

## **MONTHLY REPORT – May 2019**

### **Human Resources department**

**Date:** June 10, 2019

**Submitted by:** Dominique Dussault, Human Resources Director

#### **Achievements**

- Recruitment and hiring process of various open positions

#### **Work-in-progress**

In May 2019 we were busy with the recruitment and hiring of various open permanent and temporary positions. The flux of coming and going employees generates a lot of manual work administratively and in the last month particularly where balances of various time off banks needed to be calculated in order to provide data to finalize employee files.

Regarding labour relations, several grievances meetings were held with the respective unions in order to try to settle open grievances. We are preparing to start negotiation with new groups so planning meetings were held in May. We are still waiting for development in negotiation with the Canadian Union of Public Employees (CUPE), local 1026; they manifested on lunchtime on May 31, 2019, but they still have not signified they intention or requested new negotiation days following the rejection of the Employer's offer by vote on April 29, 2019.

The Human Resources department was involved in helping various department in the management of many employees' relations files in the last month, specifically regarding absenteeism, performance, investigations, conflict resolutions and work organizational development. There was also a mediation day where the Director of Human Resources participated.

In the project of the optimization of HR and pay processes, a meeting with the pay solution supplier of the United counties of Prescott & Russell was held for a presentation to neighbouring towns. A request for a quote followed and we are currently analysing the proposal.

In the last month, we have started to revise the requirements and process of mandatory Health and Safety trainings. Many efficiencies and cost reduction opportunities were identified, while

improving our program and risk management.

## Professional development

None

## Upcoming activities and projects

- Recruitment of open positions
- First negotiation meeting with CUPE, local 1026-02 (aquatics) on June 6, 2019

## Monthly statistics

### Changes to headcount :

- New employee(s) : Two (2) regular, fulltime  
Two (2) seasonal (students)
- Termination of employment : One (1) retirement  
Two (2) terminations

### Recruitment

Posting completed :	Student seasonal jobs - filled Clerk II (temporary replacement) – canceled By-law officer – property standards - filled Clerk III – Clerk Services - filled
Continuous postings :	Lifeguard Instructor Volunteer Firefighter Barman
Current posting (internal and/or external)	Professional firefighter Operator – Environment services Information Desk clerk

Submitted by Dominique Dussault  
Human Resources Director

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