

# 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

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

### Report Approval Details

Document Title:	HR Monthly Report June 2022.docx
Attachments:	
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This report and all of its attachments were approved and signed as outlined below:

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