



NANAIMO LADYSMITH
PUBLIC SCHOOLS

2017-2018 Budget
March 1, 2017

Learning Together

Human Resources Department 2020 Vision

2016-2017: A Year In Review

■ Human Resources Department Leadership Team

- Tim Davie - Assistant Superintendent
- Autumn Storey - Director of Human Resources
- Ian Paydli - Director of Labour Relations

2016-2017: A Year In Review

■ Significant Restructuring and Transition of HR / LR Department over the past 18 months

- Over the 18 month period, there were 20 structure and / or personnel changes to the department. Notably:
 - Associate Superintendent of HR left (October 2015)
 - Executive Director hired (February, 2016)
 - Executive Director to HR appointed as Acting Secretary Treasurer (dual role)
 - Selection of HR Executive Director to Secretary Treasurer (November, 2016)
 - Re-Assignment of Assistant Superintendent Learning Services to Assistant Superintendent HR (Designate) (December, 2016)
 - Co-Directorship of HR Department (Director of HR and Director of Labour Relations) (March, 2017)

2016-2017: A Year In Review

■ **Total number of employees – 1923**

- DAC Administrators – 12
- DAC Excluded Staff – 27
- Principals/Vice Principals – 57
- Teachers – 908
- TTOCs – 152
- Support Staff – 631
- Casual Support Staff – 136

2016-2017: A Year In Review

Recruitment Events

- University of Victoria - November 19
- Vancouver Island University - December 13 / 14
- University of British Columbia - January 20
- University of Alberta - January 30
- University of Calgary - February 1
- University of Victoria - March 17
- Apply to Education (Toronto) - April 7
- Simon Fraser University - April 11

2016-2017: A Year In Review

■ Recruitment Activity (Year to Date)

- External Hires - 140
- Internal Postings - 816
- Interviews - 165
- Reference Checks - 432

2016-2017: A Year In Review

► Recruitment & On-Boarding

- Development of an on-Line Employee Enrolment and Orientation System through SRB
- Introduction of employee orientation sessions
- Succession Planning process for DASG employees and Principals and Vice Principals
- Creation of Administrative Candidate Pool
- Implementation of a new Applicant Tracking System and Database through Make a Future

2016-2017: A Year In Review

Employee Wellness

- Software enhancement to support attendance management & wellness program
- Nomination for the BC Cancer Association Extra Mile Award
- Wellness initiatives on professional development days
- Monthly health & wellness newsletters

2016-2017: A Year In Review

LEAN Training

- Session in July with Secretary II and III's
- Formation of a Secretarial LEAN Team to review operational efficiencies and standardized practices
- Creation of an online clerical portal

2016-2017: A Year In Review

▀ Occupational Health and Safety

- Incident investigation process improvement and training
- District-wide emergency / disaster preparedness procedures and Command Centre Procedures at the district level
- Ergonomic assessment of 150 employees

2016-2017: A Year In Review

Aboriginal Equity Committee

- A joint District / NDTA committee on Aboriginal Employment Equity



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2017-2020 Human Resources The Way Forward

2017-2020: The Way Forward

■ Key Department Functions

- Organizational Effectiveness and Strategic Alignment
- HR Metrics, Reporting, and Management
- Labour and Employee Relations
- Health, Wellness and Safe Workplace Support and Initiatives
- Organizational Learning and Development
- Workforce Planning and Talent Management

2017-2020: The Way Forward

■ Key Department Initiatives

- **Develop a Human Resources Strategic Plan**
- **Supreme Court of Canada Decision/LOU 17 Implementation**
- **2019 Collective Bargaining Preparation**

2017-2020: The Way Forward

■ **Develop a Human Resources Strategic Plan**

- Key performance indicators and metrics
- Audit of HR systems, programs, policies and procedures
- Review of Human Resources organizational structure

2017-2020: The Way Forward

▀ **Supreme Court of Canada Decision/LOU 17 Implementation**

- Ongoing since November 2016
- HR implications as well as significant impacts throughout the organization inclusive of Facilities, Learning Services, Finance and Information Services

2017-2020: The Way Forward

■ **Supreme Court of Canada Decision/LOU 17 Implementation**

- I. Planning, Preparation & Implementation
- II. Local discussions & consultation
- III. External recruitment, selection & onboarding
 - Significant increase in competition for job-seeking teachers
 - Increased turnover of teachers recruited outside SD68
 - Updated & expanded recruitment materials (current project)

2017-2020: The Way Forward

► **Supreme Court of Canada Decision/LOU 17 Implementation**

IV. Internal staffing processes, increased resources required

- Staff requisitions
- Job postings
- Assignments
- Resulting process changes
- New year staffing process (March – August)

2017-2020: The Way Forward

► **Supreme Court of Canada Decision/LOU 17 Implementation**

V. Ongoing Resource requirements

- Increase in staffing impacts the workload in HR as well as throughout the system including,
 - Facilities
 - Learning Services
 - Finance
 - Information Services

2017-2020: The Way Forward

▀ 2019 Collective Bargaining Preparations

- I. Engage in local analysis and planning
- II. Provide input to BCPSEA preparation process
- III. Bargaining team orientation and development



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