

# Town of Riverview

## Human Resources Monthly Report



To: Colin Smith

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Date: November 19, 2018

Month & Year: November 2018

### Section 1: Operational Dashboard

Metric	Year To date	Previous YTD	Trend
Worksafe NB Lost Time Claims	2	0	>2017
Employee Placements	97	98	<2017
	Monthly Average	Yearly Average	Trend
Full-Time Turnover Rate	0	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"> <li>WHMIS Training to be conducted for all employees. Training will be conducted in-house, dates are Nov. 26, Nov. 30, Dec. 3 and 10<sup>th</sup>.</li> <li>Training session (Lunch and Learn) will be scheduled for the revised Controlled Substance Use Policy.</li> </ul>
Review and Re-Evaluate Non-Bargaining Employee Performance Plan	<ul style="list-style-type: none"> <li>External Contractor and HR has been working on this project since August.</li> <li>Final report has been reviewed with CAO and will be reviewed with Directors over the next couple of weeks.</li> <li>Updating existing Performance Review Program and presenting to Directors for plan in 2019.</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 departments.</li> </ul>
HR Operational Effectiveness	<ul style="list-style-type: none"> <li>Currently we do not have a HR graduate that meets the Youth Employment Fund Grant, we will be reposting in 2019.</li> <li>Diamond Software provider has provided pricing for training in 2019 for HR and Payroll to learn more about software and help with the implementation of HRIS.</li> </ul>

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

Position	Department	Status	Successful Candidate
Internal Posting – Utility Worker III (2 openings)	Parks, Recreations & Community Relations	Posted Job Ad	
Project Coordinator (1 year contract)	Parks, Recreations & Community Relations	Screening & Testing applicants	
Clerk II	Public Works and Engineering	Screening applicants	
Operator Casual – 4 month Term (2 openings)	Public Works and Engineering	Interviewing applicants	
Paramedic/Firefighter	Fire and Rescue	Screening & Testing applicants	