Human Resources Master Plan Update and Annual Report

June 4, 2019
Presentation to Human Resources Committee
Agenda

• Human Resources (HR) Master Plan Status Update

• HR Master Plan Initiative Focus for 2019

• Human Resources Department Annual Report
  – 2018 Accomplishments
  – 2019 Work Plan

• Questions
## Human Resources Master Plan Status Update

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Status</th>
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<tbody>
<tr>
<td>1. Implement HR Master Plan</td>
<td>Completed/Ongoing</td>
</tr>
<tr>
<td>2. Develop HR Technology Strategy</td>
<td>Completed/Ongoing/Work in Progress</td>
</tr>
<tr>
<td>3. Implement role of HR Business Partner</td>
<td>Completed</td>
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<td>4. Develop HR Communication Plan *</td>
<td>Work in Progress</td>
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<tr>
<td>5. Design &amp; deliver refreshed onboarding and orientation program *</td>
<td>Work in Progress</td>
</tr>
<tr>
<td>6. Refresh &amp; enhance approach to learning and development design &amp; delivery</td>
<td>Completed/Ongoing/Work in Progress</td>
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### Initiative

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<td>7. Design &amp; implement comprehensive Succession Management tools</td>
<td>Work in Progress</td>
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<tr>
<td>8. Enhance the City of Brantford’s Employment Brand</td>
<td>Completed/Ongoing</td>
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<td>9. Evaluate Human Resources departmental structure and service delivery model</td>
<td>Completed/Ongoing</td>
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<td>10. Refresh compensation data for City roles *</td>
<td>Completed/Ongoing</td>
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<tr>
<td>11. Establish leadership advisory services to support talent planning</td>
<td>Completed/Ongoing</td>
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HR Master Plan Focus for 2019

1. Compensation Review and Pay Equity for City’s bargaining units

2. Onboarding/Orientation Program

2. HR Communication Strategy
Human Resources Dept. Annual Report

• 3 Primary Divisions:
  – Employee Benefits & Administration
    • Weekly Data Entry of employee changes for Payroll
    • Liaison with Benefit Consultant and Benefit Carrier
    • Administration of OMERS pension changes
    • Coordination of annual employee recognition program
    • HR Reception Desk for customer service and support to all HR Staff
    • HR Systems Management and liaison with IT Services
  – Human Resources Services
    • Collective bargaining and employee/labour relations
    • Workplace investigations and manager coaching
    • Recruitment and Selection
    • Training and Development
    • Job Evaluation/Pay Equity and Compensation
  – Health, Wellness & Safety
    • Coordination of Joint Health & Safety Committees
    • Development of health & safety standards
    • Critical Incident Stress Management/Peer Support Program
    • Wellness Activities
    • WSIB Reporting/Disability Management
    • Accessibility
2018 Accomplishments – HR Admin

- Updated the HR Master Plan on the corporate strategic plan database
- Worked with the Information Technology (IT) Services Department to review and rate RFP submissions for the time & attendance replacement project
- Implemented a completely revised benefit plan structure in JDE as phase 1 of a business improvement project
- Implemented the benefit premium renewal with both Manulife and with the Chamber of Commerce for Brantford Lift
- Implemented the employee service and recognition program including gift cards and online registration process
- Implemented all pay and position control changes for CAs and restructures
2018 Accomplishments – HR Services

- Implemented all Non-Union/Exempt wage changes following job evaluation
- Implemented ESA changes from Bill 148 and Bill 47 re Paid/Unpaid Leaves
- Completed four (4) compensation reviews for area municipalities
- Organized a CUPE Job Evaluation forum for Golden Triangle HR Association
- Conducted approximately 200 full-time recruitment assignments plus a Firefighter recruitment plus hired over 250 summer seasonal/student employees plus filled numerous part-time jobs (e.g. lifeguards, transit operators, cleaners, etc.)
- Obtained approximately $10,500 in grants through Canada Summer Jobs fund
2018 Accomplishments – Health & Safety

- Implemented WHMIS 2015 on the LMS
- Worked with the Communications Department to deliver training on creating accessible documents in MSWord
- Coordinated Sensitive Santa program with the County of Brant
- Conducted Respectful Workplace Training corporately in response to MoL order
- Organized the 3rd annual JHSC Education Day and coordinated the annual Take Your Kid to Work Day
- Worked on paging system implementation and associated Emergency Notification System H&S Standard
2018 HR Employee Achievements

- Allison graduated from the Mohawk College Enterprise Future Ready Leadership program
- Mark graduated from the AMCTO Executive Diploma in Municipal Management program
- Brenda and Mary graduated from the Harvard ManageMentor program
Collective bargaining with:

a) Fire
b) CUPE City Hall
c) CUPE Custodians, Caretakers and Cleaners
d) CUPE Ontario Works-Brant & Housing
e) CUPE Outside
f) IATSE
g) APAE
2019 HR Work Plan – Policies & Standards

1. Return to Work/Modified Work Accommodation – occ. (WSIB) and non-occ. (LTD)
2. Musculoskeletal Disorder (MSD) Standard – MoL requirement
3. Fit for Work Standard – initiated with respect to cannabis
4. Public Access Defibrillator (PAD)/Automated External Defibrillator (AED) Program
5. Emergency Notification (Paging) System Standard
6. Naloxone Standard
7. Corporate Workplace Security
8. Respectful Workplace
9. Employee Code of Conduct
10. Brantford Accessibility Plan – 5 year re-write
2019 HR Work Plan – Other Projects

1. TAPS Replacement & Improvement Project (TRIP)
2. Phase 2 of benefits improvement project in JDE w/ integration to Manulife
3. Performance Management tool and Skills Inventory checklist for Succession Planning
4. HR Communication Strategy
5. Diversity & Inclusion Strategy
6. Critical Incident Stress Management (CISM) Program Renewal
7. No Smoking on City property as it affects employees
8. Learning & Development/Training Module refresh
QUESTIONS ?