

# Town of Riverview

## Human Resources Monthly Report



To: Colin Smith, CAO

Prepared by: Tyla Finlay

Date: May 15, 2017

Month & Year: May 2017

**COW 05/23/2017 - 7g.1**

### Section 1: Operational Dashboard

Metric	Current YTD	Previous YTD	Trend
WorkSafe NB Lost Time Claims	0	2	<2016
Employee Placements	98	93	>2016
	Monthly Average	Yearly Average	Trend
Full-time Turnover Rate	0	1.02	<2016

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

Priority	Status
Lead Health & Safety employee engagement	<ul style="list-style-type: none"> <li>Continuing with our commitment in participating with the Safety Leadership Pilot Program with WorkSafe NB and Robert Lennon the next session is scheduled in June. (Finalizing availability).</li> <li>Incident Investigation Training was conducted the week of May 1, 2017. We had 21 employees attend the sessions (Directors, JHSC Members, and Supervisors/Managers).</li> <li>De-Escalating Potentially Violent Situations Training was held May 10, 2017 this was attended by 21 employees (Representatives from all departments)</li> </ul>
Implement competency-based employee performance management system	<ul style="list-style-type: none"> <li>On-going, employees are continuing to work on plans.</li> </ul>
Lead enrichment of employee engagement	<ul style="list-style-type: none"> <li>New Employee Announcement Format – Includes Picture of new employee. This was in response to suggestions made at Round Table Discussions to ensure all employees could put a face to a name.</li> <li>Volunteer Policy – New policy was announced April 26<sup>th</sup>, the feedback from employees have been positive and appreciative for this initiative.</li> </ul>

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

#### Staffing:

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

Position	Department	Screening/Interviewing	Successful Candidate
Casual Employee – 17 applications	Engineering & Public Works	On-going	On-going
Skatepark & Youth Centre Attendance- 5 applications	Parks and Recreation & Community Relations	On-going	On-going

#### Student Recruitment

19 of our 59 Students have started with the Town of Riverview in their various roles. The rest of the students will be starting over the next few weeks.

#### Professional Development:

Tyla Finlay attended ***Strategic Grievance Management Workshop***, this was instructed by the Industrial Relations Branch of the Post-Secondary Education, Training and Labour Department for NB. The course was on Understanding of grievance procedures and how they relate to collective bargaining.