

# Town of Riverview

## Human Resources Monthly Report



To: Colin Smith, CAO

Prepared by: Tyla Finlay, Director, HR

Date: January 22, 2019

Month & Year: December 2018 & January 2019

### Section 1: Operational Dashboard

#### December 2018

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

#### January 2019

Metric	Year to Date	Previous YTD	Trend
Worksafe NB Lost Time Claims	1	2	<2018
Employee Placements	96	97	<2018
	Monthly Average	Yearly Average	Trend
Full-time Turnover Rate	1.02	0	>2018

### Recruitment Metrics

Position	Department	Posted	Status	Time to Fill
Utility Worker III	Parks, Recreation and Community Relations	11/16/2018	Jordan Scholl – January 11, 2019	56 Days
Utility Worker III	Parks, Recreation and Community Relations	11/16/2018	Nick Jovanoski – January 25, 2019	56 Days
Community Recreation Worker (Youth Services)	Parks, Recreation and Community Relations	12/18/2018	Matt McKinley- January 28, 2019	41 Days

Engineering Technologist	Engineering & Public Works	01/11/2019	Posted	
Clerk 1	Engineering & Public Works	01/15/2019	Posted Internally	
Project Coordinator	Parks, Recreation and Community Relations	10/15/2018	Maureen Pellerin – February 4, 2019	112 days
Manager, Public Works	Engineering & Public Works	01/22/2019	Posted	

### Summer Placements – Recruitment

All summer positions are currently posted until **February 11, 2019**

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

Priority	Status
Lead Health & Safety Employee Engagement	<ul style="list-style-type: none"> <li>Implemented new MSDS Software for all Town Facilities, HR will now oversee this software.</li> <li>Road to Mental Readiness Course for leaders, arranged by Riverview Fire and Rescue this course was attended by all leaders of Riverview Fire and HR</li> <li>WHMIS Training was attended by all employees in November and December.</li> </ul>
Review and Re-Evaluate Non-Bargaining Employee Performance Plan	<ul style="list-style-type: none"> <li>Final Report was reviewed by Council in January.</li> <li>Presentation was conducted to all Non-Bargaining Employees on January 22, 2019.</li> <li>Training Session will be conducted in February on new process (Performance Review) Check-In Meetings which will be done quarterly.</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>Arranging for training for HRIS System to be conducted in Spring 2019</li> <li>New Policies updated in particular – Violence Assessment Policy and Domestic Violence</li> <li>Review of existing policies in partnership with Corporate Services.</li> </ul>

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

#### **Professional Development**

Jodi McMackin and Tyla Finlay both attended the Road to Mental Readiness Course offered at Riverview Fire and Rescue January 7, 2019. Course Description: Originally developed by the Department of National Defence, R2MR is a training program aimed to:

- Improve short-term performance and long-term mental health outcomes;
- Reduce barriers to care and encourage early access to care;
- Provide the tools and resources required to manage and support employees who may be experiencing a mental illness; and
- Assist supervisors in maintaining their own mental health as well as promoting positive mental health in their employees.

Jodi McMackin and Tyla Finlay both attended the CPHRNB monthly meeting (January 15, 2019) on being a Strategic Partner in Employee Engagement. Course Description:

Presented by John Oxner and Donald Arsenault “We believe that an effective and pro-active HR service is crucial to successful organizations. Collaborating for performance with the leaders of your organization with proven engagement tools allows you to show how HR can have an impact on the organizational results. The commitment, motivation and retention of employees have a major impact on performance/productivity in organizations.

We will share strategies with you through a free tool that has been shown to link to better productivity gains especially in the complex, creative and solution-based environment of today’s workforce. It is based on helping employees develop and optimize their mental fitness, their resiliency, and by extension, their contribution to the workforce.”