

## HUMAN RESOURCES MONTHLY REPORT

APRIL, 2017

### DEPARTMENT OVERVIEW & STATISTICS

#### Turnover Report

2017	April	March	February	January
New Hires	0	1	2	1
Terminations	0	1	0	0
Voluntary		1		
Involuntary		0		
Monthly Turnover %	0	1.64%	0.00%	0.00%
YTD Terminations	1	1	0	0
YTD Turnover %	1.64%	1.64%	0.00%	0.00%

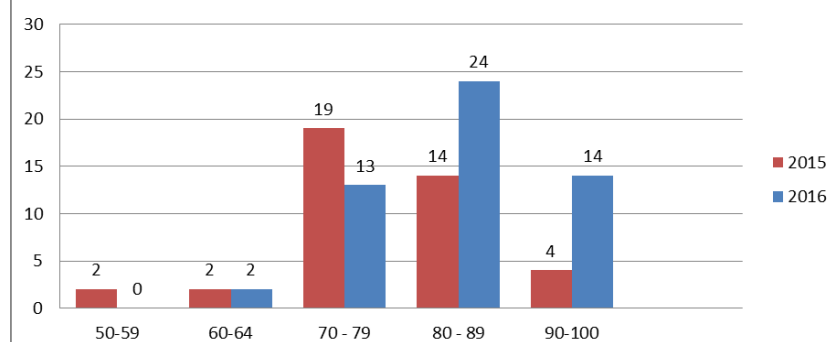
### PROJECTS

#### 2016 Annual Performance Summary

##### 2016 Results:

Category	Score Range	Number of Employees
Outstanding	90-100	14
Excellent	80-89	24
Effective	70-79	13
Inconsistent/In-training	60-69	2
Unsatisfactory	0-59	0

#### 2015/2016 Score Distribution Comparison



**Administration  
Services**

**Conclusions:**

72% of staff fell in the Excellent or Outstanding category, up from 44% in 2015. This reflects the key takeaways from the calibration session, that:

1. Staff members are subject matter experts in their area
2. Staff routinely go above and beyond expectations to:
  - ✓ Get the job done
  - ✓ Provide superior customer service
  - ✓ Assist their coworkers
  - ✓ model the core competencies

**Key Take-Aways for HR**

With such exceptional results this year, the challenge for HR will be to ensure that the process maintains its integrity in 2018.

- Avoiding the “halo-effect”
- Making sure “effective” is not replaced by higher standards as the “new norm”
- Removing the negative connotation associated with the “In-training” rating

**Standard First Aid & CPR Training:**

7 employees were certified in standard first aid and CPR after completing a two-day training course on April 5 and 6.

**CONSTITUENT CONCERNS & ISSUES ARISING****PERSONNEL**

Fleet mechanic remains vacant

**GRANTS, CONTRACTS, RFPS & AGREEMENTS****MEETINGS**

7 x Annual merit discussions  
 4 x HR Clerk meetings  
 6 x HR Clerk working meetings associated with Annual merit  
 15 x Unscheduled staff meetings

4 x Scheduled staff meetings  
PCC Staffing  
JHSC