

# Town of Riverview

## Human Resources Monthly Report



To: Colin Smith, CAO

Prepared by: Tyla Finlay

Date: May 23, 2018

Month & Year: May 2018

### Section 1: Operational Dashboard

Metric	Current YTD	Previous YTD	Trend
WorkSafe NB Lost Time Claims	0	0	<2017
Employee Placements	99	98	>2017
	Monthly Average	Yearly Average	Trend
Full-time Turnover Rate	0	1.02	=2017

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

Priority	Status
Lead Health & Safety employee engagement	<ul style="list-style-type: none"> <li>Safety Vision Posters have been ordered for all Town Facilities.</li> <li>In the process of reviewing Health and Safety Policy binder for updates for 2018 to be completed by June.</li> <li>Reviewing and updating – 2 Policies (Vaccinations, and Working Alone)</li> <li>All employees who requested 1<sup>st</sup> Aid training are currently attending session this month and finishing up in June.</li> </ul>
Review and Re-Evaluate Non-Bargaining Employee Performance Plan	<ul style="list-style-type: none"> <li>Evaluate Non-Bargaining Employee Performance Plan</li> <li>Reviewing existing Performance Review Program</li> <li>Review compensation Grades/Steps program</li> <li>Met with External Contractor who is providing a quote on helping evaluate existing system and external market analysis.</li> </ul>
Lead enrichment of employee engagement and Wellness	<ul style="list-style-type: none"> <li>Continued to fostering employee relationship within departments</li> <li>Provided Coaching for other Directors in team building and relationship building</li> <li>Encouraged Employee collaboration between different department</li> </ul>
	<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> </ul>

	<ul style="list-style-type: none"> <li>A NBCC HR Student (J. King) has joined us 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> </ul>
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### Section 3: Other Notable Developments & Highlights for Council Attention

#### Staffing:

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

Position	Department	Screening/Interviewing	Successful Candidate
Economic Development Coordinator	Economic Development	Interviewing	
By-Law Enforcement Officer	Corporate Services	Applications Closing May 25, 2018	
Casuals	Public Works & Parks, Recreation & Community Relations	Screening Applications	

#### Student Recruitment

The Town has been approved for a total of \$78, 396.08 in wage subsidies to date through:

- Student Employment Experience Development (SEED)- Government of New Brunswick (4 positions)
- Youth Employment Fund- Government of New Brunswick (3 positions)
- Green Jobs Initiative- Canadian Parks and Recreation Association (1 position)
- Canada Summer Jobs- Government of Canada (16 positions)

#### Professional Development:

Tyla Finlay attended a workshop provided by the **River of Pride and AIDS Moncton on LGBTQ+ Allyship**. This workshop provided training to support employees and/or public residents that the Town of Riverview can offer and ensure a safe and inclusive space for all and aided our commitment to learning more about the LGBTQ+ community. Tyla Finlay and Meghan Cross are both certified “Ally Safe Spaces”.

**CPHRNB Horizons Conference May 8- 10**

Workshops focused on employee engagement, psychological health and safety, leadership and workplace wellness. Jodi sits on the Board of Directors as President Elect of CPHR New Brunswick

**Building a Strong Foundation for Employee Wellness and Engagement with John Oxner- April 24 and**

May 1 Hosted at the Town of Riverview through CPHRNB Moncton

Topics on employee recognition and connection, servant leadership and employee engagement

Jodi is the current President of CPHRNB Moncton

**NBCC Human Resources Management Industry Project Presentation**

One Workforce: Multiple Ways- Employee Engagement, Mental Health, Shortage of No-Skill Workers and the GIG Economy HR Intern, Joshua King collaborated on this project