

COWICHAN VALLEY SCHOOL DISTRICT
HUMAN RESOURCES
OPERATIONAL PLAN 2021-2024



YOUR CAREER IS **BEYOND EDUCATION**



LEARNING

Priorities	Established and Ongoing Actions	Actions
<p>Ensuring voice and choice for all learners</p> <ul style="list-style-type: none">To develop competent, agile learners who are creative, critical, and social thinkers that have the capacity to be global citizens.	<p>Focus on attracting, retaining, and supporting highly effective staff at all levels across the district.</p> <p>Support professional learning that supports the development of leadership skills at all levels.</p>	<p>2021-2022 - Work with Post-Secondary Institutions to enhance and promote employment opportunities in the Cowichan Valley School District.</p> <p>2021-2022-Explore new platforms to market employment opportunities.</p> <p>2022-2024- Use available data to identify and project staffing priorities.</p> <p>2021-2022- Identify Professional Development needs of Principals and Managers to support and manage staff. From identified needs build a scope and sequence for training and mentorship.</p> <p>2022-2024- Develop and implement succession planning model to support key positions across the organization.</p> 

INDIGENOUS WAYS OF KNOWING

Priorities	Established and Ongoing Actions	Actions
<p>Working together with one heart, one mind, one thought. Connectedness & relationships to oneself, family, community, and the natural world.</p> <ul style="list-style-type: none">Embrace Indigenous perspectives and knowledge as part of our history and recognize Indigenous content is integral to our learning journey	<p>Increase the diversity of the workforce to reflect the diversity of the Cowichan Valley School district.</p> <p>With intentionality ensure that Indigenous perspectives are embedded in HR practices.</p>	<p>2021-2022-Create recruitment strategies that reflect equity and diversity in hiring practices.</p> <p>2021-2022Investigate ways to increase the number of staff with Indigenous ancestry.</p> <p>2021-2022 -Where appropriate ensure that our HR practices incorporate Indigenous Ways of Knowing (specific focus on interviewing potential candidates and onboarding across the district in all roles).</p>



CULTURE OF CARE

Priorities	Established and Ongoing Actions	Actions
<p>Recognizing the importance of relationships</p> <ul style="list-style-type: none"> Foster healthy, safe, and resilient communities that build on the unique identities of our learners allowing them to thrive. 	<p>Maintaining and promoting positive, proactive labour relations practices for all employee groups.</p> <p>Promote district wide cultures that support respectful learning and working environment.</p> <p>Promote and continue to support Wellness and Attendance Initiatives.</p>	<p>2021-2022 -Continue to focus on open communication and consistent labour management processes with a specific focus on building strong mutually respectful partnerships with all union partners.</p> <p>2022-2023-Develop an annual In-service framework for Principals and Managers regarding collective agreements and ongoing effective labour management strategies.</p> <p>2021-2022 -Work collaboratively with Inclusion Support and Health and Safety Manager to develop a district wide Conflict Management Structure.</p> <p>2021-2022 -Develop a framework for Principals and Managers to facilitate Wellness Conversations with the employees they supervise and support.</p> <p>2021-2022-Review Current Disability and Attendance Management Programs and where appropriate adjust practices.</p> <p>2021-2024-Review the number of leaves occurring across the system and determine strategies for addressing (all employee groups).</p> <p>2021-2024-Continue to create professional learning opportunities for all staff that focus on Wellness.</p> <p>2021-2024-Establish a Recognition/Celebration Program.</p>

FUTURE FOCUSED SYSTEM

Priorities	Established and Ongoing Actions	Actions
<p>Working together as a whole team</p> <p>Create nimble and dynamic environments that embrace change and foster innovation to enhance student learning.</p>	<p>Build a cohesive Human Resources (HR) team that that supports the district's goals and objectives.</p> <p>Build a culture within HR of continuous improvement through ongoing assessment of practices and procedures.</p> <p>Establish a HR framework for strategic planning and continuous improvement.</p>	<p>2021-2022-Bring Health and Wellness coordinator into HR department.</p> <p>2021-2022-Create an HR structure that will unify the department and promote a collaborative approach to address identified HR priorities.</p> <p>2021-2022-As a department, through a collaborative process review individual portfolios and map workflows to identify efficiencies.</p> <p>2021-2022-Communicate to the District HR Portfolios and Points of Contact.</p> <p>2021-2024-Continue to investigate electronic documents and platforms to increase efficiencies.</p> <p>2021-2024-Provide HR staff with on-going professional learning opportunities.</p> <p>2021-2024-Identify capabilities and deficiencies in current software to improve and resolve process challenges.</p> <p>2021-2024-Strive to have all paper-based practices replaced with electronic solutions.</p> <p>2021-2024-Establish a Growth Plan Model for HR Managers and HR Exempt Staff.</p> <p>2021-2022- Establish an HR Year at a Glance to promote collaborative practices for addressing high need times.</p>