

Town of Riverview

Human Resources Monthly Report



To: Colin Smith

Prepared by: Tyla Finlay

Date: October 15, 2018

Month & Year: October 2018

Section 1: Operational Dashboard

Metric	October YTD	Previous YTD	Trend
Worksafe NB Lost Time Claims	1	0	>2017
Employee Placements	94	98	<2017
	Monthly Average	Yearly Average	Trend
Full-Time Turnover Rate	1	2.04	>2017

Section 2: Status of Department's Annual Operational Priorities

Priority	Status
Lead Health & Safety Employee Engagement	<ul style="list-style-type: none">• WHMIS Training to be conducted for all employees. Training will be conducted in-house.• Review Incident in which employee injured himself and is currently off work.• Employees from the Joint Health & Safety Committee attended the Yearly Worksafe NB Conference the beginning of October.
Review and Re-Evaluate Non-Bargaining Employee Performance Plan	<ul style="list-style-type: none">• External Contractor and HR has been working on this project since August.• 26 Positions (non-bargaining) are being evaluated.• Over 10 different municipalities were contacted to take part in our review. Project will be finalized at the end of this month.• Reviewing existing Performance Review Program
Lead enrichment of employee engagement and	<ul style="list-style-type: none">• Launched New Program -Healthy Workplace Month with activities going on the month of October. Activities include Look

Wellness	<p>& Find Contest, Kombucha Class, Flu Clinic, Blood Pressure Clinic and Are you Fit Challenge.</p> <ul style="list-style-type: none"> Continued to fostering employee relationship within departments Provided Coaching for other Directors in team building and relationship building. Encouraged Employee collaboration between different departments.
HR Operational Effectiveness	<ul style="list-style-type: none"> Updated Policies on Controlled Substance Use, Social Gatherings and Approved Leaves. 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. Collected data for implementation of information into HRIS, all data was collected from all sites in June. Currently working with Diamond software provider with training opportunity for HR and Payroll to learn Services. Currently looking for a HR recent graduate that meets the Youth Employment Fund grant that we have been awarded.

Section 3: Other Notable Developments & Highlights for Council Attention

Position	Department	Screening/Interviewing	Successful Candidate
Internal Posting – Utility Worker III	Parks, Recreations & Community Relations	Offered	Internal – Matt Wilson
Causal – Clerk Receptionist	Parks, Recreations & Community Relations	Offered	Sarah Mason started Oct.11 th
Community Recreation Worker (Aquatics)	Parks, Recreations & Community Relations	Offered	Waiting for response
Project Coordinator 1 year Contract	Parks, Recreations & Community Relations	Currently Posted	
Volunteer Firefighters	Fire and Rescue	Offered	9 New Volunteer Firefighters started Oct. 16 th .

Paramedic/Firefighter	Fire and Rescue	Currently Posted	
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Professional Development:

October 15th, Jodi McMackin attended the CPHRNB session on “The Do’s and Don’ts in Employee Relations”.