

# Town of Riverview

## HR DEPARTMENT MONTHLY REPORT



To: Colin Smith, CAO

Prepared by: Tyla Finlay, Director HR

Date: January 17, 2023

Month & Year: December 2022 and January 2023

### Section 1: Operational Dashboard

#### December 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	0.97	1.01	<2021

\*1 – Employee has since returned to full duties

#### January 2023

Metric	Current YTD	Previous YTD	Trend
WorkSafe NB Lost Time Claims	0	1	<2022
Employee- Fulltime	102	103	<2022
	Monthly Average	Yearly Average	Trend
Full-Time Turnover Rate	0	1.05	<2022

### Recruitment Metrics

Position	Department	Posted	Status
HR Advisor	Human Resources	October 6, 2022	Filled – M. Zatout
Clerk Receptionist-Aquatics	Parks, Recreation and Community Relations	Sept. 28, 2022	Filled- S. Klompmaker
Volunteer Firefighter	Fire	August 24, 2022	Filled – 13 positions
Paramedic/Firefighter	Fire	November 15, 2022	Reviewing Candidates

## 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 injury.</li> <li>• WHMIS Training for all employees</li> <li>• First Aid Training for all departments</li> <li>• Training scheduled and completed for 2022 for Health and Safety for employees.</li> <li>• Facilitate a new online program for safety checks</li> <li>• Reviewing vaccination process for Public Works Employees</li> <li>• Implementing new vaccination process for Parks and Recreation Employees assigned to arena</li> </ul>
Maintaining and overseeing Labour Management, Performance, Compensation and Benefits	<ul style="list-style-type: none"> <li>• Open and Closed Q4 check-in, for non-bargaining employees. Support those employees who are new to the process or need some guidance.</li> <li>• Performance Year-end review process completed</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 2 employees.</li> <li>• Benefits renewal process with Director of Finance was completed in early July.</li> <li>• Retirement Plans and discussions with 3 employees – 1 retirement in December 2022.</li> </ul>
Lead enrichment of employee engagement and Wellness	<ul style="list-style-type: none"> <li>• Launched New Employee Recognition Program. October, November and December winners recognized.</li> <li>• Continued to foster 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> <li>• Conducted learning sessions for hourly employees on email log-ins for Public Works and Parks and Recreation departments.</li> <li>• Introduced new employee communication screens at the operations centre and arena for employee announcements, upcoming events etc.</li> <li>• With the support of IT Manager sent out employee engagement information for employees for Bell Services.</li> <li>• Launched giving back month for December.</li> </ul>

<p>HR Operational Management and Oversight</p>	<ul style="list-style-type: none"> <li>• Conducting interviews for the above posted postings, prepared questions and scheduling.</li> <li>• Supported new hiring process for aquatics staff.</li> <li>• Orientation sessions for new employees</li> <li>• Attended Atlantic Canada Compensation Review recap</li> <li>• Long Service Awards Preparation for employees reaching milestones.</li> <li>• Attended the EDI committee meeting</li> </ul>
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