

**Human Resource Services Report: May, 2008**

**Category : Human Resource Services**

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**Superintendent's Report**

**Human Resource Services**

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**VICTOR HANHAM ->Capsle Conference** On April 20-22, I attended the CAPSLE (Canadian Association for the Practical Study of Law in Education) Conference in Halifax. It was an exceptional conference with sessions dealing with school safety, bullying, Education and Human Rights, violence in schools, harassment in teaching and law and its impact on everyday education. ->**Secretarial and Lunch/Bus/Grounds Staffing:** Several meetings were held to evaluate the existing secretarial and LBG allotments. As well principals were asked to forward their requests for 2008-09 to Human Resources. Tentative projections for secretarial and LBG staffing for 2008-09 were completed on Friday, May 9th . ->**Personnel Issues:** There are several personnel issues involving CUPE employees which we are presently trying to address/resolve. ->**Pre Employment Screening Program:** On April 24th , Mr. Guy Reid of ReidPhysio™ made a presentation on our Pre-Employment Screening Program to CUPE 5050. The presentation was well received and we are awaiting a Union response. ->**Teacher Assistant Staffing for 2008-09:** On April 25th and 28th, and again on May 1st , 2nd & 8th , meetings with individual school principals were held to discuss Teacher Assistant staffing for their schools. Both existing TAs and additional requests for the coming year were reviewed and assessed. TA staffing allotments were sent to schools on Tuesday, May 13

th. ->**Casual Roofer/Painter/Carpenter/Electrician/Burner Technician Interviews** : Interviews were held on Thursday, May 15th to add to the following casual lists: carpenter, electrician, plumber, roofer, painter and burner technician. Interviews were conducted by John Wells, Lorne Orychock and I.

**KATHY COLEMAN Return To Work:** A Return-to-Work program is a proactive way for employers to help injured workers return to productive and safe employment as soon as physically possible. In the last month, Return to Work plans were developed and implemented for several employees who had been injured in the workplace. Transitional work opportunities that were both meaningful and productive were the essence of the RTW plans. The process is coordinated by Kathy Coleman and involves a case manager from Workers Compensation Board of NS (usually Kim Dooley), a CUPE representative, the injured worker and this worker's supervisor. Involvement of rehabilitation and occupational health professionals can be an important part of the Return to Work process.

**Attendance Management** : ->Collection and reports generated for NSTU and CUPE attendance/absence- all codes- for the month ->Information on the use of retired teachers as substitutes in the schools **Priority Employer Program:** ->Work with Sharon Johnston to inservice principals on the Prevention of Violence in the Workplace procedures. ->Meeting with JOSH committee to review priorities in workplace injury prevention process. Complete report is in progress. ->Collection of WCB reports and management of individual cases. This involves communication with WCB case managers, supervisors/principals and injured workers. **Teacher Assistant Staffing:** -> Work with Vic Hanham, Cathy Viva, and Suzanne Brown in the TA staffing process

## Occupational Health & Safety

### **SHARON JOHNSTON (1) Prevention Procedure - Violence in the Workplace Legislation**

Workshops were held on May 6th & 7th to review the template of the Violence Prevention Procedures with School Principals. This template contains the components necessary to be in compliance with the Violence in the Workplace legislation. Included in the document is the risk assessment and matching prevention plans, a provision for reporting and investigating, debriefing and treatment as well as warning signs of a troubled individual. Principals have been asked to take back the template of Prevention Plans and review them with their staff and make any changes necessary to fit their particular work sites. **(2) Training - Summer Workers** The weather makes it difficult to believe it is spring, however, a sure sign is the beginning of Workplace Safety Training for our student summer workers. Currently two crews of 12 students have begun the lawn maintenance program.