

Town of Riverview

Human Resources Monthly Report



To: Colin Smith, CAO

Prepared by: Tyla Finlay, Director HR

Date: March 19, 2019

Month & Year: March 2019

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	Offer pending to candidate	
Manager, Public Works	Engineering & Public works	01/22/2019	Interviews scheduled	
Human Resources Advisor	Human Resources	03/07/2019	Applications open until March 21, 2019	
Utility Worker III	Parks, Recreation and Community Relations	03/06/2019	Screening applications	

Summer Placements – Recruitment

Interviews have been conducted for all Parks, Recreation and Community Relations and Economic Development Departments.

Currently 1 Summer Position currently posted for Engineering Student, for department of Engineering and Public Works.

Section 2: Status of Department's Annual Operational Priorities

Priority	Status
Lead Health & Safety Employee Engagement	<ul style="list-style-type: none"> Implementing a plan to update all existing Health and Safety Policies for 2019. Based on orders from Worksafe NB, updated all copies of the Occupational Health and Safety Act regulations for NB, working with departments on the lock out procedures updating the policy to be specific of machinery. Reinforced our code of practice on safeguard on machinery with departments. Also working with Parks and Rec and Public Works on the code of practice for pre-trip checks to be completed daily for all equipment. Work in partnership with JHSC, with new policies and conducting risk assessments for new policies.
Review and Re-Evaluate Non-Bargaining Employee Performance Plan	<ul style="list-style-type: none"> Training Sessions conducted for all non-bargaining employees on new Check-In process. First Check-Ins process are scheduled for all non-bargaining employees the week of March 25th. These will be conducted quarterly.
Lead enrichment of employee engagement and Wellness	<ul style="list-style-type: none"> Continued to fostering employee relationship within departments Provided Coaching for other Directors in team building and relationship building. Encouraged Employee collaboration between different departments Training Survey has been delivered to Managers/Supervisors and Emerging Leaders within the Town to help coordinate training opportunities for 2019. Aided in training session with Riverview Fire and Rescue on their new Charter and Values.
HR Operational Effectiveness	<ul style="list-style-type: none"> Training to be conducted in Spring 2019 HR Student has been selected to join HR team for 5 weeks for work term. New policies updated for April 1st – Anti-Violence and Harassment base on new legislated changes.