

# Town of Riverview

## Human Resources Monthly Report



To: Colin Smith, CAO

Prepared by: Tyla Finlay, Director HR

Date: March 20, 2018

Month & Year: March 2018

### Section 1: Operational Dashboard

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

### Section 2: Status of Department's Annual Operational Priorities

Priority	Status
Lead and Promote Health & Safety	<ul style="list-style-type: none"> <li>Ordered Safety Vision Posters for all Town Facilities.</li> <li>Rolling out Completed the Safety Contact sheet for all leaders to use out in the "Field"</li> <li>3 Employees (Jodi McMackin, Nathan Orr and David Shea) attended the DEKRA Safety Conference as representatives of the Town of Riverview the week of March 12<sup>th</sup>. They will be providing a presentation on what they learnt at the Directors Meeting.</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 and Wellness	<ul style="list-style-type: none"> <li>March is Nutrition Month- We have introduced "Try-It Tuesday" in which we have provided, we'll have snack samples for all employees that are nutritious and maybe a bit outside of the box. The point is to get you to try something new and nutritious that you might not normally pick up at the grocery store. We'll be partnering with local</li> </ul>

	entrepreneurs who are focused on foods that contribute to your health and wellness. To date we had “Super Seed Protein Balls” from Nirvana Nutrient, Hummus from Juno’s Whole Foods, and Raw Juice from Revivd.
HR Operational Effectiveness	<ul style="list-style-type: none"> <li>• Implementation of HRIS software – Currently have a HRIS system connected with accounting system (DIAMOND) we will be implementing the HRIS of this database, the main action will be uploading employee information into this system transferring from a paper file system to an electronic system.</li> <li>• A NBCC HR Student will be joining us in May for a 5 week work term, he will be working on collecting and inputting the data needed to be inputted into the HRIS System.</li> <li>• We have applied for a grant from the Youth Employment Fund (Contract for 6 month for a new Grad) for this project to aid in the launch and implementation of this project.</li> </ul>

**Section 3: Other Notable Developments & Highlights for Council Attention**

Position	Department	Status Update
<b>Manager, Recreation Facilities &amp; Assets</b>	Parks, Recreation & Community Relations	Offer Accepted – Candidate starting May 2018
<b>Community Economic Development Officer</b>	Economic Development	Interviewing short listed Candidates
<b>Facility Coordinator</b>	Corporate Services	Offer Accepted – Candidate starting April 2018

**Student Recruitment**

All Summer Student Positions interviews have been completed as of March 9<sup>th</sup>, 2018. Job postings opened December 27<sup>th</sup>, 2017 kicked off with our Open House Event and closed February 9, 2018. We had an increase of 36% more applications from the previous years.

Currently 75% of offers have been extended and accepted, completing last steps of reference checks and offers over the next two weeks.

**Professional Development**

Jodi McMackin, Nathan Orr, and David Shea attended the DEKRA Safety Conference the week of March 12<sup>th</sup> thru 16<sup>th</sup>. The Safety in Action conference is the largest frontline employee safety conference in the

world. For 30 years, the conference has created networking and learning opportunities among employee teams, supervisors, and managers from across diverse industries and regions. Workshops and sessions are offered across a range of safety-related topics with an emphasis on practical application, employee engagement, and continuous improvement.