

SIMCOE COUNTY DISTRICT SCHOOL BOARD
Leading Services – Human Resource Services Multi-Year Plan
2011-2012

GOAL 1: Relevant, purposeful learning supporting high achievement, well-being and learning for life			MONITORING STRATEGIES		
Strategies	Resources	Professional Learning	Monitoring of the achievement	Responsibility	Evaluation
OPSEU Job Evaluation – training for OPSEU	Human Resource Services Managers			Lead - JG	
Develop and provide training around dealing with employees who have mental health issues	Human Resource Services Staff	Managers and/or Supervisors		Lead - CG	<ul style="list-style-type: none"> Referral (self or other) to EAP
Provide strategic input into the Board Leadership Development Strategy (BLDS). Design training and information sessions for Leaders and Aspiring Leaders on Human Resource topics that are required: <ul style="list-style-type: none"> Aspiring School Leaders #1 – Using the Self-Assessment Tool for Aspiring School Leaders Aspiring School Leaders #2 – Challenging Conversations: The School Leader's Measure Exploring School Administration/Eligibility Information Session Labour Relations 101 Legal Issues Social Media 101 TIC/PA Working Session 	Human Resource Services Managers/ OPC	Principals Vice-Principals Managers Aspiring Leaders	On-going consultation with AC and BLDS Steering Committee	Lead - JM	<ul style="list-style-type: none"> Feedback from the participants Monitor the number of aspiring leaders
Within department create cross-training opportunities to enhance customer service and internal capacity building	Human Resource Services Managers	Human Resource Services staff at all levels	Monthly updates on training	Lead - BP	<ul style="list-style-type: none"> Creation of process maps Evidence of internal capacity building Implementation plan
Develop a program for recruitment and training of DECEs	Human Resource Services Officers			Lead - KL	<ul style="list-style-type: none"> Review training opportunities
Develop and implement a tracking system for NTIP and TPA's to ensure compliance with Ministry guidelines	Human Resource Services Staff IT		Monthly reviews	Lead - KH	<ul style="list-style-type: none"> Review submissions to ensure compliance

GOAL 1: Relevant, purposeful learning supporting high achievement, well-being and learning for life		MONITORING STRATEGIES		
Year 2 Strategy 2012-2013	Year 3 Strategy 2013-2014	Monitoring of the achievement	Responsibility	Evaluation
Provide strategic input into the Board Leadership Development Strategy (BLDS). Design training and information sessions for Leaders and Aspiring Leaders on Human Resource topics	Provide strategic input into the Board Leadership Development Strategy (BLDS). Design training and information sessions for Leaders and Aspiring Leaders on Human Resource topics.		Lead - JM	
Continue to create departmental cross-training opportunities to enhance customer service and internal capacity building		Monthly updates on training	Lead – BP	

GOAL 2: Inclusive, equitable and safe learning environments			MONITORING STRATEGIES		
Strategies	Resources	Professional Learning	Monitoring of the achievement	Responsibility	Evaluation
Update APM 4075 – Dispute Resolution Procedure Arising from Workplace Harassment or Objectionable Behaviour to address the investigation process	Human Resource Services Managers			Lead - MB	<ul style="list-style-type: none"> • Successful rollout of new APM by the end of 2011-2012
Implement the proposed integrated accessibility standards which were announced May 31, 2010, by the Ministry of Community and Social Services. Once passed into regulation, this integrated standard will encompass Employment, Transportation and Communications. Human Resource Services will roll-out the employment related components of this integrated standard beginning in 2011 through to 2014 according to the Ministry's proposed timeline for compliance. The employment related components will involve policy and procedure review and training related to recruitment, employee accommodation and performance management.	Accessibility Advisory Committee Ministry of Community and Social Services Human Resource Services	Possible training for Human Resource Services Staff, Principals and Managers	On-going updates to Manager	Lead - AD	<ul style="list-style-type: none"> • Compliance with the Employment Accessibility Standard
Monitor the Public Access Defibrillator implementation and provide AED training	Health & Safety	Designated staff on use of AEDs		Lead – DQ	
Review and a Request for Proposal for the Employee Assistance Plan will be implemented	Human Resource Services			Lead - JG	<ul style="list-style-type: none"> • Review summary of EAP usage

GOAL 2: Inclusive, equitable and safe learning environments			MONITORING STRATEGIES		
Strategies	Resources	Professional Learning	Monitoring of the achievement	Responsibility	Evaluation
Implementation and training of an on-line Aggressive Incident Reporting system	Human Resource Services	Principals and Vice-Principals	Ongoing updates to Superintendents, Principals and Health & Safety	Lead - BP	<ul style="list-style-type: none"> Successful implementation of all aggressive incidents reported on-line during the 2011-2012 school year

GOAL 2: Inclusive, equitable and safe learning environments		MONITORING STRATEGIES		
Year 2 Strategy 2012-2013	Year 3 Strategy 2013-2014	Monitoring of the achievement	Responsibility	Evaluation
Implement the proposed integrated accessibility standards which were announced May 31, 2010, by the Ministry of Community and Social Services. Once passed into regulation, this integrated standard will encompass Employment, Transportation and Communications. Human Resource Services will roll-out the employment related components of this integrated standard beginning in 2011 through to 2014 according to the Ministry's proposed timeline for compliance. The employment related components will involve policy and procedure review and training related to recruitment, employee accommodation and performance management.	Implement the proposed integrated accessibility standards which were announced May 31, 2010, by the Ministry of Community and Social Services. Once passed into regulation, this integrated standard will encompass Employment, Transportation and Communications. Human Resource Services will roll-out the employment related components of this integrated standard beginning in 2011 through to 2014 according to the Ministry's proposed timeline for compliance. The employment related components will involve policy and procedure review and training related to recruitment, employee accommodation and performance management.	On-going updates to Manager	Lead - AD	<ul style="list-style-type: none"> Compliance with the Employment Accessibility Standard
Monitor the Public Access Defibrillator implementation and provide AED training	Monitor the Public Access Defibrillator implementation and provide AED training		Lead - DQ	

GOAL 3: Confidence in public education			MONITORING STRATEGIES		
Strategies	Resources	Professional Learning	Monitoring of the achievement	Responsibility	Evaluation
Continuation of the Corporate Standards Project Team to develop a well-defined set of procedures and standards to fulfil operational needs to ensure consistency in corporate operational practices	Executive Assistants Communication Team IT		Monthly meetings to continue to develop standards as well as providing status reports to AC as required	Lead – KH	<ul style="list-style-type: none"> Feedback from staff Correct usage of the templates/standards provided
Teacher's Pension Plan – Continue to meet and exceed reporting criteria	Human Resource Services Manager			Lead - JG	
Develop a communication protocol for labour negotiations updates	Human Resource Services Manager Communications			Lead – MB	<ul style="list-style-type: none"> Strategy in place

GOAL 3: Confidence in public education		MONITORING STRATEGIES		
Year 2 Strategy 2012-2013	Year 3 Strategy 2013-2014	Monitoring of the achievement	Responsibility	Evaluation
Teacher's Pension Plan – Continue to meet and exceed reporting criteria	Teacher's Pension Plan – Continue to meet and exceed reporting criteria		Lead – JG	

GOAL 4: Responsible stewardship of resources			MONITORING STRATEGIES		
Strategies	Resources	Professional Learning	Monitoring of the achievement	Responsibility	Evaluation
Develop and implement a tracking tool for CUPE vacation	Human Resource Services Manager IT			Lead – JG	
Review absence reporting and verifying payment of occasional teachers	Human Resource Services Manager IT			Lead – JG	

GOAL 4: Responsible stewardship of resources			MONITORING STRATEGIES		
Strategies	Resources	Professional Learning	Monitoring of the achievement	Responsibility	Evaluation
Create an electronic process for a variety of leaves for the different employee groups	Human Resource Services Manager IT	Training on process for Principals, Managers, and Union leaders	Ongoing meetings to review implementation and make recommendations for improvement	Lead – BP	<ul style="list-style-type: none"> Successful implementation of new system by the end of the 2011-2012 school year
Develop and implement a Performance Appraisal Policy for all employee groups	Human Resource Services Managers			Lead – MB	
Update APM 4460 – Interview and Selection Process to include each employee group	Human Resource Services Manager	Training of Principals, Managers and Supervisors	Ongoing updates to manager	Lead – BP	<ul style="list-style-type: none"> Revised generic APM to be approved and implemented by the end of the 2011-2012 school year
Develop and implement an Employee Satisfaction Survey	Human Resource Services Manager			Lead – JG	
Develop a process for establishing Pay Equity and present to the Union along with an implementation plan for OPSEU Job Evaluation	Human Resource Services Managers			Lead – JG	
Prepare a strategic path for upcoming negotiations	Human Resource Services Managers			Lead – MB	
Develop and implement an Attendance Support Program	Human Resource Services Managers			Lead – JM	
Review and develop response to recommendations of external consultants and internal auditors	Human Resource Services Managers			Lead – JM	<ul style="list-style-type: none"> Actions developed within strategic plan
Review benefit plans for AESP, Principals and Vice-Principals and Supervisory Officers	Human Resource Services Managers			Lead – JG	<ul style="list-style-type: none"> New benefits package in place

GOAL 4: Responsible stewardship of resources		MONITORING STRATEGIES		
Year 2 Strategy 2012-2013	Year 3 Strategy 2013-2014	Monitoring of the achievement	Responsibility	Evaluation
Update APM 4460 – Interview and Selection Process to include each employee group	Update APM 4460 – Interview and Selection Process to include each employee group	Ongoing updates to manager	Lead - BP	<ul style="list-style-type: none"> • Full implementation for all employee groups during the 2013-2014 school year
Implementation of Attendance Support Program			Lead – JM/MB	<ul style="list-style-type: none"> • Reduction in casual absenteeism