

Our mission

Human Resources Support Services contributes to the success of each student through a high level of commitment to employee excellence, leadership development, and effective community relationships. As a strategic partner, we are committed to providing professional services to attract, develop, motivate and retain a diverse workforce within a safe, respectful, inclusive learning and working environment. We value the opinions of others and show a willingness to work towards a common goal.

Our services

We offer a number of services in the areas of labour relations, negotiations and dispute resolution; staffing, recruitment and leadership development; professional development; employee assistance, attendance and wellness support; safe schools and safe workplace support; and community connections. We also directly support three K-12 school groups: Bayside, Centennial and Moira.

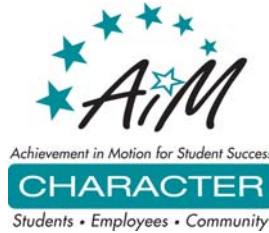
Forms and documents available online

- Collective Agreements
- Employee Assistance Program Information
- Offence Declaration Form
- Performance Appraisal Documents
- Personnel Directory
- Professional Development Information
- Recommendation for Hire Form
- Safe Schools Resources
- Safe Workplace/Health & Safety Resources
- School Directory
- Staff Development Application Forms
- Workplace Accident/Incident Reporting and WSIB Information

- *Visit our website:*

<http://www.hpedsb.on.ca/ec/services/hrss/>

*Human Resources Support Services is
a department of character supporting success
for each student, employee excellence
and community connections*



CARING

We demonstrate concern for self and others.
We show empathy and express genuine concern.
We consider the long-term effect of our actions.

COOPERATION

We work as a team for a common good.
We value the opinions of others and show a
willingness to work together towards a common goal.

HONESTY

We choose to live truthfully.
We communicate and act in a sincere and respectful way.

HUMOUR

We celebrate the fun in life.
We lighten the emotions of others by interacting
in a joyful manner.

INTEGRITY

We do what is right for ourselves and others.
We demonstrate values and ethics that are good for all.
We speak directly, clearly, and respectfully.

RESPECT

We value ourselves, others and our environment.
We give consideration to the thoughts and actions of others.
We treat others as we would want to be treated ourselves,
with courtesy and dignity.

RESPONSIBILITY

We have a sense of duty to fulfill commitments.
We take ownership for our own thoughts and actions.
We are reliable and accountable in our words and actions.

TRUSTWORTHINESS

We can be counted on to do what is right.
We instill confidence in one another through our actions.



Hastings and Prince Edward
District School Board

HUMAN RESOURCES SUPPORT SERVICES

*Supporting Student Success
through Employee Excellence*



The Education Centre
156 Ann Street
Belleville, ON K8N 1N9
Phone: 613.966.1170
Fax: 613.966.1397
Email: human.resources@hpedsb.on.ca

*A Great Place to Learn and
A Great Place to Work!*

Our Team

Mandy Savery-Whiteway, ext. 2203
Superintendent of Education
Human Resources Support Services

- Labour relations
- Safe Schools, including CTAP, Expulsions and Suspensions, Emergency Response
- Bayside K-12 School Group
- Safe Workplace, Health and Safety

Dot Burshaw, ext. 2313
Human Resources Secretary

- Provide clerical support to the Safe Schools Team and Safe Workplace Team

Karen Fox, ext. 2242
Human Resources Officer - Support Staff

- Labour relations; recruitment, staffing, leadership and talent development
- Performance appraisal and job evaluation

Nancy Greer, ext. 2256
SEMS Operator/Secretary

- Oversee the set-up and operation of the Substitute Employee Management System
- Process and input employee absence reports
- Provide support to Human Resources Officer - Teaching

Sharon Kennedy, ext. 2351
Human Resources Assistant - Teaching

- Provide support to Human Resources Officer - Teaching; advertise for teaching staff
- Provide teacher recruitment support



Debbie Lucas, ext. 2518
Human Resources Secretary

- Provide support to Administrative Assistant
- Provide support for professional development initiatives and funding applications

Sue McFee, ext. 2285
Human Resources Coordinator

- Attendance and wellness support, return to work programs, disability support
- Employee accident and incident reporting (Workplace Safety and Insurance Board)

Carey Rafuse, ext. 2519
HRIS Operator/Secretary

- Provide support to Human Resources Officer - Support Staff; advertise for support staff
- Oversee the set-up and operation of the Human Resources Information System

Connie Reid, ext. 2106
Administrative Assistant

- Provide support to Superintendent of Human Resources Support Services
- School group support; budget; department liaison
- Key contact for criminal background checks and volunteers in schools

Sue Taylor, ext. 2238
Human Resources Officer - Teaching

- Labour relations; recruitment, staffing, leadership and talent development
- New Teacher Induction Program (NTIP)
- Teacher Performance Appraisal (TPA) and Principal/Vice-principal Performance Appraisal (PPA)

Safe Schools Team

Shelley Steele, ext. 2108
Supervisor, Safe Schools Team

- Student Engagement/Expulsion Program K - 6
- Restorative Practices
- Community Threat Assessment Protocol Coordinator

Todd Reid, ext. 2208
Teacher, Safe Schools Team

- Student Engagement/Expulsion Program

Wendy Sutherland, ext. 2561
Student Engagement and Expulsion CYC

- Student Engagement/Expulsion Program 7 - 12
- Restorative Practices Facilitator

Safe Workplace Team

Gillian McCurdy, ext. 2119
Safe Workplace Coordinator

- Safe Workplace initiatives, including Violence in the Workplace and Workplace Harassment
- Resource to Health and Safety Committee

Tom Johnston, ext. 2247
Occupational Health and Safety Officer

- Develop, implement and maintain health and safety procedures
- Resource to Health and Safety Committee
- Deliver and maintain certified staff training programs i.e. WHMIS, First Aid and CPR



“Hastings and Prince Edward District School Board is a system of character where every employee is valued, benefits from opportunities to learn and grow and is engaged in and contributes to the success of each student.”