

# Town of Riverview

## Human Resources Monthly Report



To: Colin Smith, CAO

Prepared by: Tyla Finlay, Director HR

Date: April 15, 2019

Month & Year: April 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	95	97	<2018
	Monthly Average	Yearly Average	Trend
Full-time Turnover Rate	1.05	3.03	>2018

### Recruitment Metrics

Position	Department	Posted	Status	Time to Fill
Engineer Technologist	Engineering & Public Works	01/11/2019	Hired – Bernie Melanson (April 8 <sup>th</sup> , 2019)	87 days
Manager, Public Works	Engineering & Public works	01/22/2019	Hired – Geoff Crossman (April 23, 2019)	104 days
Human Resources Advisor	Human Resources	03/07/2019	Hired – Lauren MacDonald (May 6, 2019)	32 days
Utility Worker III	Parks, Recreation and Community Relations	03/06/2019	Hired – David Mullins (April 29, 2019)	98 days

### Summer Placements – Recruitment

45 Students have been hired for the 2019 Summer Season at this point. We currently are interviewing for 2 final vacancies (Outdoor Maintenance and Engineering Assistant.) Students will be starting between May 1<sup>st</sup> and June 17<sup>th</sup>, 2019.

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

Priority	Status
Lead Health & Safety Employee Engagement	<ul style="list-style-type: none"><li>• Implementing a plan to update all existing Health and Safety Policies for 2019.</li><li>• Based on orders from Worksafe 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.</li><li>• Work in partnership with JHSC, with new policies and conducting risk assessments for new policies.</li></ul>
Review and Re-Evaluate Non-Bargaining Employee Performance Plan	<ul style="list-style-type: none"><li>• First Check-In process was conducted the week of March 25<sup>th</sup>, all non-bargaining employees completed the process.</li><li>• Next sessions are scheduled for June.</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>• Labour Relations Meeting for both CUPE and IAFF were conducted this past month.</li><li>• Developing new orientation program for Students</li></ul>
HR Operational Effectiveness	<ul style="list-style-type: none"><li>• Training to be conducted in 2019 on HR Software</li><li>• HR Student has been selected to join HR team for 5 weeks for work term beginning May 13, 2019</li><li>• New HR Advisor will be starting with department effective May 6, 2019.</li></ul>

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

- Tyla Finlay attended a seminar on April 9<sup>th</sup>, 2019 presented by Dallas Mercer Consulting on “What employers need to know about their WorksafeNB costs”, seminar was on how WorksafeNB systems works, strategies for employers to lower costs, understanding appeals, cost relief, classification and Issue Resolution.

