

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Human Resources and Staff Services DATE: March 5, 2008

CHAIRPERSON: Gail Scanlan STAFF CONTACT: R. Odlum, Director of Instruction - Human Resources

Attendees:

Trustee G. Scanlan (Chairperson)
Trustee A. Hunt-Binkley - Committee Member
Trustee W. Horning - Committee Member
Trustee M. Baxter – Acting Committee Member

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 Ruth Johnson
COPVPA Scott Sieben
DSC No Representative

COTA No Representative
CUPE Bill Zeman, President

Agenda

Add: 7.4 BCPSEA Portal Information

Information Items

1. School District 23 Employee Attendance Summary July 1/07 through December 31/07

The Director of Instruction – Human Resources provided an overview. The costing of sick leave is less than in previous years at this point, but may still average out as the data is based on only half the fiscal year. The trend at this time is improving, partly due to the interventions with both unions and management specifically involving the Employee Attendance Program, weekly Human Resources Department meetings, JEIS meetings, Teacher Rehab meetings and WorkSafe BC meetings. The statistics show that the earlier we get an employee back to work the better it is for the employee and the employer. The Human Resources Department attempts to be proactive, and if possible will attempt to accommodate the employee in order to return the employee to work on modified duties or graduated return to work. The employee is required to have their doctor complete a Return-to-Work Physical Assessment Report indicating the level of activity of the employee in order that the return to work can be appropriately modified. There is a specific Return-to-Work Physical Assessment Report for each work group. The work the employee completed while on modified duties may not be their regular job but it is meaningful.

Bill Zeman, President, C.U.P.E. Local 3523, compliments School District No. 23 for being a leader in their active role in JEIS, and further commends Ken Emmons, Health and Safety Officer, for his advocacy for health and safety. The Health and Safety Officer has enabled our trades employees to compile work procedures to help workers do their jobs safely. We have good things in place and they are doing a great job.

The Director of Instruction – Human Resources also reports that overtime rates provided in the report are low for this year partly because the BCeSIS component is not there this year, and the Superintendent of Schools has authorized 10 month clerical staff can work up to 4 days during the spring break period.

Outcome:

THAT: The Human Resources and Staff Services Committee recommends that the Director of Instruction – Human Resources gather more information on the overtime rates and a follow-up report be presented to Public Human Resources and Staff Services Committee by the end of the school year.

2. Recognition of Staff and Volunteers

Trustee Scanlan reported that all the Trustees have been provided with a schedule regarding the flower delivery.

3. Employee Wellness Committee Update

The Employee Wellness Committee was established in the Fall of 2007. One of the programs sponsored by the Employee Wellness Committee is the Kick Start Program. This program involved employee registration and the purchase of approximately 1000 pedometers for each employee to track their number of steps per day, and then record the total number of steps at the end of the week. This fun kick off to the wellness program will end next week and our hope is that our employees will continue to count their steps and maintain activity levels.

After Spring Break a new on-site fitness program will start. The program will run 6 weeks at three locations Central, Hudson Road Elementary School and Ellison Elementary School.

4. BCPSEA Portal Information

Ruth Johnson, Vice-President, COPAC, inquired what the school district is doing about recruitment planning not just for September of this year but for the next five years.

The Director of Instruction – Human Resources reported that the school district does not anticipate a shortage for teachers but does anticipate a continued shortage of trades people despite the fact we are a desirable place to live.

Several years ago School District No. 23 took on the task of a paperless application process and an on-line application process was developed. Last fall BCPSEA announced the development of a website for BC Public Schools which would provide a portal into employment opportunities for the entire province. This website would provide on-line application process for both teachers and support staff, information about School Districts, access to the BC College of Teachers, Universities, etc.

BCPSEA will implement the Portal on April 1, 2008. The cost of this service would be \$8,000.00 per year with a three year commitment. The deadline date for registration is March 21, 2008. It would be an advantage for School District No. 23 to participate.

The Committee suggested that a representative from the Human Resources Department attend the next COPAC meeting to explain the BCPSEA Portal.

Items for Future Human Resources and Staff Services Committee Meetings

Joiner Apprenticeship

Next Committee Meeting Date: May 7, 2008 - 4:30 p.m. Location: School Board Office Board Room

Questions: Please Contact: Trustee Gail Scanlan Phone: (250) 764-2469