

Town of Riverview

Human Resources Monthly Report



To: Colin Smith, CAO

Prepared by: Tyla Finlay, Director HR

Date: June 17, 2019

Month & Year: June 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	Sheryl McNeil – Started June 17 th , 2019	40 days

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.EMO Picture ID cards are in process for all employees.

	<ul style="list-style-type: none"> • 26 Employees participated in their First Aid Training (1 day and 2 days course).
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. • Second Check-In process is scheduled from June 17th – July 5th. Additional training was offered for new employees that have started in 2019.
Lead enrichment of employee engagement and Wellness	<ul style="list-style-type: none"> • Summer 2019 Wellness Scorecard was introduced, this is a departmental and individual challenge issued out to all employees. • 68 Employees participated in the Frank L. Bowser Rebecca Schofield Play Park Build Week – we had over 400+ volunteer hours donated to the build. (June 4-7th, 2019) • 9 Employees participated in the United Way Day of Caring Event on Friday, June 14th, 2019. Employees did some much needed landscaping and gardening at the Salvation Army Lakeview Manor. • 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 • Post-Secondary Education, Training and Labour Grant being awarded to HR Graduate for the duration of 26 weeks to help HR Department on the HRIS Project.