

MONTHLY REPORT – June, July, August 2019

Human Resources department

Date: August 8, 2019

Submitted by: Dominique Dussault, Human Resources Director

Achievements

Finished the analysis of various quotes regarding the optimization of HR and pay processes

Work-in-progress

- In the summer 2019 we have made big progress in projects started in the last year. For example, various departments were consulted to review needs and opportunities if the pay and HR processes are going paperless. Also, solutions from different suppliers were compared and MPEX Business Solutions was chosen (see recommendation).
- Among other priorities, it was identified that the Health and Safety at the Corporation of Town of Hawkesbury needed to be reviewed in order to reach compliance, improve on our current practices or optimize time and resources affected to this topic. We have started to use elearning courses for basic requirements, reviewed some directives, and initiated a new orientation program for future students. Also, mandatory trainings are being organised for deployment in the fall to concerned employees. In addition, research on our current Joint Health and Safety Committee and Health and Safety Committees was performed and an action plan was initiated to increase effectiveness, motivate participants and reflect the benefit of such committees. Finally, a webinar on the change of rate framework for the Workplace Safety and Insurance Board (WSIB) was attended and implications for the Corporation of the Town of Hawkesbury will be known in the following months.
- Regarding labour relations, we have met with the Canadian Union of Public Employees (CUPE), local 1026-02 (aquatics) to initiate the negotiation process. A date in August is set for negotiation. CUPE, local 1026 have requested new negotiation dates, without the conciliator, so we will meet for 2 days at the end of August.
- The Human Resources department is happy to report that following the annual meeting

for benefits renewal, there will be a reduction for the Health Care benefits of close to 4%, representing an annual cost reduction for the Town of more than 13 000\$ globally. Various factors, including our mandatory presentation on benefits, contributed to this.

- In the last months, we were able to plan for the maintenance exercise of pay equity for the different groups and training dates in October are reserved for various employees to initiate the program. In parallel, a system was designed to document changes in positions and facilitate future maintenance exercise.

Professional development

Seminar in Health and Safety: moving beyond compliance

Upcoming activities and projects

- Negotiation meeting with CUPE, local 1026-02 (aquatics)
- Negotiation meeting with CUPE, local 1026

Monthly statistics

Changes to headcount :

- New employee(s) : Two (2) regular, fulltime
 - One (1) part time
 - One (1) temporary (replacement)
 - Thirteen (13) seasonal (students)
- Termination of employment : two (2) terminations

Recruitment

Posting completed :	Operator – Environment services - filled Information Desk clerk - filled Professional firefighter – interviews scheduled O’Shack attendants – filled
Continuous postings :	Lifeguard Instructor Volunteer Firefighter Barman
Current posting (internal and/or external)	By-Law Officer

Submitted by Dominique Dussault
Human Resources Director

Approved by Daniel Gatien
Chief Administrative Officer