

## Human Resources

Providing the full range of human resources support, the New Westminster School District Human Resources team is skilled in recruitment, selection, staff development, human resources planning, performance management, labour relations, employee relations, management training, and OH&S. Ultimately, the team uses its expertise to support all district operations in the delivery of a superior educational experience to New Westminster students and a level of confidence for parents and guardians that their student is receiving the very best instructional support.

### Strategic Priority: Transform the student experience

#### **Our Goals:**

*A. Teachers, staff, and education partners have resources, training, and support they need.*

*B. New Westminster Schools is a leader in teaching and learning experience.*

| Objectives  | Key Results   |
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| <p><b><u>Objective 1:</u></b><br/>Ensure our recruitment and selection is aligned with the needs of our schools, our programs and the classroom experience.</p> <p><b><u>Objective 2:</u></b><br/>Attract employees that possess skills, abilities and values that align with the district’s mission, vision and values.</p> <p><b><u>Objective 3:</u></b><br/>New Westminster School</p> | <p><b>Key result 1:</b> Continue to enhance our branding statements and supporting recruitment materials using the recently developed recruitment packages and materials.</p> <p><b>Key result 2:</b> Expand our participation in, and attendance at, recruitment fairs for teaching and non-teaching staff. Attend nonlocal events where practical.</p> <p><b>Key result 3:</b> Enhance recruitment and selection practices ensuring employees possess optimal skills and abilities for their assignment with emphasis upon goals of diversity, equity, and inclusion.</p> <p><b>Key result 4:</b> Improve the short-term replacement of absent staff by the hiring of permanent casual and on call replacement staff.</p> |

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| <p>District to be a Metro Vancouver employer of choice.</p> <p><b><u>Objective 4:</u></b><br/>Staff will have a safe, inclusive, and inviting work environment that reflects best practice health and safety programs and services.</p> <p><b><u>Objective 5:</u></b><br/>Staff will receive support for their total health and will have access to the right tools and other support services necessary for maximum contribution.</p> | <p><b>Key result 5:</b> Expand our network with EA educational facilities to encourage more EA’s to choose New Westminster School as their employer of preference.</p> <p><b>Key result 6:</b> Improving the functionality of the site-based health and safety committees.</p> |
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**Strategic Priority: Build meaningful relationships**

***Our Goals:***

*A. Health and wellness will be prioritized.*

*B. Teachers, staff, and administration will enjoy a culture based upon empathy and trust.*

| <b>Objectives</b>   | <b>Key Results</b>  |
|---|---|
| <p><b><u>Objective 1:</u></b> Staff will have a safe, inclusive, and inviting work environment that reflects best practice health and safety programs and services.</p> | <p><b>Key result 1:</b> Implement the second phase of an attendance support program with a focus upon providing supervisors and administrators with the tools they need to effectively support employee attendance.</p> |

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| <p><b>Objective 2:</b> Staff will receive support for their total health and will have access to the right tools and other support services necessary for maximum contribution.</p>   | <p><b>Key result 2:</b> Actively promote employee supports to encourage regular, consistent, and engaged participation at work.</p>  |
| <p><b>Objective 3:</b> Staff will have available HR programming will be adapted to suit the individual and collective needs of employees in full consideration of their employment lifecycle and personal and professional needs.</p> | <p><b>Key result 3:</b> Enhance and make more accessible the health and wellness support available on the district web site.</p> <p><b>Key result 4:</b> Support injured/ill staff in their return to their original assignment or modified or alternate temporary work to facilitate full reengagement.</p> <p><b>Key result 5:</b> Ensure that all employees receive introductory level 1 “respectful workplace” (anti bullying and harassment) training and offer level 2 training as a Pro D option.</p> |

**Strategic Priority: Lead into our future**

**Our Goals:**

- A. Teachers, staff, and administrators will learn and grow along with other partners.
- B. District staff and partners will practice measured risk-taking, innovation & program experimentation.
- C. Talented school personnel will be retained and nurtured for current and future leadership.

| Objectives  | Key Results  |
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| <p><b>Objective 1:</b><br/>Execute a workplace plan to source, select, hire, onboard and, through professional development, develop our staff to address competency needs and retain qualified talent</p> | <p><b>Key result 1:</b> Prepare documentation &amp; training in support of the performance management program.</p> <p><b>Key result 2:</b> Provide timely and regular performance feedback in support of personal and career growth.</p> |

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| <p>aligned with the organization’s strategic objectives.</p> | <p>Support the professional development of site-based management in the management of performance.</p> <p><b>Key result 3:</b> Minimize classroom disruption, facilitate a seamless transition when replacements are required by means of a permanent replacement pool.</p> <p><b>Key result 4:</b> Prepare and deliver a series of 4 management support programs for administrative staff on effective site-based absence management practice to maximize staff attendance and engagement.</p> <p><b>Key result 5:</b> Continue to enhance the HR section of Staff Portal to encourage staff use of the portal with regular updates of new and relevant information for all employee groups.</p> |
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**Strategic Priority: Ensure full participation in learning**

**Our Goal:**

*Educators and other staff members practice skillful techniques of inclusion, supporting all students and staff.*

| <p><b>Objectives</b></p>   | <p><b>Key Results</b></p>  |
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| <p><b><u>Objective 1:</u></b><br/>Diversity, equity and inclusion be foundational in all that the Department does in the delivery of best practice human resources management, employee relations, union</p> | <p><b>Key result 1:</b> Continue to support at least 5 (of 8) HR staff members participation in a Diversity and Inclusion certificate program of studies.</p> <p><b>Key result 2:</b> In addition to ensuring that all employees receive introductory level 1 “respectful workplace” (anti bullying and harassment) training and offer level 2 training as a Pro D option, deliver a ½ day respectful workplace seminar for all managers and administrators.</p> |

management relations and staff training and development.

**Objective 2:**

Maintain productive and cooperative relationships with the community of unions and professional organizations who we work with.

**Objective 3:**

Maintain productive and cooperative relationships with WorkSafeBC and other disability and return to work stakeholders and partners.

**Key result 3:** Work collaboratively and respectfully with union executives, demonstrating transparency, honesty, integrity and in a spirit of problem solving. At least two monthly meetings with each union president through 2022/23.

**Key result 4:** Concluded Collective Agreements with CUPE and NWTU.

**Key result 5:** Create and distribute bi-monthly HR article of application to contemporary education management in BC.

**Key result 6:** Prepare and deliver a series of 4 management support programs for administrative staff in the effective site-based absence management practice, to maximize staff attendance and engagement.