

## SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Human Resources and Staff Services DATE: February 4, 2009

CHAIRPERSON: Anna Hunt-Binkley STAFF CONTACT: R. Odlum, Director of Instruction - Human Resources

### Attendees:

Trustee A. Hunt-Binkley - Chairperson  
Trustee M. Baxter - Committee Member  
Trustee W. Horning - Committee Member  
Trustee R. Cacchioni  
Trustee G. Scanlan

### Staff:

R. Odlum, Director of Instruction - Human Resources  
R. Dumontet, District Principal  
J. McCallum, Human Resources Officer  
C. Ikesaka, Confidential Secretary (Recorder)

### Partner Group Representation:

COPAC No Representative  
COPVPA Leanne Zorn  
DSC No Representative

COTA No Representative  
CUPE Bill Zeman

### Public Question/Comment Period

1. Bill Zeman, President, C.U.P.E. Local 3523, suggested that the Human Resources and Staff Services Committee research the number of staff in the Human Resources Department of School District No. 23 compared with other districts of similar size. He believes that the Human Resources Department of School District No. 23 is understaffed.

### Discussion / Action Items

1. **School District No. 23 Employee Attendance Summary July 1, 2008 through December 31, 2008**  
The Director of Instruction – Human Resources provided an overview of the Attendance Summary Bill Zeman, President, CUPE Local 3523 stated that we have one of the best health and safety programs in the province. The Director reviewed the proactive measures (Employee Attendance Program, weekly Human Resources Department meetings, JEIS meetings, Teacher Rehab meetings and WorkSafe BC meetings) taken to reduce or mitigate the sick leave cost the better for the district.

Overtime rates are included in the report, and the current numbers appear relatively low. The report reflects only four month's work for many employees. Clerical overtime cost appears to be decreasing.

Trustee Horning queried if it is only custodians that receive the 180 day sick leave provision. The Director of Instruction – Human Resources explained that this provision is for all CUPE staff. The rate is affected by a small number of people off on short term disability.

Trustee Hunt-Binkley would like to see BCPSEA work on a similar report for province wide statistics. The Director of Instruction – Human Resources stated that when he contacted other Districts, they indicated they are not gathering this information as comprehensively as School District No. 23.

Bill Zeman, President, C.U.P.E. Local 3523 asked if WCB claims were included in the report. The Director of Instruction – Human Resources indicated that WCB claims are not included.

### Outcome:

**THAT: The Human Resources and Staff Services Committee forward the School District No. 23 Employee Attendance Summary July 1, 2008 through December 31, 2008 to a future Public Board Meeting for review.**

2. **Future Focus of Human Resources and Staff Services Committee**

Trustee Hunt-Binkley suggested that the committee discuss one or two subjects on the list per meeting. The intent of this is not to talk about specific issues but to help us understand the process. The committee discussed the list and amended it as follows: Hiring, Retention, Succession, Discipline / Termination, Bargaining, Employer of Choice, Professional Development, Training New Administrators, Employees – Contract / Union, Occupational Health and Safety – Wellness, Grievance Procedure, Mentorship New Teacher Support. The consensus was to discuss Discipline / Termination at our April 1, 2009 Public Human Resources and Staff Services Committee meeting.

### **Information Items**

#### **1. Employee Wellness Committee Update**

The District Principal – Human Resources reported that the Employee Wellness Committee reviewed the Committee Policy and the Policy with minor changes has been forwarded to the Coordinating Committee. He also reviewed the February 20, 2009 In-service Wellness plan. Invitations are extended to COPAC and Trustees. Ross Dumontet, District Principal – Human Resources also indicated that the Employee Wellness Committee provided a budget proposal for a minimum base funding of \$5,000 and that the Employee Wellness Committee is exploring options of offering dance lessons for School District No. 23 employees through Parkinson Recreation Centre.

#### **2. Employee Recognition Update**

The Human Resources Officer reported that the Years of Service Recognition and Welcome Reception for New Employees will be held on March 10, 2009 at 4:00 p.m. at the Capri Hotel Ballroom.

#### **3. Update on Flu Program**

Trustee Horning asked if we can compare before and after results of the program. The Director of Instruction – Human Resources explained while we have statistics, it is very difficult to measure the effect of the program.

#### **4. Recognition of Staff and Volunteers**

The Committee discussed possible dates for the plants to be delivered. Consensus was that the plants should arrive at the School Board Office on March 31, 2009 and the Trustees could deliver the plants to the appropriate sites on either April 1<sup>st</sup> or April 2<sup>nd</sup>.

### **Items for future Human Resources and Staff Services Committee Meetings**

School District No. 23 (Central Okanagan) - Discipline / Conduct

Tobacco Control Act Update

Comparison of Number of Staff in the Human Resources Department to other School Districts

Next Committee Meeting Date: April 1, 2009 - 4:30 p.m. Location: School Board Office Board Room

Questions: Please Contact: Trustee Anna Hunt-Binkley Phone: (250) 766-5690