

Town of Riverview

Human Resources Monthly Report



To: Colin Smith, CAO

Prepared by: Tyla Finlay, Director HR

Date: May 22, 2019

Month & Year: May 2019

Section 1: Operational Dashboard

Metric	Year to Date	Previous YTD	Trend
Worksafe NB Lost Time Claims	1	2	<2018
Employee Placements	98	97	>2018
	Monthly Average	Yearly Average	Trend
Full-time Turnover Rate	0	3.03	>2018

Recruitment Metrics

Position	Department	Posted	Status	Time to Fill
Casual Clerk Receptionist	Parks, Recreation and Community Relations	May 8, 2019	Screening candidates	On-going

Summer Placements – Recruitment

45 Students have been hired for the 2019 Summer Season at this point. Students will be starting between May 1st and June 17th, 2019.

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.Work on policy development for Extreme Heat Code of Practice.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"> • First Check-In process was conducted the week of March 25th, all non-bargaining employees completed the process. • Next sessions are scheduled for June.
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. • Labour Relations Meeting for both CUPE and IAFF were conducted this past month.
HR Operational Effectiveness	<ul style="list-style-type: none"> • Training to be conducted in 2019 on HR Software • HR Student started May 13th, 2019 • Lauren MacDonald, new HR Advisor started on May 6, 2019.