

Town of Riverview

HR DEPARTMENT MONTHLY REPORT



To: Colin Smith, CAO

Prepared by: Tyla Finlay, Director HR

Date: June 21, 2022

Month & Year: June 2022

Section 1: Operational Dashboard

| Metric | Current YTD | Previous YTD | Trend |
|------------------------------|-----------------|----------------|-------|
| WorkSafe NB Lost Time Claims | 0 | 3 | <2021 |
| Employee- Fulltime | 100 | 101 | >2021 |
| | Monthly Average | Yearly Average | Trend |
| Full-Time Turnover Rate | 1.03 | 1.01 | >2021 |

Recruitment Metrics

| Position | Department | Posted | Status | Time To Fill |
|---|---|-------------------|---|--------------|
| Recreation Worker - Aquatics | Parks, Recreation and Community Relations | January 28, 2022 | Reposted | |
| Deputy Fire Chief – Fire Prevention | Riverview Fire and Rescue | February 22, 2022 | Filled – J. Malloy | 111 days |
| Communications Manager | Corporate Services | March 1, 2022 | Filled- A. Barron | 97 days |
| Summer Student Positions | Various Departments | December, 2021 | 2 Outdoor Maintenance Students - interviewing | |
| Working Foreman | Engineering and Public Works | May 2, 2022 | Offer Extended- Internally | |
| Deputy Fire Chief of Operations | Riverview Fire and Rescue | May 16, 2022 | Interviewing | |
| Director of Finance | Finance | May 31, 2022 | Posted | |
| Clerk Receptionist – Finance – 4 months | Finance | June 9, 2022 | Posted | |

Section 2: Status of Department's Operational Priorities for 2022

| Priority | Status |
|--|--|
| Lead Occupational Health and Safety | <ul style="list-style-type: none"> • Monthly JHSC meeting (Prepare reports and any outstanding actions). • Work with Worksafe NB on 1 lost time injuries from 2021. • WHMIS Training for all employees • First Aid Training for all departments • Created new communications regarding new regulations. • Updated communicable disease prevention plan for Covid-19. • Created and Distributed updates policies and ensured it was included in operational plan for all sites. • Training scheduled for 2022 for Health and Safety for employees |
| Maintaining and overseeing Labour Management, Performance, Compensation and Benefits | <ul style="list-style-type: none"> • Opening Q2 check-ins June 24, 2022, for non-bargaining employees. Support those employees who are new to the process or need some guidance. • Labour Management with IAFF and CUPE Attend monthly meetings for both IAFF and CUPE, Actions agenda issue pertaining to HR prior to next meeting • Labour Management- Employee Performance with 3 employees. • Benefits renewal process with Director of Finance has begun for 2022 process. |
| Lead enrichment of employee engagement and Wellness | <ul style="list-style-type: none"> • Launching a summer challenge for Wellness. • Continued to fostering employee relationship within departments • Provided Coaching for other Directors in team building and relationship building. • Encouraged Employee collaboration between different departments. • EAP communications and increased support for all employees and families. |
| HR Operational Management and Oversight | <ul style="list-style-type: none"> • Conducting interviews for the above posted postings, prepared questions and scheduling. • Training scheduled developed for employees in 4 different sessions for the History of Aboriginal Peoples. 3 sessions held to date. • Implementing the 4 Day Compressed Work Week starting June 6, 2022. |

Report Approval Details

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|----------------------|----------------------------------|
| Document Title: | HR Monthly Report June 2022.docx |
| Attachments: | |
| Final Approval Date: | Jun 22, 2022 |

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

Colin Smith - Jun 22, 2022 - 11:31 AM