

Human Resources Update

Committee of the Whole SEPTEMBER 2023

Recruitment

- January to August 2023, 48 employees were hired (20 students)
- 10 volunteer firefighters to be hired by end of year
- CAO implemented restructuring Fire (January 2023) and new Departments Operations/Capital Projects (August 2023)
 - Fire
 - Operations/Capital

Health and Safety

- Implemented additional measures to communicate Health and Safety concerns.
 - Created an option for staff to report safety issues to Requests@Kingsville.ca.
 - Created a health and safety email address that is monitored and addressed by HR.
 - Moved from quarterly to bi-monthly Health & Safety meetings.
 - Added a Joint Health and Safety Committee member from our Office Support team.
- Created 59 Standard Operating Procedures (SOP) that are currently being reviewed by Joint Health and Safety Committee and will be rolled out to staff.
- HR is now responsible for ensuring SOPs are reviewed prior to starting on the job.
- A Fire Safety Plan was developed in coordination with the Fire Chief for Townhall.

General HR

- Completed several detailed employee investigations.
- Developed an overtime equalization system for our union staff.
- Resolved several union grievances.
- Townhall – Mental Health Awareness in May.

Upcoming and In process

- All union staff have now been trained on our electronic time and attendance system.
- Volunteer Firefighter Wage Agreement
- Town Hall for November
- Currently, the following policies are drafts awaiting approval/rollout.
 - Non-union sick policy
 - Diversity and Inclusion Policy
 - Non-union performance review update
 - Gift Policy
- Employee Opinion Survey



Questions?