

Town of Riverview

Human Resources Monthly Report



To: Colin Smith, CAO

Prepared by: Tyla Finlay

Date: September 16, 2019

Month & Year: July, August and September 2019

Section 1: Operational Dashboard

Metric	Current YTD	Previous YTD	Trend
Worksafe NB Lost Time Claims	2*	2	=2018
Employee Placements	101	97	>2018
	Monthly Average	Yearly Average	Trend
Full-time Turnover Rate	0	3.03	>2018

*1 LTC in July and 1LTC in August 2019

Recruitment Metrics

Position	Department	Posted	Status	Time to Fill
Causal Labourer	Parks, Recreation and Community Relations	July 2, 2019	Filled- B. Morehouse	37 days
Swim Instructors	Parks, Recreation and Community Relations	July 3, 2019	Filled- 13 positions	71 days
Pool Cashiers	Parks, Recreation and Community Relations	July 2, 2019	Filled-4 positions	70 days
Volunteer Firefighters	Riverview Fire and Rescue	July 5, 2019	Filled –9 positions	67 days
Casual Labourer	Parks, Recreation and Community Relations	July 31, 2019	Filled – W. Grattan & B. Schenkey	40 days
Water Control Technologist	Engineering and Public Works	August 28, 2019	Filled – Internal L. Gould	16 days
Skatepark & Youth Centre Attendant	Parks, Recreation and Community Relations	July 21, 2019	Offer being extended	

Communications Coordinator (Mat Leave)	Corporate Services	September 3, 2019	Posting closed Sept. 17 th	
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Section 2: Status of Department's Annual Operational Priorities

Priority	Status
Lead Health & Safety Employee Engagement	<ul style="list-style-type: none"> Completed EMO ID Cards – Pictures, designing and printing cards for all employees. Monthly JHSC meetings (Prepare report and any outstanding actions) Risk Assessment for violence and harassment project – file completed need to schedule dates for reviews to be conducted. Working with an expert in PTSD for first responders and creating a program for Fire with this expert. Reviewing all Health and Safety Policy currently at 73% completed. Large scope project started and will need to be completed in 2019, Work safe NB order for updated lockout and tag out procedure for all heavy equipment within the Town of Riverview (Specific for each piece).
Review and Re-Evaluate Non-Bargaining Employee Performance Plan	<ul style="list-style-type: none"> Third Check-in process has become from September 16-October 4th, 2019. All non-bargaining employees will meet with their Director, to see what progress has been made over this past quarter.
Lead enrichment of employee engagement and Wellness	<ul style="list-style-type: none"> Summer Wellness Scorecard was done, the most scorecards collected by department was awarded to the Parks and Recreation Department. Water Hydration challenged was conducted this summer for the month of July, winner was awarded a Soda Stream. Ally training was conducted by Ensemble Greater Moncton in August. 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 CUPE was not scheduled for July and August, IAFF had one meeting in June. Both are scheduled later this month.
HR Operational Effectiveness	<ul style="list-style-type: none"> Conducted Training for Public Works/Parks and Recreation Department on Respectful Workplaces Records Management - Completed the following in storage room 11 completed boxes for storage (currently 1 more in progress), 8 Boxes Semi-active (currently 1 more in progress), 95% terminations and

	<p>retirement files are stored and recorded correctly. Next steps scanning current files.</p> <ul style="list-style-type: none"> • Divided the HR Policies monthly to review – Human resources policies – 39 policies in total – 15 completed (39%). Goal to have all finished by November on track. • Gender Pronouns in email signature and business cards were introduced – 16 employees with email accounts will now be identifying their preferred pronoun. • Round Table discussion was conducted in July with Colin Smith (CAO) and group of employees representing different departments.
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Section 3: Other Notable Developments & Highlights for Council Attention

- **Student Profile for 2019 attached**

Report Approval Details

Document Title:	Human Resources July, August and September 2019.docx
Attachments:	- Student Profiles 2019.docx
Final Approval Date:	Sep 18, 2019

This report and all of its attachments were approved and signed as outlined below:

Colin Smith - Sep 18, 2019 - 1:42 PM