



Date: October 25, 2023 **Agenda Item:** 7.5

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Lisa Lacroix, Associate Superintendent, Human Resources

Governance Policy: [Policy 105: Vision, Mission and Values](#)
[Policy 225: Role of the Board](#)

Additional Reference: [Administrative Procedure 700: Certificated Staff](#)
[Administrative Procedure 701: Support Staff](#)
[Administrative Procedure 702: Custodian Caretaking and Facilities Staff](#)

Assurance Domain: Teaching & Leading
Learning Supports
Governance

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLOS](#) / [Board Policy 700](#)):
Leading Learning
School Authority Operations and Resources

Subject: **Human Resources Annual Report (2022-2023) October 2023**

Purpose:

For information.

Background:

The Human Resources Department's Annual Report (2022-2023) October 2023 provides a detailed overview of the staffing aspects within Sturgeon Public School Division, for both union and non-union groups and covers all elements of the employment life-cycle. This report serves as a valuable resource to gain an understanding of the Division's workforce. The report is based on data collected from the 2022-2023 school year.

Administration is prepared to respond to questions at the October 25, 2023, Public Board meeting.

Attachment(s):

1. Annual Report - Human Resources (2022-2023)



ANNUAL REPORT

HUMAN RESOURCES

Submitted by Lisa Lacroix, Associate Superintendent Human Resources

October 2023



Background

Our mission in the Human Resources department is to attract, develop and retain high performing employees who are dedicated to providing excellent education to our students. We are committed to creating a positive work environment that fosters growth, equity, inclusivity and respect. Our goal is to provide exceptional support to our employees in their professional development, health and wellness, and job satisfaction. We believe in transparent communication and collaboration with our stakeholders. We strive to align our HR practices with the overall goals and objectives of Sturgeon Public Schools, while complying with all applicable laws and regulations.

The Human Resources team is responsible for the complete employee life cycle including:

- providing recruitment and selection services to the Division including the Executive Team, non-union group positions and union positions
- all recruitment, selection and management of casual support staff and substitute teachers
- administering the Occupational, Health and Safety requirements
- managing Workers Compensation (WCB) claims
- employee disability services
- managing employee leaves

In addition, Human Resources provides support to the leadership teams and staff in addressing and resolving workplace issues.

The Human Resources team consists of 6 staff:

- Associate Superintendent Human Resources
- Director (1)
- Advisor (2)
- Substitute Services Clerk (1)
- Receptionist (1)

HR Analytics

Recruitment & Selection

	Total Staff Headcount (as of Sept 25/23)	Recruitment Postings	Resignation & Termination	End of Contract	Retirement
ATA	375	92	24	50	3
CUPE	225	107	35	22	5
GEC	112	37	24	10	3
TOTAL	712	236	83	82	11

(September 1, 2022 to August 31, 2023)



In the 2022-2023 school year, Human Resources attended an in-person career fair at Concordia University and at Campus St. Jean.

Education & Experience

The following table breaks down the education and experience for the ATA staff. The numbers are full-time equivalent and not number of employees.

ATA Staff	4 Yrs of Education	5 Yrs of Education	6 Yrs of Education	Total
0 Years	13.34	3	3.30	19.64
1 Year	2	5	7	14
2 Years	6	1	4	11
3 Years	13	4	7	24
4 Years	9.68	0	1	10.68
5 Years	4.60	1	3	8.60
6 Years	5	3	0	8
7 Years	7.5	5	1	13.5
8 Years	6.5	3	2	11.5
9 Years	5	2.8	4	11.8
10 Years	111.40	50.39	67.72	229.51
TOTAL	184.02	78.19	100.02	362.23

(As of September 2023)

Union Negotiations

Human Resources gathers information to report on trends and issues pertaining to the administration of the both the CUPE and ATA collective agreements. HR leads the development of the Division's bargaining proposals.

Payroll Advice Form

Human Resources completes and submits Payroll Advice Forms (PAF) to the Payroll Department for all modifications that affect an employee's pay. In June 2023, HR submitted 129 forms to payroll and for the start up of the school HR submitted 476 forms. For the 2022-2023 school year HR processed a total of 1,441 forms.

Staff Supervision, Growth & Evaluation

During the 2022 - 2023 school year, 81 teacher evaluations and 53 support staff evaluations were completed.

Teaching Certification

In order for a teacher to obtain a Permanent Teaching Certification, principals are required to complete two evaluations. Human Resources ensures that all criteria to qualify has been met and submits all the necessary information to Teacher Certification - Alberta Education for



processing. Human Resources also processes the necessary paperwork to request extensions for any Interim Certifications that are expiring.

	Interim Certification Extensions	Permanent Certificates
2021 - 2022	29	8
2022 - 2023	10	18

Succession Planning

	Average Age	Average Age > 50	Number of Employees >50	Percent of Staff >50
ATA	40.82	55.30	79	21%
CUPE	45.99	57.45	80	36%
GEC	44.30	56.58	48	43%
TOTAL	43.70	56.44	207	29%

(As of September 2023)

Substitute Teacher and Casual Support Staff

Recruiting for substitute teachers and casual support staff is on-going throughout the year, with regular postings on the Employment section of the Division's website. Human Resources is responsible for selecting candidates whose education and skills match the needs of our Division.

Substitute teachers are held to the same high standards as contract teachers. All concerns are investigated, and appropriate action is taken, up to and including removal from the substitute teacher list.

	Substitute Teachers	Casual EA	Casual Office	Casual Custodial
As of September 30, 2022	56	38	5	4
As of September 30, 2023	114	54	8	8

Unpaid Leave of Absence

	Partial LOA	Full LOA	Secondment	Maternity/Parental
ATA	9	5	2	7
CUPE	1	1	0	2
GEC	4	0	0	0
TOTAL	14	6	2	9

(As of September 2023)



Disability Management

Human Resources work with leaders to facilitate the return to work of all employees from sick leave/extended disability and Workers Compensation (WCB). In some cases, graduated return to work (GRTW) arrangements are medically recommended to ensure a smooth transition back to pre-injury duties. In other instances, suitable alternate work is identified to accommodate the employees' restrictions and limitations. The leaders at SPS are supportive and demonstrate exemplary commitment to the accommodation of our staff.

Employee Family Assistance Program (EFAP)

Our Employee Family Assistance Program is through Inkblot and is an element of the Alberta School Employee Benefit Plan. This benefit is at no cost to the employee. In December 2022 ASEBP switched EFAP service providers from Homewood Health to Inkblot. With the new provider, employees receive up to 4 hours of service at no charge.

	New Cases	Number of Hours Used	Users Accessed Full Hours
January 1 - June 30, 2022	42	NA	NA
January 1 - June 30, 2023	38	76.5	10

Medical Leave

In January 2021 Sturgeon Public Schools signed on with Alberta School Employee Benefit Plan (ASEBP) to participate in a pilot project for Sick Leave Support (SLS). The Sick Leave Support manages sick leaves that last longer than 14 calendar days. Employees receive active case management and ASEBP collaborates with the employer to ensure that the return to work is well planned out and coordinated.

ASBEP administers the extended disability benefit (EDB) for all staff. Human Resources works closely with ASEBP account managers to ensure a safe and successful return to work for all employees.

	New Cases	Active Cases	GR TW	Closed Cases	Pending EDB	Active EDB
January 1 - December 31, 2022	49	64	10	48	26	25
January 1 - August 31, 2023	34	47	12	42	16	23



	Sick Days Used (FTE)	# Staff Accessing Leave	Average Sick Days Per Employee	Sick Family (FTE)	# Staff Accessing Leave	Average Sick Family Days Per Employee
ATA	4747	363	13.08	548	215	2.55
CUPE	1737	178	9.76	205	101	2.03
GEC	784	91	8.61	88	42	2.10
TOTAL	7,268	632		841	358	

(September 1, 2022 to August 31, 2023)

Workers Compensation Board (WCB) Management

All work-related injuries must be documented and reported to Human Resources. Staff, excluding most teachers, whose work-related injury requires medical attention, modified duties or lost wages must complete and submit a WCB form. Modified duties are available for all staff.

	Employee Injury Reports	WCB – New Claims	OIS Clinic Visits	WCB Employer Claim Costs
ATA	26	1		\$0.00
CUPE	109	12		\$50,985
GEC	10	5		\$2,453
TOTAL	145	18	3*	\$53,438

(September 1, 2022 to August 31, 2023)

*information is not available by employer group

WCB Industry Ranking

The WCB premium is based on a 3-year experience period. The 2023 premium include claims costs and assessable earnings from January 1, 2019, to December 31, 2021 (2022 is the lag year). Fewer claims, lower claim costs and safer workplaces can add up to lower premium rates.

	2022 Calendar Year	2023 Calendar Year
Ranking	64/64	64/64
Surcharge	65%	90%
SPS Rate	\$1.63	\$2.05
Industry Rate	\$0.99	\$1.08
SPS Annual Premiums	\$255,533	\$325,553
Industry Annual Premiums	\$155,201	\$171,511
SPS Claim Costs	\$324,095.16	\$277,866.82
Industry Claim Costs	\$122,000.81	\$106,604.83



This HR analytics report has provided an overview of the trends within Sturgeon Public Schools, with greater depth into the absenteeism in the Division. We will continue to work with our partners to improve safety within our schools and maintain a healthy workplace.

