

Town of Riverview

Human Resources Monthly Report



To: Colin Smith, CAO

Prepared by: Tyla Finlay,

Date: January 16, 2018

Month & Year: December 2017 & January 2018

Section 1: Operational Dashboard – December 2017

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

Section 1: Operational Dashboard – January 2018

Metric	Current YTD	Previous YTD	Trend
WorkSafe NB Lost Time Claims	0	0	<2017
FT Employee Placements	96	98	<2017
	Monthly Average	Yearly Average	Trend
Full-time Turnover Rate	1	1.02	=2017

Section 2: Status of Department's Annual Operational Priorities

Priority	Status
Lead and Promote Health & Safety and Wellness	<ul style="list-style-type: none"> Continuing with our commitment in participating with the Safety Leadership Pilot Program with WorkSafe NB and Robert Lennon as he will be our guest speaker for Town Hall Meeting in February to explain what has transpired over 2017 with Leadership team. Safety Talk Topics have been sent out for year – New in 2018 Supervisors are to keep track of attendance at each session and send to HR once a month. – New Program/Ideas being generated on how to present topics each

	<p>month, we will be building a catalogue of resources/approaches for departments.</p> <ul style="list-style-type: none"> Launched New Year's Resolution Contest, asking employees to identify 3 Wellness Goals for 2018. Contest Deadline is Jan. 31.
Review and Re-Evaluate Non-Bargaining Employee Performance Plan	<ul style="list-style-type: none"> Reviewing existing Performance Review Program which was recently completed for 2017 In extension review compensation Grades/Steps program Contacting external companies to help with review process
Lead enrichment of employee engagement and Collaboration	<ul style="list-style-type: none"> Roundtable discussion – was completed in December 2017 great conversation and an opportunity to meet with Colin in a small group and interaction with different departments. Open House for Students was scheduled on Dec. 28th, provided an opportunity for students to come and meet with HR Department and Representatives from Parks and Recreation on job opportunities within the town. 50+ students attended event. Giving Back Month- December – Scheduled events and activities for employees to give back and contribute to our community.
HR Operational Effectiveness	<ul style="list-style-type: none"> Implementation of HRIS software – on-going working on plans for project

Section 3: Other Notable Developments & Highlights for Council Attention

Recruitment

The following table summarizes recruitment activity in **January 2018**:

Position	Department	Screening/Interviewing	Successful Candidate
Manager, Recreation Facilities and Assets	Parks and Recreation	2 nd Interviews scheduled	
Facilities Coordinator	Corporate Services	Screening Applications	
Firefighter/Paramedic	Fire	Testing Applicants	
Lifeguard	Parks and Recreation	Reference Checks	
Community Economic Development Officer	Economic Development	Job Posted until end of Jan.	

Student Recruitment

Recruitment for summer positions have started for the Town of Riverview in their various roles. We have launched a new branding campaign with our student recruitment. The following events have been scheduled for December 2017 and January 2018 – All Student positions are open until **February 9th, 2018.**

Scheduled Recruitment Events

December 28th – Student Open House – Town Hall

January 18th – Moncton High School – Job Fair

January 19th – Riverview High School – Job Fair

January 23rd – Crandall University – Job Fair

January 25th – Université de Moncton

January 31st – Mount Allison University

Professional Development

Myself, Jodi McMackin, Colin Smith, Annette Crummey, Chief Pleau, Robert Higson, Michel Ouellet, Karen Thompson, Paulette Tingley, Nathan Orr, David Shea, Paul Richard, and Stephen LeBouthillier attended The Moncton Chapter of Chartered Professionals in Human Resources seminar on January 16th on Building a High Performing, Resilient Workforce in the Face of Change.

Guest Facilitator was Dr. Bill Howatt who is known as one of Canada's top experts in mental health issues in the workplace. To successfully navigate today's pace of change organizations need to better understand the impact of change on employee's mental, physical, life, and work health and the critical connection between an individual's coping skills and resiliency with their performance in the workplace.

Report Approval Details

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

Colin Smith - Jan 17, 2018 - 10:36 AM