

Human Resources Update

October 8, 2024





HR Team

Jason Peters

HR Associate Superintendent

Jacqui Pederson

HR Manager

Sarah Scahill

Health & Wellness Manager

Janine Tolhurst

OHS Officer

Rita Olsen

HR Coordinator

Kassidy Koch

Reception/Sub Desk

Employee Data Update

Rita Olsen

Human Resources Coordinator

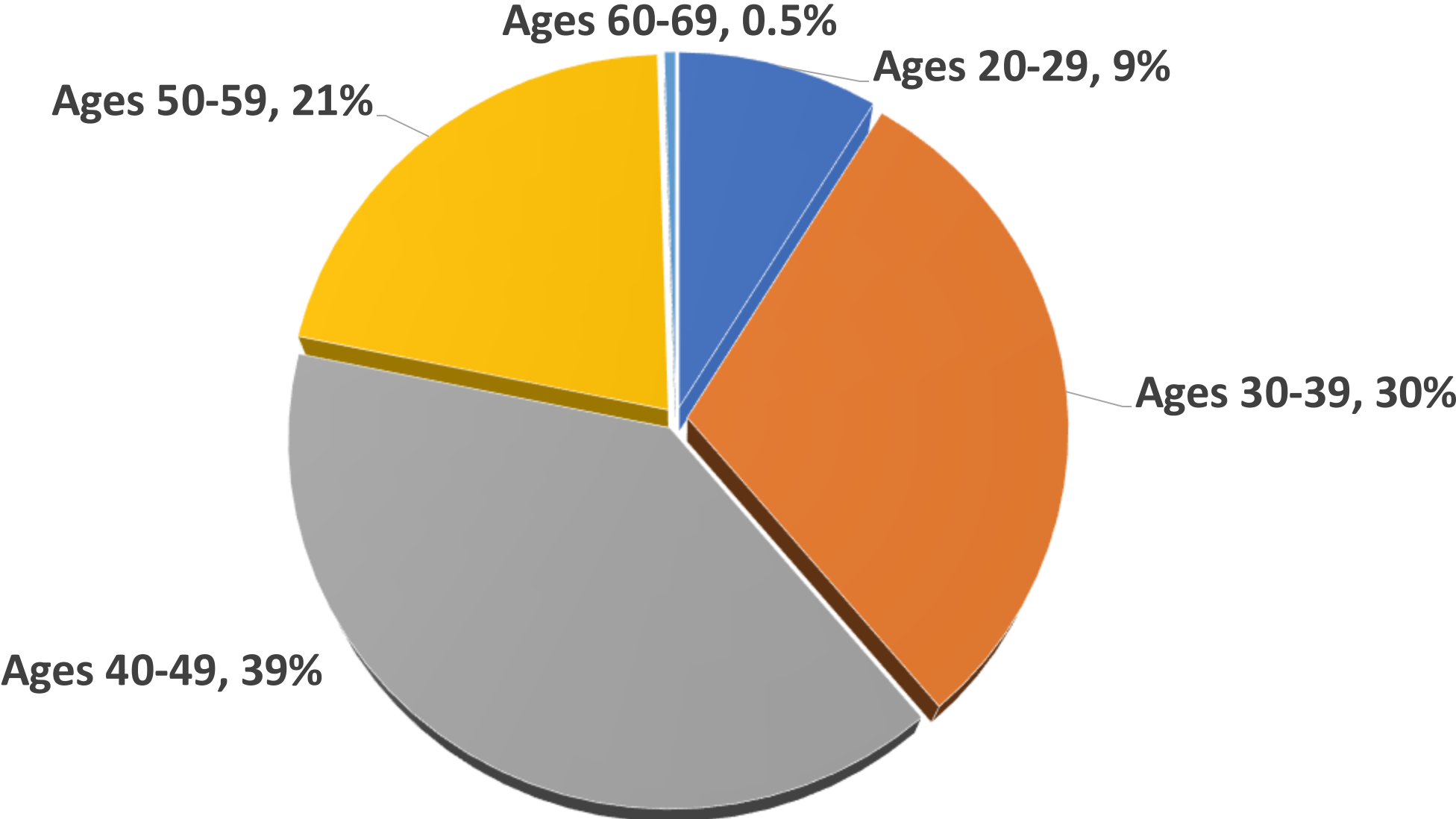
Workforce Planning

Average Age (previous year avg.)

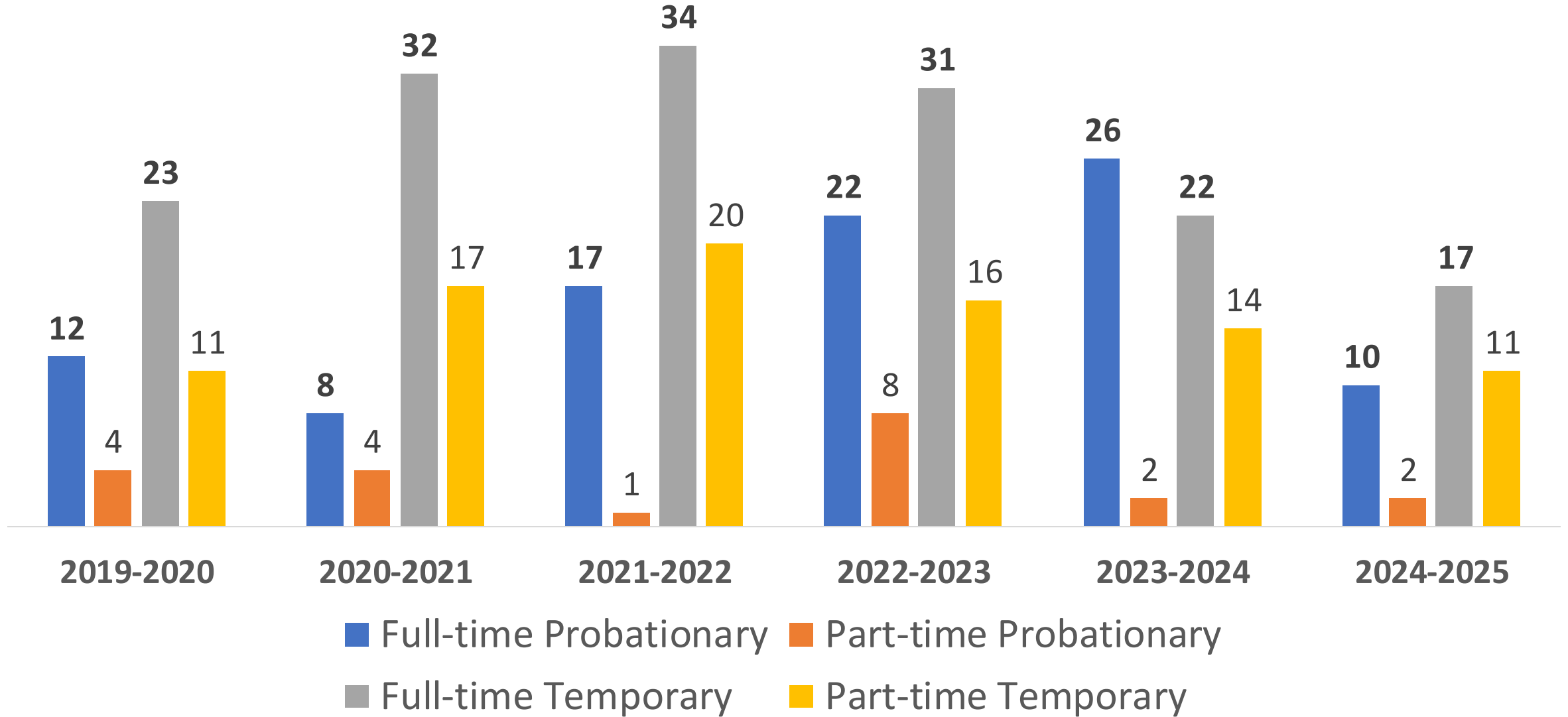
- Executive Team – 48.9 (49.5)
- Central Office Staff – 49.5 (51.26)
- Principals – 47.7 (48.3)
- Vice-Principals – 44.2 (43.9)
- Teachers – 43 (43)
- EA – 49 (49)
- Clerical – 48.9 (48)
- Custodian – 53.2 (53)

Teacher Data Update

Teacher Age Groups

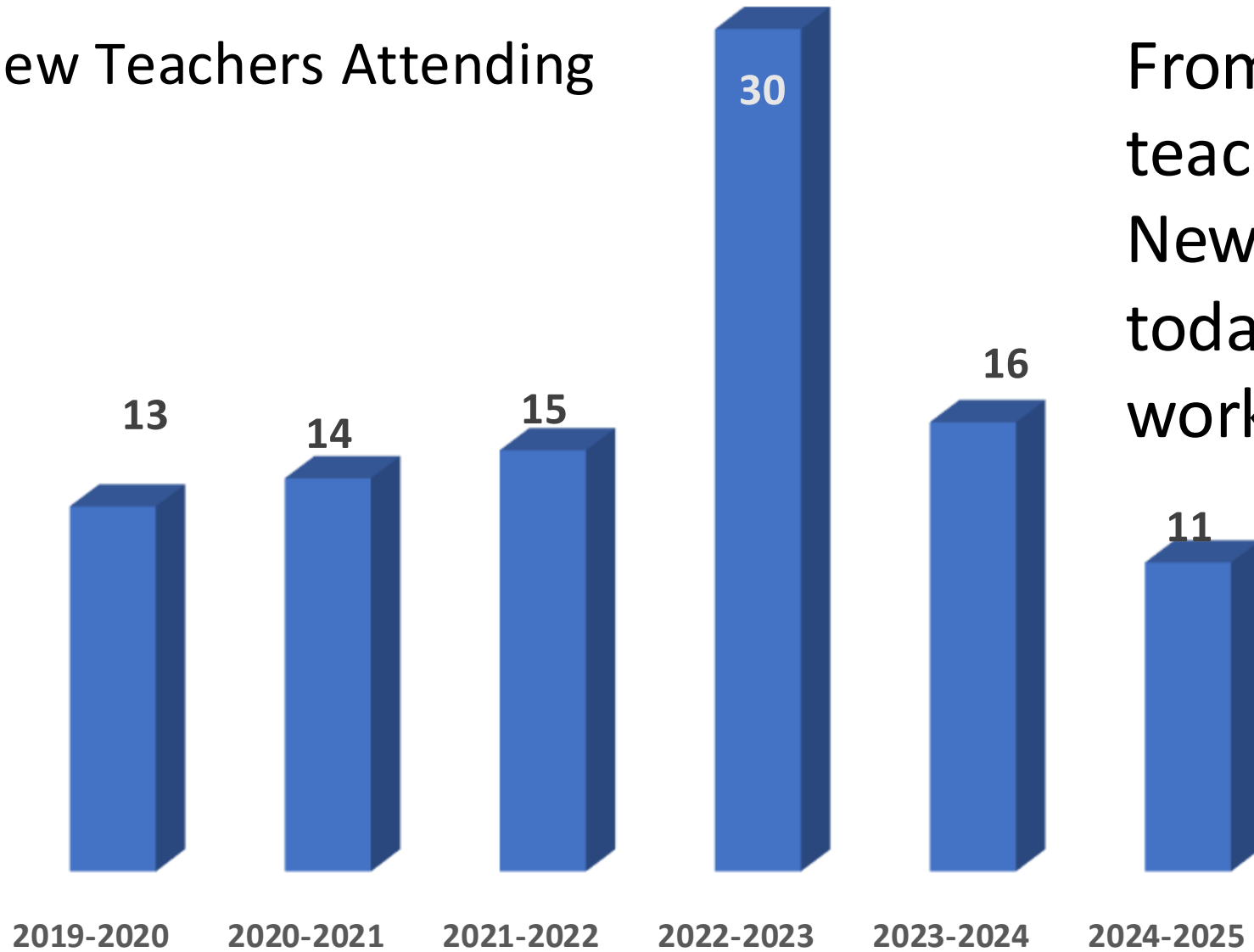


Teacher Hires



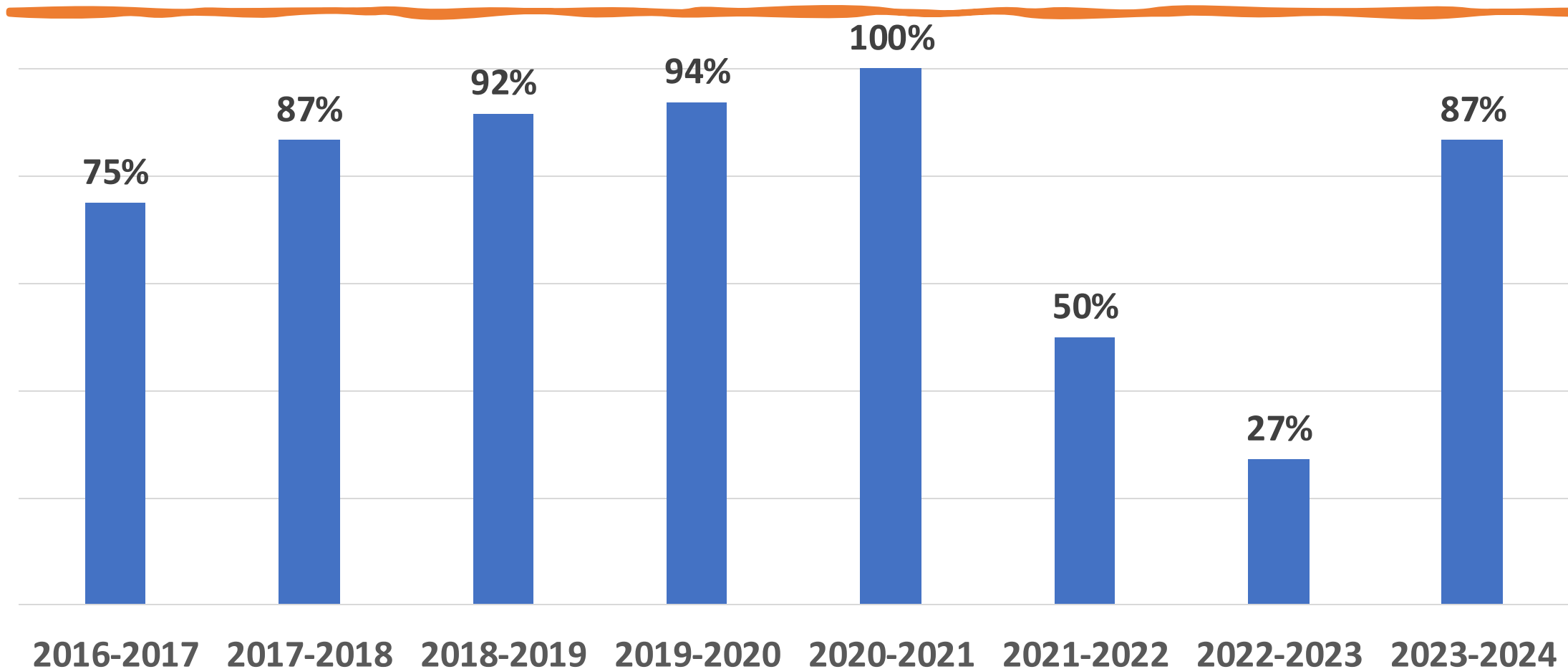
New Teacher Orientation

New Teachers Attending

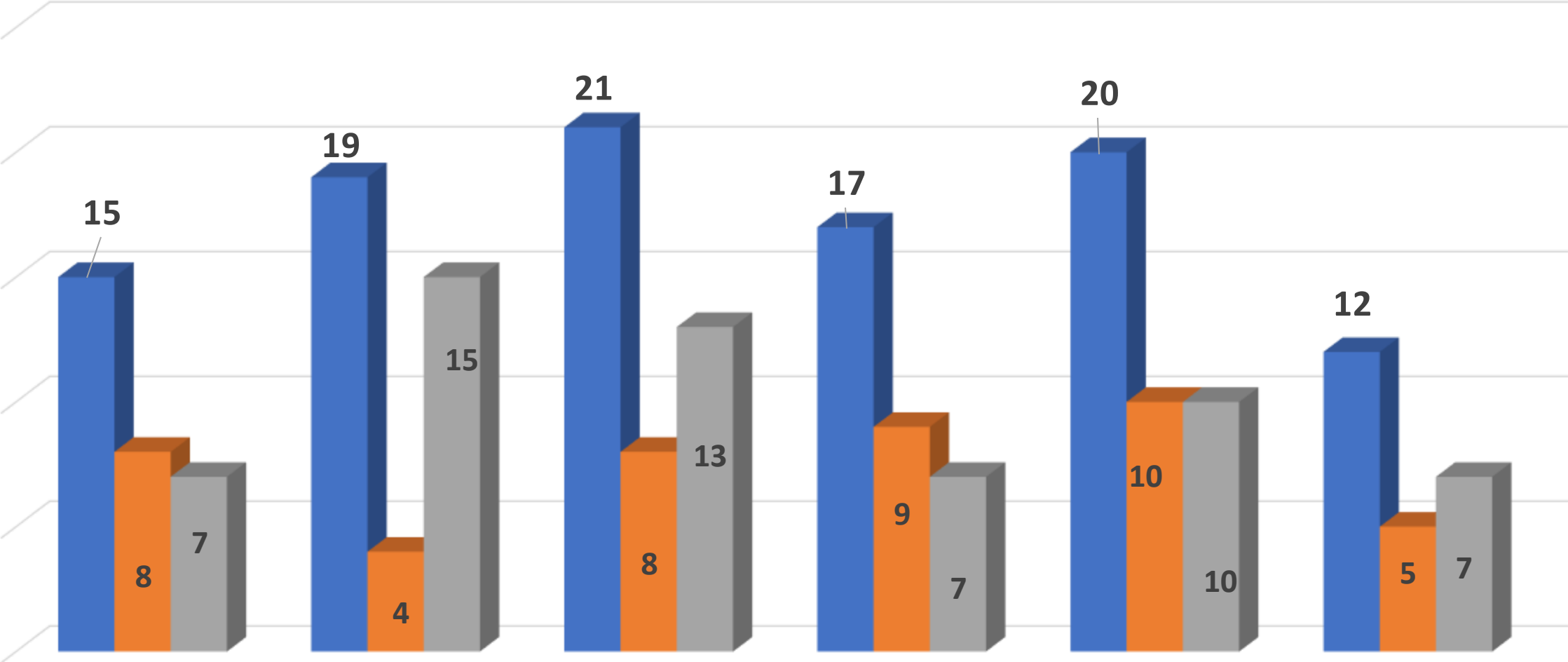


From August 2019 to today 99 teachers participated in the New Teacher Orientation. As of today, we still have 76 still working for us which is 77%.

Probationary Transferred to Continuous (%)



Retirements/Resignations



2018-2019

2019-2020

2020-2021

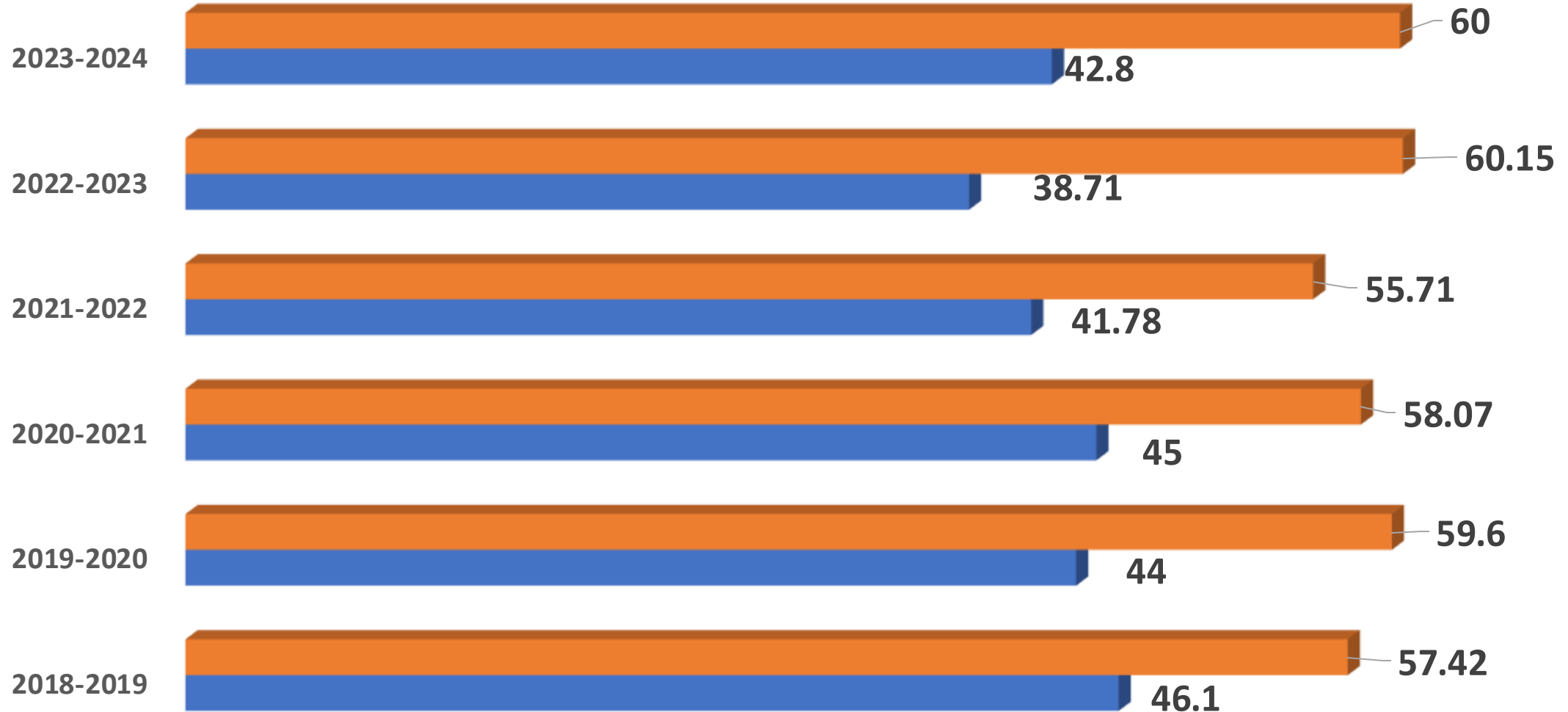
2021-2022

2022-2023

2023-2024

■ Total ■ Resigned ■ Retired

Average Age Retirement/Resign

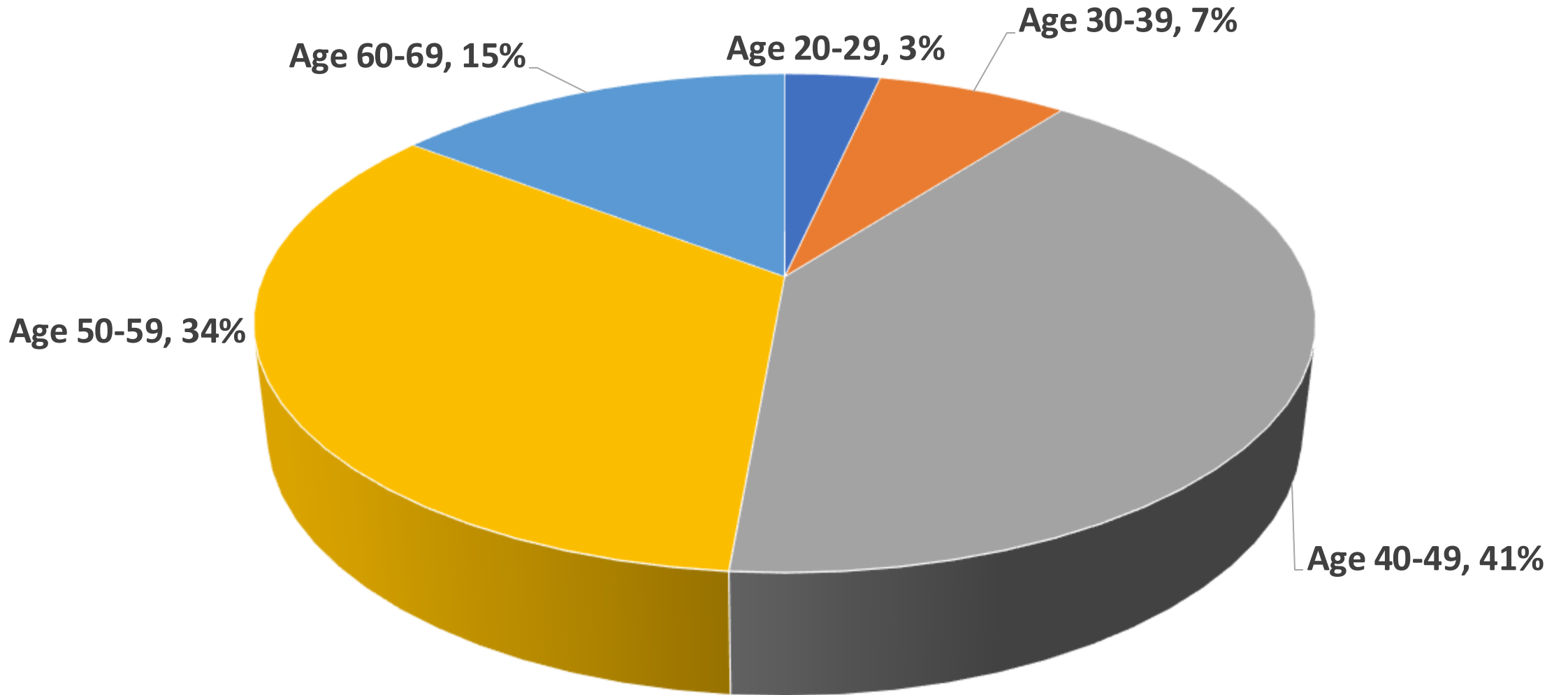


■ Retired Average Age

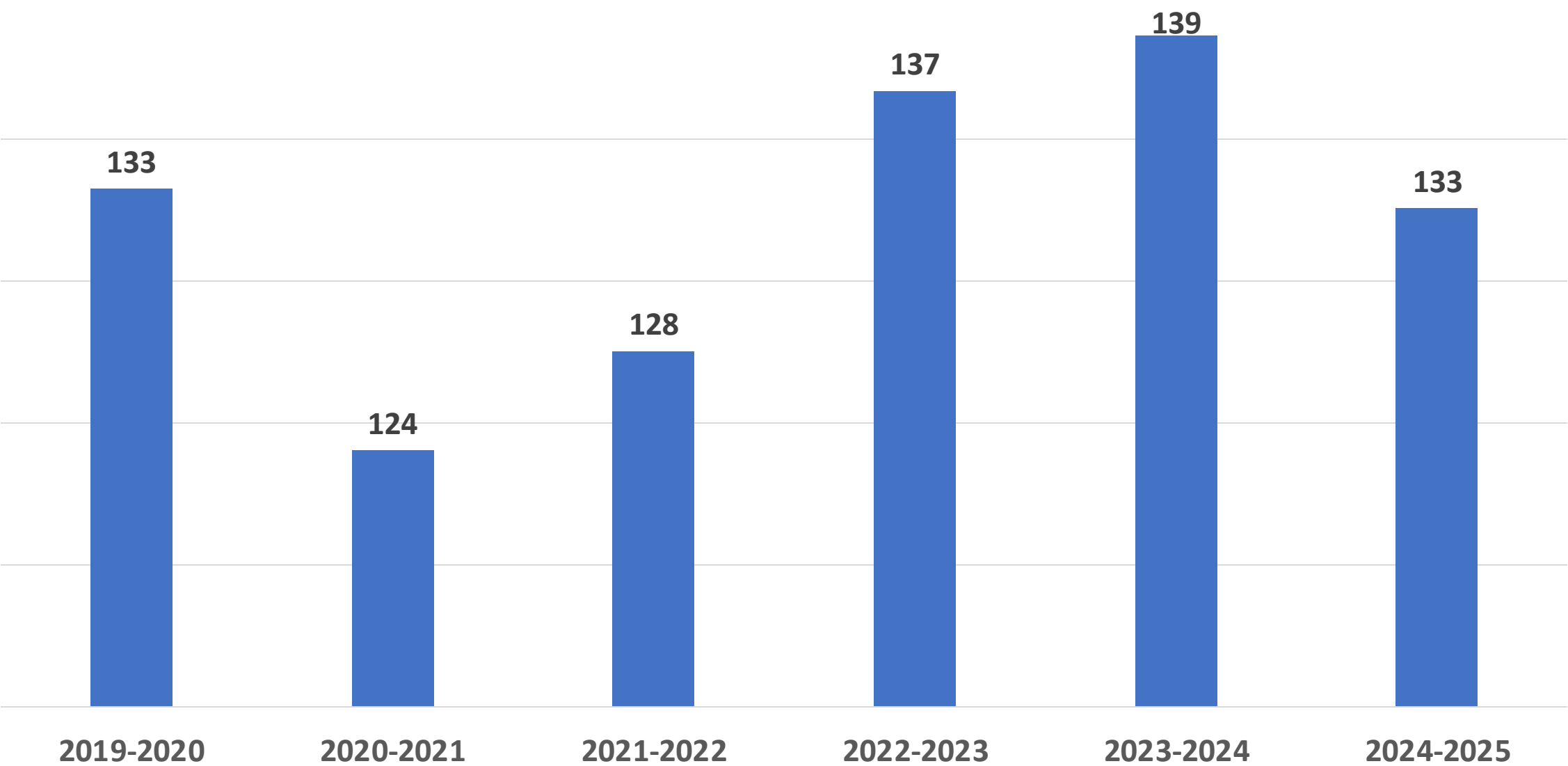
■ Resigned Average Age

Educational Assistant Data Update

EA Age Groups



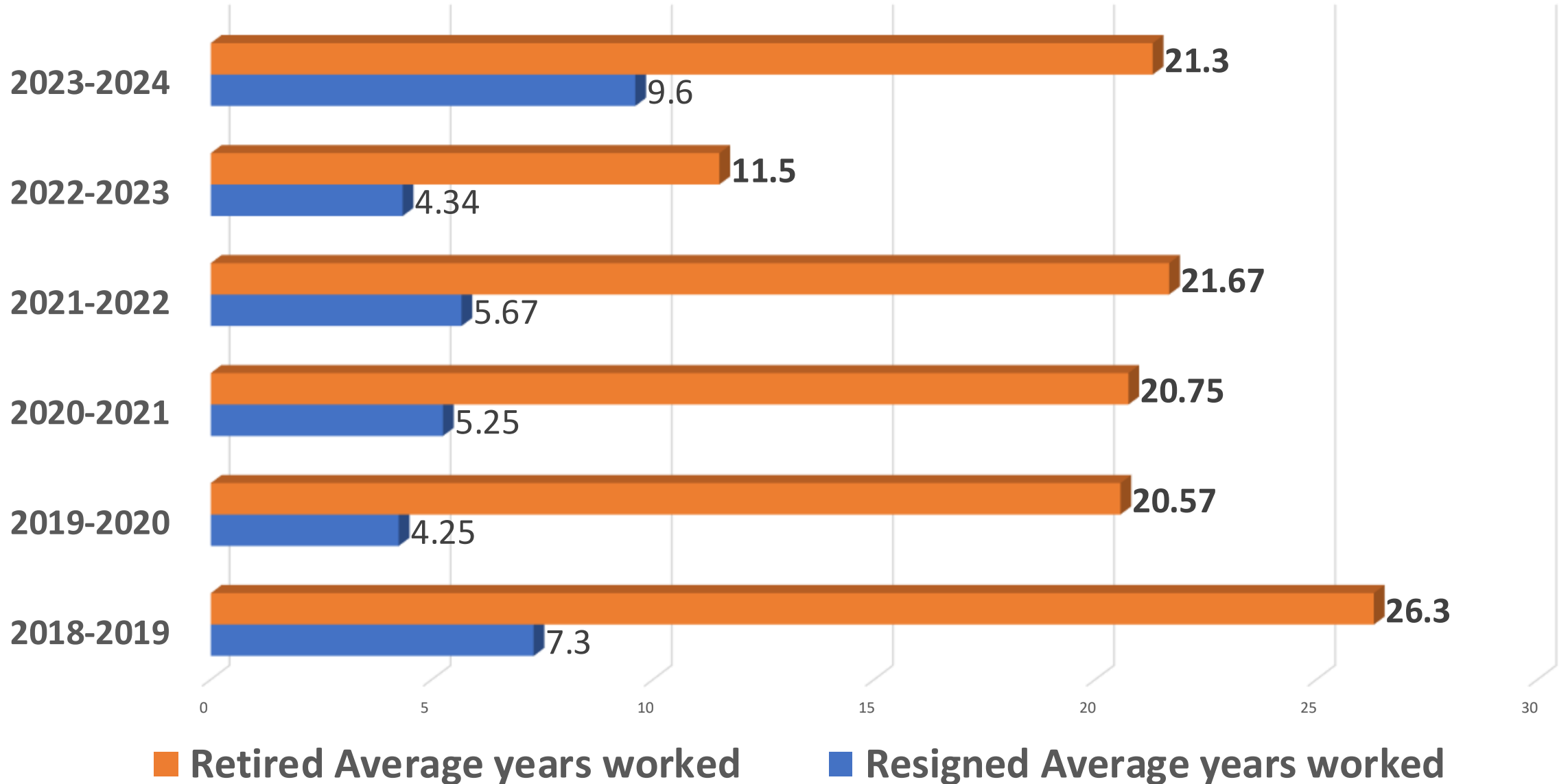
Educational Assistants Working for MHPSD by FTE



EA Retirements and Resignations



Average Years' Worked





Jacqui Pederson
HR Manager
Review and Update

Educational Assistant Staffing for 2024-2025 School Year

Currently all employees that had a contract last year have a position this year.

End of June - 11 EAs that had permanent contracts last year had no placement and **7 EAs** had less hours than previously.

- By 3rd week of Sept all that wanted permanent positions have them.
- EAs that started school year with less hours, have been offered additional hours.
- EAs that had benefits were able to keep their benefits eligibility and benefits if not with EA hours, with the addition of Nutrition hours.



Performance and Probationary Evaluations

New annual evaluation for Custodial Employees which includes self-reflection with section for coaching & development and follow up.

New Probationary Review process and form was rolled out last school year for all CUPE employees.

Requirement of all **EA and Clerical annual evaluations** to have goals for all employees for the next 2 years with follow up dates.

General Updates



Improving Employee Experience - HR has developed **benefits information pamphlets** for all groups of employees and have started using the “**Welcome to Medicine Hat Public School Division**” document for new EA Subs.

HR is working with Payroll to provide a **better Employee Experience** in employee communications.

Training/Coaching for Head Custodians - Started in September doing short training/coaching with Head Custodians at their meeting. Will continue and do a session each meeting.

Continuing to create **strong relationships** to support school **Administrators and Support Staff**.