

Town of Riverview

HR DEPARTMENT MONTHLY REPORT



To: Colin Smith, CAO

Prepared by: Tyla Finlay, Director HR

Date: September 16, 2022

Month & Year: July, August, and September 2022

Section 1: Operational Dashboard

July-September 2022

Metric	Current YTD	Previous YTD	Trend
WorkSafe NB Lost Time Claims	*1	3	<2021
Employee- Fulltime	103	101	>2021
	Monthly Average	Yearly Average	Trend
Full-Time Turnover Rate	1.03	1.01	>2021

*1 – Employee has since returned to full duties

Recruitment Metrics

Position	Department	Posted	Status	Time To Fill
Recreation Worker - Aquatics	Parks, Recreation and Community Relations	January 28, 2022	Closed – H. Reinsborough	202 days
Deputy Fire Chief of Operations	Riverview Fire and Rescue	May 16, 2022	Closed-G. Fisher	35 days
Director of Finance	Finance	May 31, 2022	Closed-S. Parlee	112 days
Clerk Receptionist – Finance – 4 months	Finance	June 9, 2022	Closed-P. LeBlanc	42 days
Volunteer Firefighter	Fire	August 24, 2022	Posted	
Swim Instructor/Lifeguard	Parks, Recreation and Community Relations	June 28, 2022	Closed-10 employees	78 days
Pool Cashier	Parks, Recreation and Community Relations	August 22, 2022	Closed-4 employees	23 days
Equipment Operator	Engineering & Public Works	July 7, 2022	Closed-R. McLean	20 days

Supervisor, Parks, and Recreation	Parks, Recreation and Community Relations	July 26, 2022	Closed- D. Horsman	20 days
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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 injury. WHMIS Training for all employees First Aid Training for all departments Training scheduled for 2022 for Health and Safety for employees. Facility a new online program for safety checks
Maintaining and overseeing Labour Management, Performance, Compensation and Benefits	<ul style="list-style-type: none"> Closed Q2 check-in, 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 5 employees. Benefits renewal process with Director of Finance was completed in early July. Retirement Plans and discussions with 3 employees – 1 retirement in September 2022. Completed 2 Compensation Surveys – (Moncton and Grandbay-Westfield)
Lead enrichment of employee engagement and Wellness	<ul style="list-style-type: none"> Launched a summer challenge for Wellness- Announced 2 winners. 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. Organized Town of Riverview representation for Greater Moncton Pride Parade
HR Operational Management and Oversight	<ul style="list-style-type: none"> Conducting interviews for the above posted postings, prepared questions and scheduling – Large recruitment volume over summer months. Training scheduled developed for employees in 4 different sessions for the History of Aboriginal Peoples. 3 sessions held to date. 4th training to be held Sept. 28, 2022 Implementing the 4 Day Compressed Work Week pilot starting June 6, 2022. Introduced survey to employees and implemented extension for trial period for 4 Day Compressed Work Week until October 11, 2022.

Report Approval Details

Document Title:	July, August and September 2022- HR.docx
Attachments:	
Final Approval Date:	Sep 20, 2022

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

Colin Smith - Sep 20, 2022 - 9:03 AM