

# Town of Riverview

## Human Resources Monthly Report



To: Colin Smith, CAO

Prepared by: Tyla Finlay, Director HR

Date: February 19, 2019

Month & Year: February 2019

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### Section 1: Operational Dashboard

Metric	Year to Date	Previous YTD	Trend
Worksafe NB Lost Time Claims	1	2	<2018
Employee Placements	96	97	<2018
	Monthly Average	Yearly Average	Trend
Full-time Turnover Rate	0	1.02	<2018

### Recruitment Metrics

Position	Department	Posted	Status	Time to Fill
Engineer Technologist	Engineering & Public Works	01/11/2019	Conducting Interviews	
Clerk 1	Engineering & Public Works	01/15/2019	Bernie Parsons- February 11, 2019	27 days
Manager, Public Works	Engineering & Public Works	01/22/2019	Reviewing Applications	

### Summer Placements – Recruitment

All summer positions closed on February 11, 2019, currently reviewing resumes and scheduling interviews.

## Section 2: Status of Department's Annual Operational Priorities

Priority	Status
Lead Health & Safety Employee Engagement	<ul style="list-style-type: none"><li>• Employees participated in a Worksafe NB Survey based on the Pilot Program for Safety Leadership.</li><li>• Implementing a plan to update all existing Health and Safety Policies for 2019.</li></ul>
Review and Re-Evaluate Non-Bargaining Employee Performance Plan	<ul style="list-style-type: none"><li>• Training Sessions being conducted at end of February and beginning of March for all non-bargaining employees.</li><li>• First Check-Ins process will be at the end of March. Which will be conducted quarterly.</li></ul>
Lead enrichment of employee engagement and Wellness	<ul style="list-style-type: none"><li>• Continued to fostering employee relationship within departments</li><li>• Provided Coaching for other Directors in team building and relationship building.</li><li>• Encouraged Employee collaboration between different departments</li><li>• Training Survey has been delivered to Managers/Supervisors and Emerging Leaders within the Town to help coordinate training opportunities for 2019.</li></ul>
HR Operational Effectiveness	<ul style="list-style-type: none"><li>• Training to be conducted in Spring 2019</li><li>• HR Student has been selected to join HR team for 5 weeks for work term.</li><li>• New policies updated for April 1<sup>st</sup> – Violence and Harassment base on new legislated changes.</li></ul>

## Section 3: Other Notable Developments & Highlights for Council Attention

### Professional Development

**Jodi McMackin** has been elected the President of the CPHR NB Provincial Board.

**Tyla Finlay** attended (February 19) a Webinar on Complying with the New NB Workplace Anti-Violence & Harassment Requirements put on by McInnis Cooper. As of April 1, 2019, employers of New Brunswick employees must comply with new occupational health and safety law requirements specific to workplace violence and harassment. The new requirements make it clear that workplace violence and harassment is no joking matter: employers face new obligations to assess and mitigate the risks of workplace violence and harassment – and liability exposure under occupational health and safety laws for failing to do so

