

KENORA DISTRICT SERVICES BOARD

Minutes of the Human Resource Committee Meeting
Held on Monday, February 18, 2008
At the KDSB Administration Office in Dryden
Commencing at 10:00 a.m.

PRESENT: Bill Blower
Penny Lucas

STAFF: Sten S. Lif, Chief Administrative Officer

REGRETS: Brian Larson

GUESTS: None

1. CALL TO ORDER

The Acting Chair called the meeting to order at 10:11 a.m.

2. APPROVAL OF AGENDA

MOTION NO.: HR2008-01

Moved by Bill Blower
Seconded by Penny Lucas

RESOLVED THAT Human Resources Committee approve the agenda for a regular meeting to be held on Monday, February 18, 2008

CALLED; CARRIED

ACTION: None

3. DISCLOSURE OF INTEREST AND THE GENERAL NATURE THEREOF

None

4. DELEGATIONS / DEPUTATIONS

None

5. MINUTES OF PREVIOUS MEETING(S)

5.1 Minutes of November 8, 2007

MOTION NO.: HR 2008-02

Moved by Bill Blower
Seconded by Penny Lucas

RESOLVED THAT the Human Resources Committee approve the minutes of the November 8, 2007 meeting.

CALLED; CARRIED

ACTION: File

6. CORRESPONDENCE

None

7. CAO's REPORTS

7.1 HR 2008-01: Proposed Non-union Annual Salary Schedule

The CAO's report was reviewed extensively by the Committee and it was the consensus of the members that the KDSB's current annual salary schedule for non-union employees is far below that of the majority of other DSSABs and that the Board should bring the schedule more in line with those DSSABs. The members feel that the KDSB must move forward in a manner that will allow it to be somewhat competitive with the other DSSABs and CMSMs delivering the same services. The members feel the KDSB must be able to retain well trained and experienced staff as well as compete for new staff when vacancies arise.

The proposed salary schedule would be consistent with the schedules of other DSSABs by including a step/level process where employees can attain a level of achievement through performance and seniority. Employees need to know they can advance, over a period of years, to a point they will be able to be at the top of their salary grid provided they have attained a sufficient performance level. The current system has caused some consternation from staff because there is a lack of a step/level process to which employees can ascertain where they 'fit in' within their salary range.

The proposed annual salary schedule for the KDSB would see the highest salary level be equal to the average salary level of the other DSSABs for each position. The Committee members felt that while the Board and the District is not in a financial position to be the highest paid, it must be prepared to be at least average or it will risk losing well qualified and experienced people and worse it will not be in a position to attract well qualified and experienced replacements. The members feel this would not be in the best interests of the Board nor the public it serves and is therefore recommending the Board adopt a new salary schedule that would cover the period from 2008 to 2012 inclusive.

7.2 HR 2008-02: Policy - Professional Development and Educational Assistance

The current policy (KDSB-HR-III-01 - Training and Educational Assistance) was developed in 1999 and is scheduled for review in 2008. As a result of the review it was determined that the current policy needed to be amended to make it more understandable, relevant and provide better support to employees who wish to continue their personal development while meeting the goals and objectives of the Board.

The existing policy is rather vague and does not promote the self-development of employees and therefore there is little incentive for those employees to continue with their personal development which is not in the best interests of the Board or the employee. Employees should be encouraged to participate in personal development and especially as it relates to their specific job. The Committee members are recommending the Board adopt the new policy entitled: Professional Development and Educational Assistance which will provide financial assistance to permanent full-time and part-time employees towards the tuition costs for courses that have been pre-approved by their respective Service Directors.

7.3 HR 2008-03: Policy - Membership - Professional/Peer Associations

The current policy was developed in 1999 and is scheduled for review in 2008. As a result of the review it was determined that the existing policy does not encourage employees to participate in professional or peer associations which could be detrimental to the Board as professional and/or peer associations can provide employees with a source of information and data that can be very beneficial to their employers.

The existing policy does not provide a definition of what constitutes an 'association' for the purpose of determining the suitability of providing financial assistance nor is there a definition of what a membership fee should include. Also, there is no formal application process for employees and supervisors to follow.

The new policy attempts to encourage employees to participate in professional and peer associations by providing some financial incentive by assisting in paying the membership fee. The new policy applies only to full-time active employees who have completed their probationary period. The Committee members are recommending the Board adopt the new policy entitled: Membership - Professional/Peer Associations.

7.4 HR 2008-04: Policy - Expressions of Sympathy, Births, Hospitalization

The Board does not have a formal policy in place to recognize certain significant events in the lives of its employees. Past practice has been haphazard at best with some employees receiving recognition for some events and others receiving no recognition for similar events.

The Committee members feel that KDSB should express its support to KDSB employees who face joyful, sorrowful or special events, such as birth of a child, in their lives.

That support should take the form of a small tribute such as a donation, flowers or a gift basket for these special events. It is felt that the implementation of this policy will add to the morale of the employees and the Committee members are therefore recommending the Board adopt the new policy entitled: Expressions of Sympathy, Births, Hospitalization.

8. GENERAL BUSINESS

None

9. RESOLUTIONS/RECOMMENDATIONS

9.1 Recommend approval of revised and new Human Resources Policies

MOTION NO.: HR 2008-03

Moved by Bill Blower
Seconded by Penny Lucas

RESOLVED THAT the Human Resources Committee recommend that the KDSB Board of Directors approve the following changes to the Human Resource policies:

Approve KDSB-HR-II-09 - Expressions of Sympathy, Births, Hospitalization (New: Feb '08)

Replace KDSB-HR-III-01 - Training and Educational Assistance (Effective March 10, 1999) with
KDSB-HR-III-01 - Professional Development and Educational Assistance (Revised: Feb '08)

Rescind KDSB-HR-I-03 - Professional Associations (Approved March 10, 1999)

Approve KDSB-HR-III-02 - Membership - Professional/Peer Associations (New: Feb '08)

CALLED; CARRIED

ACTION: Committee Chair

9.2 Recommend adoption of new annual salary schedule commencing January 1, 2008

MOTION NO.: HR 2008-04

Moved by Bill Blower
Seconded by Penny Lucas

RESOLVED THAT the Human Resource Committee recommends the Board of Directors adopt a new annual salary schedule commencing January 1, 2008, such schedule is attached as Schedule 'A'

CALLED; CARRIED

ACTION: Committee Chair

10. NEXT MEETING

The next meeting will be scheduled at the call of the Chair

11. ADJOURNAMENT

The meeting adjourned at 11:00 a.m.

Confirmed this 28th day of April, A.D. 2008.

By Resolution No.: HR 2008-06

Penny Lucas, Chair