

Town of Riverview

Human Resources DEPARTMENT MONTHLY REPORT



To: Colin Smith, CAO

Prepared by: Tyla Finlay, Director HR

Date: October 22, 2019

Month & Year: October 2019

Section 1: Operational Dashboard

Metric	Current YTD	Previous YTD	Trend
Work safe 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

Recruitment Metrics

Position	Department	Posted	Status	Time to Fill
Instructor Dance Assistant (2)	Parks, Recreation & Community Relations	Sept. 18, 2019	Closed – E. Tracey & A. Clarke	15 days
Firefighter/Paramedic	Fire & Rescue	Oct. 1, 2019	Screening Candidates	
Communication Coordinator (Mat Leave)	Corporate Services	Sept. 3, 2019	Preparing offer	

Section 2: Status of Department's Annual Operational Priorities for 2015

Priority	Status
Lead Health & Safety Employee Engagement	<ul style="list-style-type: none"> Monthly JHSC meetings (Prepare report and any outstanding actions) Risk Assessment for violence and harassment project met with all departments, preparing final report. Reviewing all Health and Safety Policy currently at 85% completed. Large scope project started and will need to be completed in 2019, Work safe NB order for updated lockout and tag

	<p>out procedure for all heavy equipment within the Town of Riverview (Specific for each piece).</p> <ul style="list-style-type: none"> • Safety September challenge was introduced we had a large response of employees recognizing their peers on safe work practices-Fire and Rescue won the ice cream party. • 3 Members of the Joint Health and Safety Committee attended the Worksafe NB Conference October 9-11, 2019. (Lauren MacDonald, Theresa Butts, and David Candy)
Review and Re- Evaluate Non-Bargaining Employee Performance Plan	<ul style="list-style-type: none"> • Third Check-in process was extended until October 13, 2019. • All non-bargaining employees will meet with their Director, to see what progress has been made over this past quarter. • Training is scheduled for all Directors on October 24, 2019 in regards to final check-in process and performance ratings.
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 CUPE and IAFF were held this past month. • Fierce Conversation and civility training was conducted with Riverview Fire and Rescue department.
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 retirement files are stored and recorded correctly. • Divided the HR Policies monthly to review – Human resources policies –39 policies in total – 15 completed (39%). Goal to have all finished in November on track. • Round Table discussion was conducted in September with Colin Smith (CAO) and group of employees representing different departments. • Lauren MacDoanld attended the Monthly CPHRNB Meeting “Tools and Tips to help tackle tough Terminations”

