

# Town of Riverview

## Human Resources Monthly Report



To: Colin Smith, CAO

Prepared by: Tyla Finlay, Director HR

Date: September 14, 2018

Month & Year: September 2018

### Section 1: Operational Dashboard

Metric	July 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

Metric	August 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

Metric	September YTD	Previous YTD	Trend
WorkSafe NB Lost Time Claims	0	0	=2017
Employee Placements	98	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 received for all Town Facilities and are in the process of being put up.</li> <li>82% of current permanent full time staff are certified First Aid/CPR providers. This is beyond our emergency responders in Aquatics and Fire &amp; Rescue and those in part time roles</li> </ul>

	working directly with vulnerable populations.
Review and Re-Evaluate Non-Bargaining Employee Performance Plan	<ul style="list-style-type: none"> <li>• External Contractor and HR have begun the process of this plan, currently creating job summaries for 26 positions (Non-Bargaining)</li> <li>• 26 Positions (non-bargaining) are being evaluated.</li> <li>• Over 10 different municipalities were contacted to take part in our review, to date 7 have provided information. Project will be finalized at the end of September with results.</li> <li>• Reviewing existing Performance Review Program</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> <li>• New Wellness Campaign was introduced for fall, with over 50% of employees who participate in Hunting Season we wanted to highlight the wellness benefits for those who participated in hunting as a past-time.</li> <li>• Labour Relations Meeting with Management and CUPE Local 2162 have been scheduled monthly with representatives from both union and management.</li> <li>• Training was provided to all employees on July 5<sup>th</sup> – Understanding Gender Identity, conducted by Family Plus Life Solutions.</li> </ul>
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>• Collected data for implementation of information into HRIS, all data was collected from all sites in June.</li> <li>• Currently working with Diamond software provider with training opportunity for HR and Payroll to learn Services.</li> <li>• Currently looking for a HR recent graduate that meets the Youth Employment Fund grant that we have been awarded.</li> </ul>

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

Position	Department	Screening/Interviewing	Successful Candidate
Internal Posting – Utility Worker III	Parks, Recreation & Community Relations	Open	
Causal – Clerk Receptionist	Parks, Recreation & Community Relations	Interviewing	
Community Recreation Worker (Aquatics)	Parks, Recreation & Community Relations	Interviewing	
Volunteer Firefighters	Fire and Rescue	Interviewing	

#### Student Profiles 2018

Please see attached document which highlights the summer student profiles for 2018.

This report was created to highlight the increased effort that was conducted in late 2017 and early 2018 on the student recruitment campaign. These increased efforts led to a 36% increase in applicants over the previous year.

As a reminder we kicked off this campaign with an open house in December, new pamphlets highlighting the jobs opportunities we have here at the Town and an increased presence at job fairs at universities and other job career focused events in the surrounding areas.

#### Professional Development:

July 25<sup>th</sup>, Tyla Finlay, Annette Crummey and Tyler Rossiter attended a morning session hosted by the Tri-Community of Moncton-Dieppe-Riverview on Cannabis Legalization: Implications for Employers and Municipalities.

September 18<sup>th</sup>, Tyla Finlay, Jodi McMackin and Theresa Butts attended the CPHRNB session on Legal updates. The presentation featured a review of recent legal cases in the areas of labour and employment law from courts and tribunals, including decisions which are likely to be of interest to HR professionals.