

Town of Riverview

Human Resources Monthly Report



To: Colin Smith, CAO

Prepared by: Tyla Finlay, Director HR

Date: April 16, 2018

Month & Year: April 2018

Section 1: Operational Dashboard

Metric	Current YTD	Previous YTD	Trend
WorkSafeNB Lost Time Claims	0	0	<2017
Employee Placements	98	98	=2017
	Monthly Average	Monthly Average	Trend
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">Safety Vision Posters have been ordered for all Town Facilities.Rolling out Completed the Safety Contact sheet for all leaders to use out in the "Field"In the process of reviewing Health and Safety Policy binder for updates for 2018.
Review and Re-Evaluate Non-Bargaining Employee Performance Plan	<ul style="list-style-type: none">Reviewing existing Performance Review ProgramReview compensation Grades/Steps programMeeting with External Contractor this week to help with this initiative and get quotes on services.
Lead enrichment of employee engagement and Wellness	<ul style="list-style-type: none">March was Nutrition Month- We have wrapped up the last week of March for "Try-It Tuesday" which we have provided seed packages for employees to grow their own vegetables this summer. We partnered with Rainbow Seeds and encouraged employees to visit the NBFood Security pledge.April is Earth Month and we are encouraging The Green Acts and

	<p>employees to participate in our Cleanup Day On April 19th.</p> <ul style="list-style-type: none"> • A Lunch and Learn was held at the Fire Station with Shift 2, in which we reviewed our Health Benefits, Wellness Benefits and Worker Compensation, and Disability Benefits.
HR Operational Effectiveness	<ul style="list-style-type: none"> • 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. • 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. • We have been awarded 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. Currently reviewing contract and will be extending to candidate from the program. (Youth Employment)

Section 3: Other Notable Developments & Highlights for Council Attention

Position	Department	Status Update
Manager, Recreation Facilities and Assets	Parks, Recreation and Community Relations	Offer Accepted- Candidate starting in May
Community Economic Development Officer	Economic Development	Reposted Role April 15, 2018
Utility Worker III	Parks, Recreation and Community Relations	Screening Applications

Student Recruitment

All Summer Student Positions interviews have been completed as of March 9th, 2018. Job postings opened December 27th, 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.

All offers have been extended and accepted, as of April 6th, 2018

Professional Development

17 Employees are attending a Mindful Supervisor training session with Family Plus (Our EAP Provider) April 18th, 2018 this is a rescheduled session from March.