

Town of Riverview

Human Resources Monthly Report



To: Colin Smith, CAO

Prepared by: Tyla Finlay, Director, HR

Date: April 18, 2017

Month & Year: April 2017

Section 1: Operational Dashboard

Metric	Current YTD	Previous YTD	Trend
WorkSafeNB Lost Time Claims	0	2	<2016
Employee Placements	97	93	>2016
	Monthly Average	Yearly Average	Trend
Full-time Turnover Rate	0	1.02	<2016

Section 2: Status of Department's Annual Operational Priorities for 2017

Priority	Status
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. Scheduled for April 28th, 1st workshop in series – Foundations. Health and Safety Program has been updated for 2017, new packages have been distributed to all departments. First Aid Training and Refreshers completed week of April 6th. Goal is to have 80% trained employees – currently we have 61% trained employees.
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"> Winter Play Department Challenge Winner – Gerry C, celebrated his department winning by having a lunch for all employees in Parks and Rec. Employee Roundtable session was completed – April 12th all departments were represented – Great Discussion. Next session to be scheduled for July 2017. Working Relationship Committee established for Fire Department with Career and Volunteers. This will be a monthly scheduled meeting for members to discuss opportunities for employee engagement between both groups. Volunteerism policy for all employees created. Roll-out coming in next two weeks.

Section 3: Other Notable Developments & Highlights for Council Attention

The following table summarizes recruitment activity in **April 2017**:

Position	Department	Successful Candidate	Appointment Date
Municipal Engineer	Engineering & Public Works	On-going	On-going

Student Employment Program:

Visitors Information Center Counselor (1 Vacancy)

Professional Development:

Jodi McMackin and Tyla Finlay participated in a Webinar (March 29th) by McInnis Cooper “Nip it in the Bud: Preparing for the Workplace Impact of Marijuana Legalization” Recreational marijuana isn’t legal yet - but much of the associated stigma with its use is already gone, usage is up, and employers are feeling the workplace effects.

Jodi McMackin attended the HRANB – Diversity – Getting your Existing Workforce on Board (April 18th) Recognizing the need to diversify a workplace is one thing, but how do you get your existing workforce on board? This session will explore practical strategies to enable your workforce to feel more comfortable working with those who are different than them. Discover how to cross gender and ethnic lines with the goal of achieving balance and perspective among your team members.

Report Approval Details

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

Colin Smith - Apr 19, 2017 - 12:10 PM