

# Town of Riverview

## Human Resources Monthly Report



To: Colin Smith

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Date: February 21, 2018

Month & Year: February 2018

### Section 1: Operational Dashboard

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

### Section 2: Status of Department's Operational Priorities for 2018

Priority	Status
Lead and Promote Health & Safety and Wellness	<ul style="list-style-type: none"> <li>Robert Lennon joined us for our Town Hall meeting with all employees explaining the Safety Leadership Program that all supervisors, managers and directors participated in 2017.</li> <li>Completed the Safety Contact sheet for all leaders to use out in the "Field"</li> <li>Governance Committee met to continue with the development and program established.</li> <li>New Year's Resolution Contest – Brent Greer won he identified his Wellness Goals for 2018.</li> <li>3 Employees will be attending the DEKRA Safety Conference as representatives of the Town of Riverview in March.</li> </ul>
Review and Re-Evaluate Non-Bargaining Employee Performance Plan	<ul style="list-style-type: none"> <li>Reviewing existing Performance Review Program which was recently completed for 2017</li> <li>Review compensation Grades/Steps program</li> <li>Contacting external companies to help with review process</li> </ul>
Lead enrichment of employee engagement	<ul style="list-style-type: none"> <li>Town Hall Meeting scheduled on Feb. 6<sup>th</sup> which all employees were invited to attend (2 sessions).</li> <li>Overview conducted by all Directors on what is happening in 2018.</li> </ul>

HR Operational Effectiveness	<ul style="list-style-type: none"> <li>• Implementation of HRIS software – on-going working on plans for project</li> <li>• Interviewing HR Intern from NBCC for Work Term main responsibility of student will be aiding in the implementation of this project.</li> </ul>
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### Section 3: Other Notable Development & Highlights for Council's Attention:

#### Staffing:

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

Position	Department	Screening/Interviewing	Successful Candidate
Manager, Recreation Facilities and Assets	Parks and Recreation	Currently checking References	On-going
Firefighter/Paramedic	Fire	Completed	Ben LeBlanc
Community Economic Development Officer	Economic Development	Screening	On-going
Facility Coordinator	Corporate Services	2 <sup>nd</sup> Interviews Scheduled	On-going

#### Student Recruitment

Recruitment for summer positions have started for the Town of Riverview in their various roles.. The following events have been scheduled for February 2018 – All Student positions are open until February 9th, 2018.

Scheduled Recruitment Events  
February 5th and 6th – Holland College/UPEI

February 7th – Mount Saint Vincent University

February 8th – Dalhousie Career Fair

With our extended efforts to recruit a wider applicant pool for summer students, we have increased the numbers by 36% over last year with the numbers of applicants as high as it's been since the previous 6 years.