

Human Resources Department Plan

2013-14

Plan Agreement

The Department Manager and Superintendent of Business agree that this department plan shall guide the management and operations of the department for the 2013-14 fiscal year.

Manager	Superintendent	Date
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Board Strategic Plan

The Department Plan supports the Board Strategic Plan by aligning department objectives and strategies with the objectives and strategies contained in the Board Strategic Plan.

The current Board Strategic Plan covers the period from 2013-2019.

The Board's vision statement is as follows:

All stakeholders create a culture of learning so that students come first.

The Board's mission statement is as follows:

The Keewatin-Patricia District School Board accepts all students and is committed to providing an excellent education that prepares each student to be a successful individual and a responsible member of society.

The Board has chosen to use the following principles of operation:

- Students Come First
- Communications
- Integrity
- 21st Century Learning
- Celebrate Success
- Focus on the Whole Child
- Excellence
- Innovation
- Inclusiveness
- Leadership
- Partnerships
- Respectful Treatment of People
- High Standards
- Teamwork

There are 3 main strategic plan goals, each with evidence of achievement.

Strategic Plan Goal #1:

Ensure increased individual student achievement by providing programs and resources designed to meet the needs of the whole child.

Evidence of Achievement:

- KPDSB students will show improvement in achievement in the following areas:
 - Literacy results as contained in annual report cards
 - Ministry of Education's indicators of student success
- All participating students will achieve level 2 or higher on Education Quality and Accountability Office (EQAO) provincial assessments
- Increase the number of KPDSB students who will achieve at a level 3 or 4 on EQAO provincial assessments
- The percentage of students who are successful on the Ontario Secondary School Literacy Test (OSSLT) increases annually
- The percentage of students earning a high school diploma will increase
- Safe schools indicators show an improvement in student behaviour
- Evidence of the use of character attributes and restorative practices within the school culture
- Student voice surveys show annual improvement
- Ongoing monitoring at the system and classroom level indicates alignment in focus and implementation of Ministry and Board initiatives
- Learning skills improve annually

Strategic Plan Goal #2:

Close the achievement gap in order to meet the needs of our at risk students.

Evidence of Achievement:

- Professional Development opportunities for all staff are designed to assist in meeting the needs of at-risk students
- All participating students will achieve level 2 or higher on EQAO provincial assessments
- At-risk students achieving at a level 3 or 4 on EQAO provincial assessments is increased annually
- At-risk students demonstrate improvement in Student Success indicators
- The gap between the achievement of Aboriginal and non-Aboriginal students is reduced annually in the following areas:
 - EQAO assessments
 - Indicators of student success
 - Graduation rates
- Student attendance improves annually

Strategic Plan Goal #3:

Communicate to students, their families, and community members that 21st Century Learning (21C@KP) is relevant.

Evidence of Achievement:

- Parent/guardian involvement is increased
- High levels of parent/guardian satisfaction is expressed through electronic surveys
- Student voice surveys demonstrate students and staff acknowledging the relevance of a 21C@KP learning environment
- The number of website hits increases annually
- Electronic communication between parents/guardians and teachers is increased
- The number of parents/guardians participating in the parent portal is increased

Department Mission Statement

The mission of the Human Resources Department is to ensure exemplary hiring, retention, recruitment and labour relations practices to cultivate the highest quality of staff in order to provide academic excellence for our students.

Department GoalsLong-Term Goals

1. Fully implement the Employee Self Serve Portal (through iSYS Works) for all employees
2. Identify priorities from Internal Audit and begin implementation of same
3. Improve orientation/hiring processes for all staff
4. Investigate utilization of electronic filing
5. Develop Record Retention Schedule
6. Fully Implement Aesop for absence tracking system and integrate with iSYS for all staff

Annual Goals

1. Review processes within the Human Resources Department to ensure that resources are being used in the most efficient manner.
2. Negotiate all 7 collective agreements in accordance with Bill 122. This includes attending Provincial Labour Relations Network Meetings as well as Senior Negotiators meetings, as well as acting a Chief Spokesperson and finalizing all agreements
3. Begin implementation of Bill 122 and all revised collective agreements
4. Finalize Job Descriptions for Non Union employees
5. Continue implementation of Attendance Support Program
6. Implement the Occasional Teacher Probationary and Performance Review Documents
7. Implement Regulation 274 – Hiring of Occasional Teachers
8. Continue Implementation of “Aesop” Automated Replacement System
9. Establish Central Safety Steering Committee
10. Revise Staff Requisition and Hiring Procedures

Key Stakeholders/Customers

- Ontario Secondary School Teachers' Federation, 60 Mobile Drive, Toronto – Paul Elliott, Vice President Shelley Page, Executive Representative

Teachers' Bargaining Unit of OSSTF District 5A – Northern Shield
President: John Dykes Chief Negotiator and Grievance Officer: Dave Cornish

Educational Support Personnel of District 5A
President: Cindy Hayward Chief Negotiator: Shirley Kowalchuk Grievance Officer:
Cindy Johnson

Office, Clerical, Library Bargaining Unit of District 5A
President and Grievance Officer: Cindy Hayward, Chief Negotiator: Jocelyn Laffin Vice
President: Joni Cosco

Northern Shield Occasional Teachers' Bargaining Unit
President: Ralph Rogers

- Elementary Teachers' Federation of Ontario, 480 University Avenue, Suite 1000, Toronto CBC Representative: Sharron Raymond

Keewatin-Patricia Elementary Teachers Association President: Anne Saltel
Chief Negotiator: Kim Douglas

Keewatin-Patricia Elementary Occasional Teachers' Local President: Bob Calder

- Canadian Union of Public Employees, Local 1939 National Representative: Kevin Carswell, President: Jim Favreau
- iSYS Corp, Hamilton Ontario – Christine Clutterbuck, Vice President - Operations
- Cheadles, Johnson, Shanks, MacIver, Barristers and Solicitors Legal Counsel: Don Shanks
- Ontario Teachers' Insurance Plan – Waterloo, Ontario – Senior Account Manager
- Desjardins Financial Security – Lisa Ramsay – Service Representative
- School Boards' Co-Operative Incorporated, Concord Ontario – Chief Executive Officer: Brian Brown Claims Manager: Chris James Attendance Support Coordinator: Shoba Thomas
- Ontario Public School Boards' Association – Penny Mustin, Director of Labour Relations - Sub Groups – Council of Senior Human Resources Officials (COSHRO), Ontario Education Services Corp (OESC) Provincial Labour Relations Network (PLRN) and Senior Negotiators Group
- Workplace Safety and Insurance Board, Thunder Bay Regional Office
- Mercer Health and Benefits, Winnipeg, MB Principal: Doug Doleman

- AdVendors International, London, Ontario Louisa Chiamonte, CEO
- Jobs In Education – jobsineducation.com – Hector Jones, CEO
- St. Joseph's Care Group – Behavioural Sciences Centre – Cathy Clara, Manager
- Ontario College of Teachers
- Ministry of Labour
- Ontario Principal's Council
- Wellnet Solutions
- Ministry of Education
- HR Downloads
- Principals
- All Staff
- Job Applicants and Candidates
- Local Medical Services (Hospitals, Clinics, Health Units, Physio and Occupational Therapy Providers)
- Police Service Departments
- Universities and Colleges
- Third Party Agencies (NNEC, Bimose, New Hope Speech Language Services, etc.)
- Employment Service Agencies
- Banks and Financial Institutions
- Service Providers
- Other School Boards (Northwestern Ontario Region School Board Group)
- AESOP

Departmental Responsibilities & Duties

- Staffing. This includes job posting and advertising, maintenance of seniority lists and casual and occasional teacher databases through Aesop, annual allocation and placement of staff, external recruitment, hiring, preparation of hiring packages, processing of retirements, resignations, leaves and terminations. The department also establishes a Central Hiring Committee to route casual and occasional teacher applications, conduct interviews and make recommendations for hire. The department also co-ordinates hiring processes for same under Regulation 274.
- Collective Agreement Interpretation and Application – this includes providing support and advice for Principals, Supervisors, Employees and Bargaining Unit Presidents.
- Policy and Procedure Development, Implementation and Interpretation. This includes Board Policies and accompanying procedures. Establishment and maintenance of the HR Procedures Manual as well as other appropriate guides such as the Education Assistant Resource Guide.
- Collective Bargaining. This includes collective bargaining for seven bargaining units. Negotiations include formation of CBC teams, conducting meetings, attending meetings, preparation of proposals, settlement documents and Board Reports as well as preparation of final Collective Agreements and distribution of same.
- Group Benefits Contract Administration. This involves contact with the Group Carrier/s and involvement in the establishment of the Master Contract as well as direction of changes as a result of bargaining to the Group Carrier.
- Workplace Safety and Insurance Board Claims Management. This involves the establishment and ongoing maintenance of the processes for same. This includes receipt of initial Employee Incident Investigation Reports, completion of Form 7 Reports for WSIB. Distribution of documentation to the employee, WSIB, SBCI, Supervisors (where necessary) and the unions. On-going follow up with regard to lost time involves contact with the employee, the supervisor and any necessary medical personnel as well as WSIB. Management of attendance of injured employees involves appropriate reporting and data input, development of Accommodated Work Programs where appropriate and on-going contact with the worker.
- Personal Services Contract Development and Implementation. Personal Services Contracts are documents regarding employment terms and conditions for positions such as Superintendents, Director of Education, Managers and Principals. Involvement in same includes preparation of the final documents for signature and implementation of the terms and conditions.

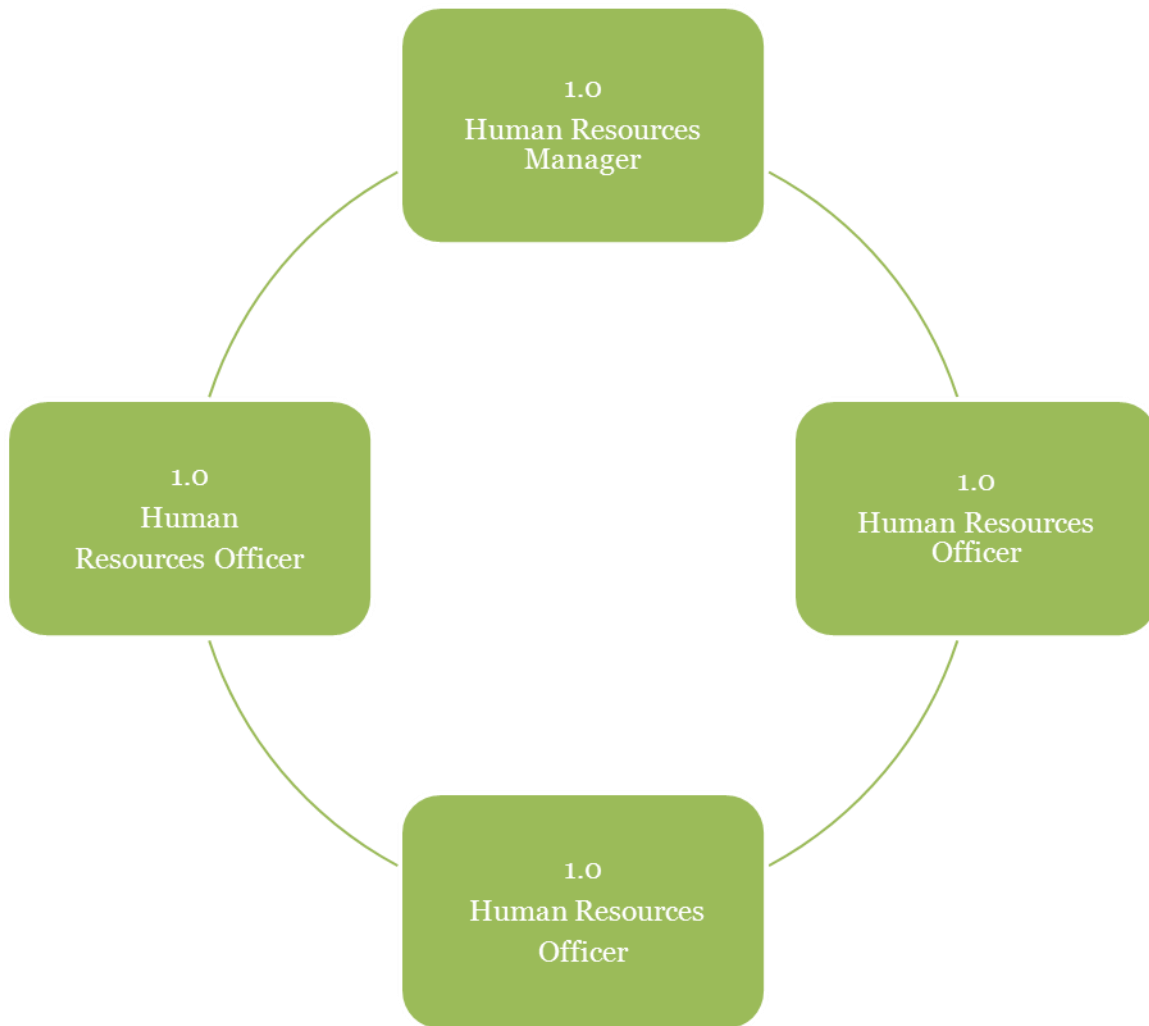
- Occupational Health and Safety Services. The department is responsible to establish processes for schools to follow with regard to adherence to the Occupational Health and Safety Act. This includes operation of Joint Occupational Health and Safety Committees, ensuring ongoing workplace inspections and meetings are occurring. Reviewing reports from the schools on same and ensuring that any recommendations coming forward from the committees are dealt with and seen to by administration as well as responded to in writing where necessary. OHS training is also overseen by the department including Certification Training as well as First Aid Training. The Department also is responsible for the establishment and implementation of the Central Safety Steering Committee.
- Disciplinary Issue Management and support for Principals and Supervisors. Disciplinary issues are filtered through the Human Resources Manager via the appropriate Principal or Supervisor. The Manager will involve the necessary individuals depending upon the severity of the issue and the level of discipline required. Meetings generally involve Bargaining Unit representatives and may also result in the involvement of a Superintendent and/or the Director as well as reports to the Board of Trustees and/or the Ontario College of Teachers.
- Primary Contact for Bargaining Unit Presidents and their Executive (7 Bargaining Units). The Department acts as a liason between the Bargaining Units, Principals and Supervisors, Superintendents and Managers as well as Staff. This can include processing of leave requests, seniority issues, teaching experience application and all aspects of collective agreement interpretation.
- Grievance and Arbitration Management and Support for Administration, Principals and Supervisors. Grievances are routed through the Human Resources Department (in accordance with Collective Agreements). The Human Resources Manager acts as the key point of contact in all grievance matters including contact with the appropriate Principal/Supervisor/Superintendent/Manager, receipt of correspondence, preparation of responses, contact with legal counsel and attendance at Arbitration matters.
- Human Resources Software Management (iSYS Works). The Department is responsible for initiation and termination of pay for all staff. This involves ensuring that the individual is set up and attached to all appropriate “plans” within the HR/Payroll software and termination of same upon leaving. The software also drives the pay function for our Payroll Department and therefore close communication with payroll is necessary on a daily basis. Payroll is also responsible for input of absence data. The Human Resources Department, in consultation with payroll, establishes and maintains a list of codes that reflect absences provided by collective agreements in order to ensure that the appropriate data can be extracted for absence management purposes. The software also contains tracking features for receipt of Annual Offence Declarations for staff. Human Resources is also responsible for setting up personal information, sick leave plans, absence plans, grids, MEN numbers where necessary, positions, sites, cost centers, training information and managing that information on an ongoing basis for all staff. The software also produces information and works closely with the OnSis requirements for staffing information.

- Implementing relevant legislation with regard to Personnel Matters. This includes standard labour management legislation as well as new legislation such as Criminal Background Checks, Accommodations for Ontarions With Disabilities, Workplace Violence, etc. etc.
- All aspects of attendance management including absence management software, data, sick leave, long term disability, accommodated work programs, union leaves, safe work campaigns, material safety data sheet management, pandemic response functions and WSIB absences. This is a major function of the department. One position is dedicated to this function, however, absences affect all positions and require that the Officers are in close communication regarding all staff and their attendance.
- Conduct regular Labour Management Meetings with all Bargaining Units. The Human Resources Manager, along with an Officer and a Superintendent, meet regularly with the Bargaining Units to discuss issues of mutual interest. These meetings generally result in some action items to be followed up on by Human Resources Staff.
- Criminal Background Check and Offence Declaration Tracking. All new staff are required to submit a Vulnerable Sector Screening Criminal Background Check. Subsequently, each employee is then required to submit an Offence Declaration form. The Department has moved to an electronic version of the Offence Declaration form, utilizing the self service portal of the Human Resources/Payroll software.
- Performance Appraisal Tracking. Most groups have an established Performance Appraisal System. Human Resources establishes and maintains a tracking system for each group advising Principals and Supervisors who is due to have their performance appraisal conducted within the current school year. Result of appraisals are also monitored, tracked and entered with the appropriate result of the appraisal attached.
- Professional Development planning and training. The Department is involved in the planning for professional development days for non teaching staff (Education Assistants and Office, Clerical, Library). The Department is also responsible to ensure that legislated training is current, such as First Aid, WHMIS, Violence in the Workplace, Accommodations for Ontarions with Disabilities, etc.
- Recognition of Employees. The Trustees host an annual Recognition Event for staff who are retiring, have achieved 25 years of service, who are the recipients of the Facilities Excellence award or Outstanding Achievement. The Human Resources Department is responsible for organizing this event annually including identifying staff to be recognized, planning the venue, decorating, sending out invitations and receiving RSVPs, planning the meal, ensuring the appropriate Principal or Supervisor will be in attendance, managing the budget for the event and ensuring that gifts are provided appropriately.

Best/Leading Practices

- Development of congenial and open relationships with all Bargaining Units. The philosophy that we have adopted is to establish a solid relationship where agreeing to disagree does not mean a deterioration of the relationship. The Bargaining Unit Presidents have direct and regular contact with all members of the department. This builds a strong foundational relationship from which to work when it comes to collective bargaining.
- Cross training of staff. While the roles of the Human Resources Officers are Bargaining Unit specific and more recently, attendance management specific, the Officers work together very closely sharing information and ensuring cross training occurs in order to ensure the best level of service to Principals, Supervisors and employees alike.
- Annual Recognition Night. This event, held to recognize those with 25 years of service as well as those who are retiring, has been met with great success. Each year the members of the Human Resources Department adopt a theme and make every assurance that the event will be memorable for all in attendance.
- The Human Resources Staff actively participate in the staffing process for each group. This includes participation with Senior Administration in Staffing Level development as well as involvement in developing and being in attendance for the process of Teacher Staffing Meetings. Additionally, the Human Resources Department leads the Education Assistant Staffing process. This direct involvement allows members of the Human Resources Department to contribute toward ensuring that the processes are efficient, effective and well communicated as well as being in line with the collective agreement requirements.
- The Department has developed and maintains a procedural binder as a reference book for Principals, Managers and Senior Administration as well as staff. The procedures are updated, added to and revised or amended on a regular basis with notification to those who are affected by the changes. The procedures developed may or may not relate to policy. The procedures cover most areas of the department's functions and the manual is available electronically through the Public Folders.
- The Human Resources Department has recognized from the outset, the potential difficulty of being located separately from the Payroll Department. As a result, the Department has adopted a philosophy of ensuring that our communication with the payroll department receives top priority on a daily basis. The establishment of a common software was a top priority for both departments and the ability for the departments to function together has been greatly aided by this software.

Department Staff



2013-2014 Additional Staff: 1.0 Temporary Human Resources Assistant

Department Budget

Expenditures	2012-2013 Actual	2012-13 Revised Estimates	2013-14 Estimates
Total Salaries	287,651.00	312,945.00	312,948.00
Total Benefits	69,648.00	91,763.00	88,848.00
Travel	8,225.00	4,900.00	4,000.00
Professional Development and Memberships	13,113.00	34,625.00	32,925.00
Office Supplies and Services	4,141.00	7000.00	6,500.00
Printing and Photocopying		1,000.00	5,00.00
Furniture, Equipment and Computers		3,000.00	3,000.00
Telephone and Data Lines	2,151.00	3,500.00	2,000.00
Staff Recruitment	29,134.00	27,500.00	21,000.00
Contractual Services	24,555.00	35,000.00	30,000.00
Legal and Professional Services	177,440.00	91,000.00	75,000.00
Software Fees and Licences	30,847.00	50,000.00	50,000.00
Miscellaneous	19,782.00	15,500.00	11,500.00
Employee Accommodation	1,628.00	14,000.00	14,000.00
Total Expenditures	682,437.00	696,148.00	660,131.00

Department Software

- Microsoft Office Suite
- iSYS Works – Human Resources (and Payroll) Information System
- Parklane – WSIB Claims Management and Form 7 Software
- eLMS – WHMIS – web based application for WHMIS training
- Wellnet – Web based application for MSDS Management
- Jobs In Education – web based job advertising service
- AESOP – Call In System

Department Furniture & Equipment

- Standard office furniture & equipment
- 4 Desktop Computers (8 Screens) & 4 laptop computers
- 1 Human Resources dedicated fax machine
- 1 Rolling File system
- 1 Portable printer
- 1 Recruitment Display Unit
- 1 cell phone

Contract Management

Contract for:	Other Parties to Contract	Expiry Date
Group Insurance Benefits	Desjardins Financial Security	January 1, 2015
Collective Agreement	OSSTF – Secondary Teachers	August 31, 2014
Collective Agreement	OSSTF – Secondary Occasional Teachers	August 31, 2014
Collective Agreement	OSSTF – Education Assistants	August 31, 2014
Collective Agreement	OSSTF – Office, Clerical, Library	August 31, 2014
Collective Agreement	ETFO – Elementary Teachers	August 31, 2014
Collective Agreement	ETFO – Elementary Occasional Teachers	August 31, 2014
Collective Agreement	CUPE – Caretaking and Maintenance	August 31, 2014
Personal Services Agreements	Director, Superintendents, Managers	Annually
Consulting Services	Mercer Benefits Consulting, Employee Family Assistance Program, Well Net Solutions, School Boards' Co-Operative Inc., Ad Vendors	Various
Principal/Vice Principal Terms and Conditions	Principals, Vice Principals, Student Success Leader, School Effectiveness Lead	August 31, 2014

Legislation & Regulations

- Education Act
- Employer Health Tax Act
- Employment Standards Act
- Municipal Freedom of Information and Protection of Privacy Act
- Ontario College of Teachers Act
- Ontario Municipal Employees Retirement System Act
- Pay Equity Act
- Public Sector Salary Disclosure Act
- Teachers' Pension Act
- Workplace Safety and Insurance Act
- Occupational Health and Safety Act
- Accessibility for Ontarions with Disabilities Act
- Apprenticeship and Certification Act
- Human Rights Code
- Labour Relations Act
- Ontarions With Disabilities Act
- Bill 168 – Workplace Violence
- Safe Schools Act
- Bill 122 – School Boards Collective Bargaining Act (Pending)
- Regulation 274 – Hiring Practices

Policy Development, Implementation & Review

Policy #	Policy Title	Status
332	Accessibility Standards for Customer Service	Review: 2014
701	Criminal Background Checks for Employees, Volunteers, Service Providers and Others	Review: 2015
702	Employee Performance Appraisal	Review: 2014
703	Recognition of Employees	Review: 2015
704	Non-Union Staff Terms and Conditions of Employment	Review: Annually
705	Health and Safety	Review: Annually
706	Employee Code of Conduct	Review: 2016
707	Retirement of Employees	Review: 2014
708	Respectful Working & Learning Environment: Conflict Prevention and Resolution	Review: 2014
709	Workplace Harrassment	Review: 2014
710	Attendance Support	Review: 2015
711	Workplace Violence	Review: Annually
712	Employee Hiring and Promotion	Review: 2016
713	Accessibility Standards for Employment	Review: 2013

Position Descriptions

Attached



JOB DESCRIPTION

SITE/LOCATION:	Dryden Board Office
TITLE:	Human Resources Manager
IMMEDIATE SUPERVISOR:	Superintendent of Business
REVISION DATE:	September, 2010
EMPLOYEE GROUP:	Manager

POSITION SUMMARY:

The incumbent is responsible for the development and management of an effective human resources system that ensures fair and equitable employment opportunities and practices, as well as the day to day administration and operation of personnel and industrial relations.

QUALIFICATIONS:

Degree and/or diploma demonstrating academic qualifications in industrial and personnel relations or human resources/employment equity. A minimum of five (5) years previous experience in employee relations is required. Knowledge of the public education system and familiarity with the legislative framework for collective bargaining in education are assets. Interpersonal, oral and written communication skills must be exemplary. Computer applications skill are required. A high degree of confidentiality is required.

SPECIFIC DUTIES:

1. Responsible for providing advice on and acting as a resource for salary, benefits and interpretation of collective agreements, as well as grievance procedures, arbitrations and WSIB hearings.
2. Conducts and summarizes comparative studies of information from other boards via OPSBA and other appropriate sources.
3. Acts as Chief Spokesperson for the Board in teaching, non-teaching and occasional teacher collective bargaining.
4. Coordinates grievance and arbitration processes and provides advice on same in consultation with legal counsel where necessary.
5. Develops and maintains pay equity plans to ensure compliance with legislation and policy.
6. Responsible for recruitment and selection policy/procedure development and implementation.
7. Participates in hiring and interview processes where required and provides advice and guidance and final hiring selection approval to Principals/Supervisors.
8. Establishes and is responsible for the maintenance of a confidential central personnel file system.
9. Analyzes training requirements for staff and develops training programs in consultation with Board supervisory personnel.

10. Provides counseling/advice to employees on matters including group benefits, sick leave, leaves, WSIB, employee assistance program, performance and disciplinary matters.
11. Develops policies and procedures to ensure compliance with all relevant employment and educational legislation as well as effective administrative practices.
12. Assists supervisory/administrative personnel develop their skills to deal effectively with employment practices.
13. Responsible for the administration of WSIB claims and the management of WSIB claim costs.
14. Responsible for the administration of LTD claims
15. Responsible for the administration of Group Benefits Plans
16. Assists the Board in responding to local, regional and provincial initiatives relative to human resources issues.
17. Maintains liaison with other school boards, OPSBA and Ontario ministries relating to human resources issues.
18. Coordinates internal communication pertaining to:
 - a) Board HR policies and procedures
 - b) Benefit plan administration
 - c) Job opportunities
 - d) Staff training and professional development opportunities
 - e) General information of interest to staff
19. Responsible for the effective implementation of the Board's Occupational Health and Safety Program. These duties include but are not limited to investigation of accidents, management OHS Programs and WHMIS legislation as well as OHS Certification training and overseeing the effective functioning of school based OHS committees.
20. Responsible for the establishment and maintenance of a system-wide attendance management system.
21. Performs other position related duties as assigned by the Superintendent of Business.

WORKING CONDITIONS:

Incumbent works in a pleasant office atmosphere with only light physical effort necessary including routine walking, sitting or standing. Constant visual concentration is necessary. Hours of work will vary in accordance with Board requirements but often extend into evenings and weekends.



JOB DESCRIPTION

SITE/LOCATION:	Dryden Board Office
TITLE:	Human Resources Officer
IMMEDIATE SUPERVISOR:	Human Resources Manager
REVISION DATE:	September, 2008
EMPLOYEE GROUP:	Non Union

POSITION SUMMARY:

Under the direction of the Human Resources Manager, the Human Resources Officer will assist in the interpretation and administration of all collective agreements, recruitment, selection and hiring functions, policy development exercises, benefits administration functions, personnel record keeping activities, collective bargaining preparation activities and other human resources duties as required. The Human Resources Officer may have specific responsibilities in the area of development, implementation and maintenance of the Board's Workplace Safety and Insurance Board, Occupational Health and Safety, Risk Management, Long Term Disability, Absence Management, Wellness and related processes and systems.

QUALIFICATIONS:

A High School Diploma and valid Class G Drivers' Licence is required. A post-secondary degree and/or diploma in Human Resources or Industrial Relations and/or five to seven years experience in personnel/payroll/industrial relations consistent with the primary functions of the position is required. Good knowledge of human resources management practices and related legislation is essential. Knowledge of collective bargaining processes within the public education system is an asset. The following attributes are necessary: excellent office skills; ability to deal with tact and sound judgment in oral and written communications with staff and the public; the ability to organize and complete work assignments with minimum supervision; the ability to work independently in a team environment while meeting strict deadlines; excellent working knowledge of the Microsoft Office Suite; tact and confidentiality are required.

SPECIFIC DUTIES:

1. Acts as a resource for the department with regard to various bargaining units or employees groups. This includes responding to general employee requests, preparing letters of appointment, processing general personnel related forms, maintaining employee status/grid and/or experience levels as well as maintenance of various listings including seniority, job security, performance appraisal, criminal background/offence declaration follow up and occasional teacher lists. This also includes communication with Bargaining Unit Presidents and participation in appropriate Labour Management and Staffing meetings.
2. Participates in the negotiation of collective agreements under the supervision/direction of the Human Resources Administrator including researching data, drafting language and costing proposals.
3. Provides advice on and acts as a resource in the interpretation and administration of collective agreements to all managers, supervisors, principals, vice principals and senior administration as well as employees.
4. Assists in the organization of Board and/or staff functions including Staff Recognition Night and annual Administrative Office Meetings.
 - a) Assists with the coordination of the grievance and arbitration procedures.
 - b) Assists with the development and maintenance of pay equity plans to ensure compliance with legislation and policy.
 - c) Assists with the recruitment, selection and hiring function for all employee groups.
 - d) Participates in hiring and interviewing where required.
 - e) Maintains confidential personnel file system for all employee groups.
 - f) Analyzes training requirements for staff and develops training programs in consultation with Board management personnel.
 - g) Assists in the development of policies and procedures to ensure compliance with employment legislation as well as effective administrative practices.
 - h) Assists with the administrative and communication functions for:
 - i) HR policies and procedures
 - ii) vacation, leave, and benefit plans
 - iii) job opportunities
 - iv) staff training and professional development
5. Implements and maintains computer based human resources information systems.
6. Assists in the development of an overall Board strategy with regard to absence management. Participates and assists in the absence management and administrative functions of same.
7. Assists in the development of the Board's strategy with regard to Occupational Health and Safety. Receives minutes and inspection reports from schools, monitors same and recommends follow up where necessary.

8. Acts as Employer Certified Health and Safety Representative at a system level. This includes acting as a resource to School Based Occupational Health and Safety Committees, Supervisors and staff.
9. Receives and processes Employee Incident reports, including the completion of Form 7's for WSIB (under the signature of the Human Resources Manager), tracking claims data, tracing absences (including "Covered By Advances" statements from WSIB), and following up where necessary with WSIB, staff, School Boards' Cooperative representatives and/or supervisors and making recommendations with regard to outcomes, as well as monthly reports for the Board with regard to employee incidents.
10. Assists in the development, coordination and delivery of supervisor and employee Occupational Health and Safety and related training (MSDS, WHMIS, OHS, Ergonomics).
11. Receives and reviews absence reports from schools and monitors same, ensuring compliance with collective agreements, policies and procedures, including follow up with school staff and payroll department staff where necessary and/or referring matters to the attention of the Manager.
12. Assists in the processing of LTD claims for employees and acts as liaison with schools, employee and insurance company. Follows up where necessary.
13. Assists in the processing of student/visitor claims (OSBIE).
14. Works with all supervisors and staff with regard to the development and implementation of the Board's Accommodated Work Program.
15. Maintains On-Line Material Safety Data Sheet system and liaises with schools in this regard as necessary.
16. Develops and implements the Board's Accommodated Return to Work Program for injured and/or ill employees. Works with staff and supervisors (as appropriate) to implement individual plans.
17. Other related duties as assigned by the Human Resources Manager.

WORKING CONDITIONS:

Incumbent works in a pleasant office atmosphere with only light physical effort necessary including routine walking, sitting or standing. Constant visual concentration is necessary. Hours of work will vary in accordance with Board requirements but often extend into evenings and weekends.

This description is intended to be generic in nature. It is understood that all employees do not necessarily perform the same duties.

