



HUMAN RESOURCES 2025-2026 Report

October 2026

Presented to the Board of Trustees, Oct. 27, 2026

Jason Peters, Associate Superintendent

Jacqui Pederson, Human Resources Manager

BACKGROUND

The Human Resources Department 2025 - 2026 report covers key areas such as recruitment, resignations, workforce demographics, and labour relations. The department is staffed by an Associate Superintendent, HR Manager, HR Executive Assistant, Occupational Health and Safety Officer, Health & Wellness Advisor and part-time Substitute Coordinator.

REPORT / TOPIC

Recruitment Activities

The Human Resources Department oversees the recruitment and selection process for all positions within the Division, including substitute teachers and casual support staff.

Recruitment Competitions

Table 1: Recruitment Competitions			
Employee Group	2024/2025	2025/2026*	2026/2027*
Teacher (includes Principals)	25	34	62
Support (CUPE)	24	25	33
Non-Unionized	7	5	5
Increase/decrease from previous year	NA	14.29%	56.25%

*Data from 2026/2027 is accurate up to October 6th, 2026.

Substitute Teacher Recruitment

Recruitment of substitute teachers is on-going throughout the year, with regular postings appearing on the Employment section of the Division's website. Human resources is responsible for interviewing and selecting candidates whose backgrounds and skills match the needs of our schools. At the end of the 2025/2026 school year, we had **149** teachers on our Substitute Teacher list. Currently our sub pool is at **158** which is an increase of **9 (6%)** from 2026/2027.

Teacher Career Fairs

Medicine Hat Public School Division participated in a few career fairs at the University of Lethbridge (Winter & Spring) and Mount Royal University (Medicine Hat Co-hort).

MHPSD staff participated in mock interviews for Mount Royal University – Medicine Hat (Teacher).

Practicums

We currently have 4 approved practicum agreements for teaching staff in place and 5 approved practicum agreements for support staff in place, with the following post-secondary institutions:

All Post-Secondary Approved Practicum Agreements	
Teaching Staff ✓ University of Alberta ✓ University of Calgary ✓ University of Lethbridge ✓ Mount Royal University ✓ Medicine Hat College	Support Staff ✓ Lethbridge Polytechnic (EA) ✓ Red Deer Polytechnic (EA) ✓ Medicine Hat College (Clerical) ✓ Academy of Learning (EA) ✓ Vancouver Art Therapy Institute (Art Therapy Assistant)
No. of Practicum Placements in 2025-2026	
Student Teacher Placements	142 Teacher
Support Staff Placements	8 Support staff

Retirements & Resignations

Table 2: Retirements			
	2023/2024	2024/2025	2025/2026
Support (CUPE)	6	10	9
Non-unionized	2	2	3
Teacher (includes Administration)	3	9	7
Total	11	21	19

Table 3: Resignations			
	2023/2024	2024/2025	2025/2026
Support (CUPE)	2	26	9
Non-Unionized	9	9	6
Teacher (includes Administration)	5	9	7
Total	16	44	22

Workforce Demographics

Employee Full-Time Equivalency (FTE)

Table 4: Employee FTE		
Employee Group/Position	2025/2026	2026/2027
Teacher Total	382.79	385.03
Teacher	339.79	346.03
Administration	43	39
CUPE	207.16	223.97
Non-Unionized	79.054	84.95
Total	669.004	689.89

Average Age of Retirees

Table 5: Average Age of Retirees			
	2023/2024	2024/2025	2025/2026
Support (CUPE)	67.3	64.3	63.78
Teacher (includes Administration)	60	57.6	57.71

Teacher & Administration Populations > age 50

Table 6: Teachers > age 50			
	2024/2025	2025/2026	2026/2027
Teacher Population > age 50	89	101	119
Total % of Teachers > age 50	21.5%	25%	27%

Support Staff (CUPE) Populations > age 50

Table 7: Support Staff > age 50			
	2024/2025	2025/2026	2026/2027
Support Staff > age 50	70	109	127
Total % of Support Staff > age 50	49%	50.9%	51.8%

Average Age

Table 8: Average Age – All Staff			
	2024/2025	2025/2026	2026/2027
ATA	45	42.86	43.17
CUPE	45	49.68	49.16
Non-Unionized	Not Available	45.2	44.13

Professional Development (PD), Evaluations and Certifications

- As of June 26, 2026, PD related system entries totaled **1399** days for all teaching staff, a decrease of **76.84%** from 2024/2025 – **6041** PDs. The decrease is related to the new practice we shared with the Board last year of removing all meetings out of the PD system (previously all meetings/events went through the PD system to support absence tracking). This does not include the Division wide professional development days and start-up Days in the 2025/2026 school calendar.
- Support for new educators to Medicine Hat Public School Division was provided through the New Teacher Orientation held on August 24 and 25, 2026, with 24 participants in attendance.
- New Principals and Vice Principals will be supported by a collegial co-hort.
- Held three learning sessions focused on Compassionate Leadership: 2 with school administration, 1 with central office departments.

Staff Evaluation and Certification

Human Resources advises and supports Administrators in providing quality supervision and evaluation of staff in accordance with the Teacher Quality Standard and Leadership Quality Standard.

- Teacher Probationary Evaluations:
 - 2024-2025 – **14** Probationary evaluations completed
 - 2025-2026 – **22** Probationary evaluations completed
 - 2026-2027 – **32** Probationary evaluations to be completed this year

Table 9: Support Staff Evaluations			
Employee Group	2023/2024	2024/2025	2025/2026
CUPE (annual/bi-annual)	199	118	104
Probationary Evaluations	14	27	29

Teachers – Permanent Teaching Certification

A teacher in Alberta is eligible for Permanent Certification following 2 years of experience and following a successful evaluation and recommendation. The number of teachers who have their permanent teaching certifications are as follows:

Table 10: Teacher Certification (Permanent and Interim)			
	2024/2025	2025/2026	2026/2027
Permanent Certification	437	414	410
Interim Certification Extensions	14	23	36
Letter Of Authority	0	1	2

Table 11: Average years of service - All Staff		
	2025/2026	2026/2027
ATA	13.78	14.35
CUPE	9.25	10
Non-Unionized	8.33	8.77

Labour Relations Activities

Human Resources gathers information to report on trends and issues pertaining to the administration of the two collective agreements (ATA, CUPE). The Department, along with Finance leads the development of the Division's bargaining proposals.

Bargaining Updates

The Alberta Teachers' Association (ATA):

- Legislated Agreement expiring in August 2028

Canadian Union of Public Employees (CUPE):

- CUPE and MHPSD reached an agreement that will expire in August 2028.

Education Assistant & Teacher Compensation (2 largest employee groups)

Average Cost of an Education Assistant I & II

Table 12: Total Compensation

	2024/2025		2025/2026		2026/2027	
	EA I	EA II	EA I	EA II	EA I	EA II
Salary — includes 8% vacation pay	\$33,577	\$29,077	\$35,300	\$30,700	\$36,500	\$32,000
Benefits — includes EI/CPP/ASEBP	\$10,677	\$9,246	\$10,700	\$9,300	\$11,315	\$9,920
Total Salary & Benefits	\$44,254	\$38,323	\$46,000	\$40,000	\$47,815	\$41,920

Average Cost of a Teacher

Table 13: Total Compensation

	2024/2025	2025/2026	2026/2027
ATRF %	8.92%	8.92%	8.92%
ATRF \$\$	\$8,456.00	\$8,528.00	\$8,606.00
Total of Average Teacher Salary & Benefits	\$110,600.00	\$111,600.00	\$122,900.00
Total Salary, Benefits and ATRF	\$119,056.00	\$120,128.00	\$131,506.00

Teacher Education and Experience

Table 14: Teacher Experience and Years of Education

Teacher Distribution as of September 30, 2026 (FTE)					
		4 Yrs. Ed.	5 Yrs. Ed.	6 Yrs. Ed.	TOTAL
EXPERIENCE	0	10.8	0	1	11.80
	1	6	1.5	2	9.50
	2	2.5	2.6	0	5.10
	3	6.5	2	1.5	10.00
	4	5.75	0	4	9.75
	5	9.8	3	2	14.80
	6	7.5	3	2.5	13.00
	7	4	6	0	10.00
	8	4.5	7.5	3.5	15.50
	9+	67.5	106.63	118.05	292.18
	TOTAL	124.85	132.23	134.55	391.63

Play and Learn

Play and Learn Staffing

Licensed programming requires us to meet childcare ratios of 12:1 as well as having program assistants that are added to support individual student needs. With over **200** students enrolled, we currently have **17** programs in **10** schools with **26** staff in the Play & Learn programs. Staffing is comprised of:

- **8.5 FTE** Primary ECEs and **3.5 FTE** Program Assistants to support childcare ratios of 12:1
- **6.5 FTE** Program Assistants - Special Needs Assistants to support Complex individual students.