
SUBJECT	HUMAN RESOURCES DEPARTMENT REPORT 2020-2021

PURPOSE

For information. No recommendation required.

BACKGROUND

The Board of Trustees supports the Division vision and mission for students, reviews the budget on an annual basis and monitors, evaluates and reports Division performance and achievements to all stakeholders. The following report supports these responsibilities and adheres to the Board Annual Work Plan.

REPORT SUMMARY

The Human Resources Department 2020-2021 Report outlines all aspects of staffing at Parkland School Division for the 2020-2021 school year for all union and non-union groups including recruitment, occupational health and safety, retirement, health supports, negotiations and professional development. Costs associated with the aforementioned are also detailed.

Administration would be pleased to respond to any questions.

MF:kz



Human Resources Department 2020-2021 Report

June 2021

Presented to the Board of Trustees, September 14, 2021

Shauna Boyce, Superintendent

Resource: Shae Abba, Director, Human Resources

Our Students Possess the confidence, resilience, insight and skills required to thrive in, and positively impact, the world.

BACKGROUND

The Human Resources Department 2020-2021 Report highlights information collected from the 2020-2021 school year.

REPORT / TOPIC

Recruitment and Selection

- Human Resources is responsible for providing all recruitment and selection services to the Division including the Executive Team, non-union group positions including Directors, union positions including Principal, Assistant Principal, teaching and support positions. This includes recruitment for casual support staff and substitute teachers.
- For the **2020-2021** school year the Department has managed **306** competitions (**206** Teaching Positions, **100** Support positions).
- **2021-2022 Leadership Positions:**
1 New Associate Superintendent, 6 New Principals, 3 Principal Transfers, 4 New Assistant Principals, 2 Assistant Principal Transfers, and 4 Division Principals (2 for Education & System Services and 2 for Student Supports & Services).

Table 1: Recruitment Competitions			
Employee Group	2018/2019	2019/2020	2020/2021
Certificated	216	215	206
Support	139	107	105
Increase/decrease from previous year	-12.1%	-9.3%	-3.4%

<i>Table 2: Employee FTE</i>			
Employee Group/Position	2018/2019 FTE	2019/2020 FTE	2020/2021 FTE*
<i>Certificated Total</i>	615.0	597.1	600.6
Teacher	568.0	548.1	550.6
Administration	47.0	49.0	50.0
<i>Support Total</i>	457.6	414.4	384.2
CAAMSE	351.8	320.7	290.8
IUOE	66.0	62.0	63.1
NUG	39.8	31.7	30.3

*Note: Numbers reported are as of June 30, 2021. Headcount includes all contractual employees of PSD70 both active and inactive (ATA – 682, CAAMSE –338, IUOE – 70, NUG-32 and no longer includes School Bus Site Monitors). FTE includes only active employees

- Based on the numbers reported in Table 2 the following summary compares the complete (2020/21) school year with the previous (2019/20) school year:
 - Increase of 2.5 FTE for school-based teachers
 - Decrease of 29.87 FTE for school-based support staff
 - Increase of 1.08 FTE for IUOE staff
 - Decrease of 1.44 FTE for NUG staff

Retirement

<i>Table 3: Retirements</i>			
	2018/2019	2019/2020	2020/2021*
Support Staff	8	4	19
Certificated	13	22	13

*Numbers reported include retirements to **August 24, 2021**

Average Years of Service

<i>Table 8: Average years of Service</i>			
	2018/2019	2019/2020	2020/2021*
Certificated	10.0	12.0	10.3
CAAMSE	7.5	8.2	9.0
IUOE	10.9	11.8	10.6
NUG	4.6	7.5	8.2
All Staff	8.3	9.9	9.5

*Numbers are as of June 30, 2021 and do not include School Bus Site Monitors as their contracts ended June 29, 2021

Teacher Leaves of Absence

<i>Table 9: Leaves of Absence</i>			
	2018/2019	2019/2020	2020/2021*
Maternity	40	33	35
Personal	22	28	20
Deferred Salary	0	0	0
Professional (this is professional improvement leave)	0	0	0
Exchange	0	1	1
Secondment	9	5	7
Parental Leave	0	4	3
Total	71	71	66

*Numbers from August 26, 2020-August 24, 2021

Support Staff Leaves of Absence

<i>Table 10: Leaves of Absence 2020/2021</i>			
	NUG	CAAMSE	IUOE
Maternity	2	11	0
Personal	0	1	0
Parental Leave	0	0	0
Total	2	12	0

*Numbers from August 26, 2020-August 24, 2021

Practicum Students

We currently have 18 Approved Practicum Agreements in place with the following post-secondary institutions:

All Post-Secondary Approved Practicum Agreements	
<ul style="list-style-type: none"> ✓ University of Alberta – Health Sciences ✓ CDI College ✓ Concordia University ✓ Lakeland College ✓ Lethbridge College ✓ MacEwan University ✓ Mount Royal University ✓ University of Victoria 	<ul style="list-style-type: none"> ✓ Norquest College ✓ Red Deer College ✓ The King’s University ✓ University of Calgary ✓ University of Lethbridge ✓ Southern Alberta Institute of Technology ✓ Athabasca University
New Practicum Agreements – 2020/2021:	
<ul style="list-style-type: none"> ✓ St. Stephen’s College ✓ Medicine Hat College ✓ Bredin College 	

<i>Table 13: Practicum Students</i>			
Practicum Role	2018/2019	2019/2020	2020/2021*
Student Teachers	46	70	79
Education Assistant	6	7	4
SLPA	0	1	1
Administrative Assistant	1	0	2
Child & Youth Care	0	3	0
Physical Therapist/OT Assistant	0	1	0
Master in Counselling	0	4	5
Nurse	4	0	0
Social Work	0	1	0
Network Administrator	0	0	0
Therapy Assistant	0	0	0
Library Information Tech	1	1	0
Total	58	88	91

*Numbers reported for the 2020/2021 School year include Practicums from August 26, 2020 to June 30, 2021

Substitute Teacher Placement Office

- Recruiting for substitute teachers is on-going throughout the year, with regular postings appearing on the Employment section of the Division's website. Human resources staff are responsible for interviewing and selecting candidates whose backgrounds and skills match the needs of our schools. **As of June 30, 2021, we have 264 teachers on our Substitute Teacher list. This number has increased by 27 (11%) from 2019-2020.**

Casual Support and Caretaking Staff

- Human resources is responsible for recruiting and maintaining a list of qualified casual support and caretaking staff who are required for short term work assignments at schools and the Centre for Education. We regularly recruit through the Employment portal of the Division's website. **As of June 30, 2021, there are 135 (107 Casual Support and 28 Casual Caretakers) individuals on our Casual lists. The number of Casual Support Staff has increased 8% from 2019-2020.**

Professional Development (PD)

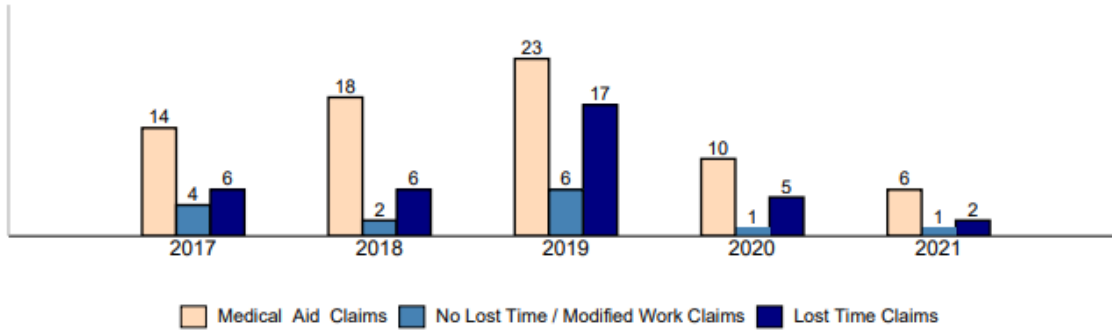
- As of **June 30, 2021**, PD related system entries total **1733** days for all staff. (decrease of 22.1% from 2019-2020 - 2226 days). This does not include the nine Staff Planning and Development Days in the 2020-2021 school calendar, nor does it include PD days for staff who do not require a replacement or no record entered.

WCB

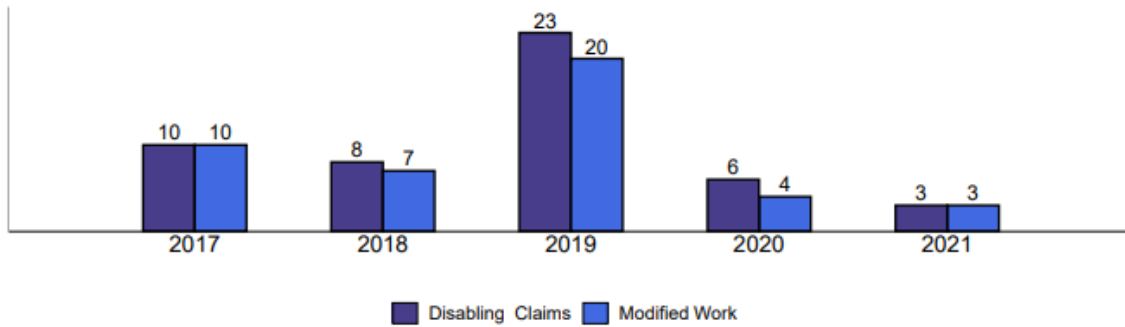
- All work place injuries must be documented and reported to Human Resources. Staff (excluding teachers and Administrators with teaching assignments) whose work-related injury requires medical attention must complete Workers' Compensation Board (WCB) forms.

- In 2019, we had 17 claims that were defined as disabling claims and 3 claims defined as disabling as of July 4, 2020. These claims are based on year of occurrence.
- In 2020, we had 5 claims that were defined as disabling claims (lost time) and 2 claims defined as disabling (lost time) as of July 17, 2021. These claims are based on year of occurrence

Total Claims by Type



Lost Modified Work Opportunities



Note: Disabling claims include lost-time claims and all claims with modified work.

Duration of Claims and the Cost Implications

Duration of Claims	2017 to 2020		2021 (Year to Date)	
	Number of Disabling Claims	Total Disabling Claim Costs	Number of Disabling Claims	Total Disabling Claim Costs
No lost-time with modified work	15	\$75,957	1	\$561
1 - 3 Days	8	\$11,810	0	\$0
4 - 5 Days	3	\$5,221	0	\$0
6 - 10 Days	3	\$13,446	0	\$0
10+ Days	18	\$164,053	2	\$11,041

Note: Claims are recorded based on the year they occurred. For each occurrence year, transactions on claim costs are based on a 15 month period. For example, for claims occurring in 2020, the transaction period would be from Jan 1, 2020 to Mar 31, 2021. The costs reflected in the chart are total claims costs and may or may not be used for the rate adjustment program.

All Employee Injuries

<i>Table 15: Injury Report (2018-2019 from Aug 2018 to June 2019)</i>			
	Total # Incidents	Sought Medical Attention	Endured Time Loss
Employee Group			
Support EA/School based	55	25	8
Support Other/Custodian	5	4	4
Teacher	47	23	10
Grand Total	107	52	22

<i>Table 16: Injury Report (2019-2020 from Aug 2019 to June 2020)</i>			
	Total # Incidents	Sought Medical Attention	Endured Time Loss
Employee Group			
Support EA/School based	46	27	10
Support Other/Custodian	15	6	2
Teacher	22	11	3
Assistant Principal	3	0	0
Principal	1	1	0
Substitute	1	0	0
Grand Total	88	45	15

<i>Table 17: Injury Report (2020-2021 from Aug 2020 to June 2021)</i>			
	Total # Incidents	Sought Medical Attention	Endured Time Loss
Employee Group			
Support EA/School based	32	10	4
Support Other/Custodian	10	3	1
Teacher	16	5	4
Casual Support	2	1	0
Principal	1	1	0
Substitute	1	1	0
Grand Total	62	21	9

Disability Management

- Human Resources staff work with leaders to facilitate the return to work of teachers and support staff from sick leave/extended disability leave or work-related injuries (Workers Compensation). In some cases, graduated return to work arrangements are medically recommended to ensure a smooth transition back to full duties. In other instances, suitable alternate work needs to be identified to accommodate the employee's restrictions and limitations. The leaders in Parkland School Division continue to be very supportive and demonstrate exemplary commitment to the accommodation of our staff.

- ASEBP – Alberta School Employee Benefit Plan administers the extended disability benefit for teachers. Human Resources works closely with ASEBP account manager to ensure employee accommodations are reasonable and proper medical clearance is provided. In January 2015 ASEBP implemented a Voluntary Early Intervention Program allowing collaboration between PSD and certificated staff to accommodate work load while the employee remains at work in some capacity as they recover from short term illness.
- Non-teaching staff short term disability medical is managed by the Human Resources. Human Resources works closely with the employee and their medical practitioner to determine best course of action to return employee back to work in a timely manner. Complex cases are referred to Homewood Health Inc for medical adjudication.
- Non-teaching staff Long Term Disability (LTD) is managed by Sunlife Financial. Sunlife Financial works closely with Human Resources on each claim.

Table 18: Short Term Medical Leaves*		
Employee Group	2019/2020	2020/2021
Support Groups		
CAAMSE	25	37
IUOE	8	8
NUG	1	3
Total Support Staff Medical Leaves	34	48
Total Support Staff Medical Leaves Approved for Long-term Disability (LTD)**	2	1
Certificated Staff	31	41
Total Certificated Staff Approved for Extended Disability Benefits (EDB)**	10	12

*Short Term Medical leaves are defined as >5 consecutive calendar days and < 90 calendar days

** LTD/EDB are medical leaves exceeding 90 calendar days and have been approved by Sunlife/ASEBP

Employee and Family Assistance Program (EFAP)

- The Human Resources Department manages Parkland School Division's contract for the Employee and Family Assistance Program (EFAP).
- On January 1, 2015 ASEBP started offering certificated staff EFAP Services through Homewood Health Inc.
- On April 1, 2016 non-certificated staff transitioned EFAP Services to Homewood Health Inc. Homewood Health Inc. has a model of offering short term counselling with a transition to community support without impacting Sunlife/ASEBP Paramedical benefits. Long term counselling would be accessed with Homewood Health and billed to Sunlife/ASEBP Paramedical benefits.

Table 19: Employee and Family Assistance Program (Homewood Health Inc.)

	2018	Utilization	2019	Utilization	2020	Utilization
Support Staff						
# of cases - short term services (Smart Coach)	7	1.4%	6.7	13.7%	4.3	12.6%
# of cases - counselling services	42	8.5%	42.0	86.3%	30.0	87.4%
Total Active Cases	51	9.9%	52.7	9.7%	37.3	8.0%
Certificated Staff						
# of cases - short term services (Smart Coach)	3	0.5%	4.0	9.1%	8.3	21.8%
#of cases - counselling services	52	8.0%	40.0	90.9%	30.0	78.3%
Total Active Cases	63	8.4%	46.0	6.7%	44.3	5.9%
Combined Total Cases - All Staff	114	9.9%	98.7	8.5%	81.7	6.9%

EFAP data is report by calendar year.

Sick Leave

<i>Table 20: Sick Leave</i>				
	Employee Group/Position	2018/2019**	2019-2020***	2020-2021****
Number of Sick Days				
	Certificated Total	5264.2	4292.8	4710.6
	Teacher	5119.7	4080.5	4557.1
	Administration	144.5	212.3	153.5
	Support Total	2618.8	2613.3	2258.4
	CAAMSE	2457.3	2033.3	1792.7
	IUOE	473.7	439.6	377.5
	NUG	161.5	140.5	88.1
Average Sick Days/FTE				
	Certificated Total	8.6	7.2	7.8
	Teacher	9.0	7.5	8.3
	Administration	3.1	4.3	3.1
	Support Total	6.1	6.0	5.0
	CAAMSE total	7.0	6.3	6.2
	IUOE total	7.2	7.1	6.0
	NUG total	4.1	4.4	2.9
	All Staff Total	6.1	5.9	5.3

Note: FTE refers to the number of full-time equivalent positions. Numbers are reflective of FTE over entire school year, including temporary contracts.

**2018/2019 sick days are compiled from August 29, 2018 to June 28, 2019

*** 2019/2020 sick days are compiled from August 26, 2019-June 29, 2020

****2020/2021 sick days are compiled from August 26, 2020-June 30, 2021

Pandemic/Covid-19

In addition to Human Resources sick leave administration in March 2020 new measure were put in to place to accommodate employees as we worked through the pandemic. Many staff members accessed approved alternative work arrangements. New absence entry codes were implemented to track occurrences away from their regular work location for reasons specially related to Covid-19. These codes were used regularly throughout the 2020-2021 school year.

New absences codes included:

Sick – Mandatory Isolation (ISO): This code is only used in the event the employee is sick and/or has been asked to self-isolate due to COVID-19 and will not be working.

Isolation – Working from Home (ISOW): This code is used in the event the employee has been exposed to someone with COVID-19; returning from travel, has been asked to self-isolate; experiencing childcare issues due to COVID-19 and will continue to work from home.

Working from Home (WFH): Only select this code if you have prior approval from your immediate supervisor and clear direction on how work will be conducted from home.

Covid-19 Related Days:

<i>Table 21: Covid-19 Related Days</i>						
	2019/2020*			2020/2021**		
	<i>ISO</i>	<i>ISOW</i>	<i>WFH</i>	<i>ISO</i>	<i>ISOW</i>	<i>WFH</i>
ATA total	59.9	258.2	26093.9	1183	1706	6908
Teacher	48.4	250.2	26054.9	1142	1570	6833
Administration	11.5	8.0	39.0	41	136	75
CAAMSE total	30.5	226.8	5459.0	596	616	3401
IUOE total	0.0	53.5	0.0	194	0	0
NUG total	4.0	112.7	457.0	14	60	732

*Codes could be used effective March 16, 2020

**2020/2021 data is from August 26, 2020-June 30, 2021

Paid Leave for COVID-19 Vaccinations

On April 21, 2021, the Government of Alberta passed Bill 71: Employment Standards (COVID-19 Vaccination Leave). This permitted an employee to take up to 3 consecutive hours of paid leave, per dose of the vaccine.

A new code was created to track the utilization of this specific leave effective April 21, 2021. Prior to this government announcement employees were able to use SICK (medical appointment) to obtain their vaccine if needed.

New code:

Covid Vaccination (CVAC): This code is to be used to take up to 3 hours to attend a COVID vaccination. Time will be deducted from the sick bank.

COVID Vaccination Utilization:

<i>Table 22: Covid Vaccination</i>	
Employee Group	# of Employees*
Certificated Staff	92
Support Staff	
CAAMSE	59
IUOE	14
NUG	6
All Staff Total	171

*Numbers are as of April 21, 2021 – June 30, 2021

Student Enrolment

<i>Table 23: Student Enrolment as September 28</i>			
	2018/2019	2019/2020*	2020/2021**
Student (Headcount)	11,181	11,526	11,517
Student FTE Equivalent	10,710	11,035	10,860
Total Teacher to Student Ratio	1:19	1:20	1:20

*Numbers from Enrolment Report at September 30, 2019

**Numbers from Enrolment Report at September 30, 2020 (Home Ed numbers jumped from 42 for 2019-2020 to 257 for 2020-2021)