

Town of Riverview

Human Resources Monthly Report



To: Colin Smith

Prepared by: Tyla Finlay

Date: September 19, 2017

Month & Year: July-September 2017

Section 1: Operational Dashboard

Metric	July YTD	Previous YTD	Trend
WorkSafe NB Lost Time Claims	0	2	<2016
Employee Placements	98	93	>2016
	Monthly Average	Yearly Average	Trend
Full-time Turnover Rate	0	1.02	<2016

- Note Casual Employment for July was 113 (Majority Student Positions)

Metric	August YTD	Previous YTD	Trend
WorkSafe NB Lost Time Claims	0	2	<2016
Employee Placements	98	93	>2016
	Monthly Average	Yearly Average	Trend
Full-time Turnover Rate	0	1.02	<2016

- Note Casual Employment for August was 113 (Majority Student Positions)

Metric	September YTD	Previous YTD	Trend
WorkSafe NB Lost Time Claims	0	2	<2016
Employee Placements	99	93	>2016
	Monthly Average	Yearly Average	Trend
Full-time Turnover Rate	0	1.02	<2016

- Note Casual Employment for September is 59 (Majority are Aquatics Employees)

Section 2: Status of Department's Annual Operational Priorities

Lead Health & Safety employee engagement	<ul style="list-style-type: none"> Continuing with our commitment in participating with the Safety Leadership Pilot Program with WorkSafe NB and Robert Lennon the next session is scheduled on September 27, 2017, which we will be learning about Hazard ID. Increase in Safety Contacts conducted throughout Summer Months, Directors/Supervisors/Managers reached out to employees to give positive feedback about Safety Procedures. Fire Extinguisher training conducted June and July for Employees 4 Workplace Harassment Seminars scheduled in September
Implement competency-based employee performance management system	<ul style="list-style-type: none"> On-going, employees are continuing to work on plans.
Lead enrichment of employee engagement	<ul style="list-style-type: none"> Launched "Summer Fling Challenge" (June 21-September 4th), individual prize was awarded to Amy McLaughlin for participating in 15/22 activities. There was a tie for 1st place for department between Parks and Recreation and Engineer & Public Works. We have a tie breaker challenge happening on September 22, 2017. New Volunteerism Policy - Employees have worked over 98 hours volunteering in our community since June, utilizing our new policy.

Section 3: Other Notable Developments & Highlights for Council Attention

The following table summarizes recruitment activity from June –September 2017:

Position	Department	Screening/Interviewing	Successful Candidate
Payroll Administrator	Finance	Completed	Brody McKay – Started Sept. 11, 2017
Aquatics – Pool Cashier/Swim Instructor/Guard	Parks and Recreation & Community Relations	Completed	5 New Employees have started.
Assistant Dance Instructor	Parks and Recreation & Community Relations	Completed	1 New Employee will be starting Sept. 23 rd .
Casual – Clerk Receptionist 6 Month Term Position	Parks and Recreation & Community Relations	On-going	On-going

Professional Development:

Tyla Finlay participated (July 28th, 2017) in Webinar on Work with Pride - Unpacking Gender Discrimination at Work from McInnis Cooper - On June 19, 2017, the Canadian Human Rights Act changed to expressly prohibit discrimination on the basis of gender identity and gender expression, both reflecting – and driving – changing societal attitudes around gender issues.

Tyla Finlay participated in training session with Diamond Municipal Solutions – HRIS Myway on August 24th.

Report Approval Details

Document Title:	HR Monthly Report for September 2017.docx
Attachments:	
Final Approval Date:	Sep 20, 2017

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

Colin Smith - Sep 20, 2017 - 3:00 PM