



Corporate Services
Human Resources & Payroll
2024 Activity Update

Kirsty Brown
HR & Payroll Manager
October 1, 2024

Department Overview

- ▶ Human Resources
 - ▶ Recruitment, selection and retention
 - ▶ Training and development
 - ▶ Employee and labour relations
 - ▶ Data analysis and metrics
 - ▶ Accessibility

- ▶ Payroll
 - ▶ Biweekly pay processing and deposits
 - ▶ Statutory and Corporate deductions
 - ▶ Pension & Benefits administration
 - ▶ Ministry reporting

Our team

HR/Payroll Manager – Joan Doucet/Kirsty Brown

HR Business Partner (GPL) – Alyssa Dufton

Accessibility & Training Development Coordinator -
Andrea Nicholson

HR Coordinator - Karrie Martin

HR Analyst - Shreshtha Pandey

Payroll Supervisor - Janet Trull

Payroll/Benefits Coordinator (2) - Danielle Dafoe &
Nicole McArthur

People Plan Implementation

- ▶ Building a foundation for success
- ▶ Succession planning framework
- ▶ Budget consolidation and alignment
- ▶ Onboarding and orientation

Recruitment

- ▶ Completed 88 unique recruitments
 - ▶ 27 vacancies filled by internal applicants
 - ▶ 14 were promotions

- ▶ Facilitated 17 corporate orientation sessions
 - ▶ Implemented preboarding to streamline in-person session

Recruitment branding

- ▶ Recruitment branding
 - ▶ Focus on Employee Value Proposition
 - ▶ Enhanced social media and relaunched LinkedIn
- ▶ Relaunch of Intermunicipal Attraction & Retention Committee



Training & Development

- ▶ Loyalist Managing & Leading in a Municipal Environment Program
 - ▶ 15 participants (8 graduates in June, 2024; 7 active)

- ▶ Group Facilitation Methods training
 - ▶ 16 participants
 - ▶ 2nd session scheduled for Nov, 2024 due to positive feedback and response

- ▶ AMCTO Report Writing for Municipalities
 - ▶ 27 participants

Training & Development (con't)

- ▶ Citation Canada (formerly HRDownloads)
 - ▶ 576 course completed
 - ▶ 490 mandatory course completed
 - ▶ 77 electives courses completed
 - ▶ Began County-wide retraining for WHMIS

- ▶ Individual Learning & Development applications
 - ▶ 28 applications reviewed – 25 approved for partial – full funding

- ▶ Individual Development Plans
 - ▶ Prep work and planning underway to launch in 2025

Employee & Labour Relations

- ▶ Collective bargaining
 - ▶ Directly negotiated new agreement with OPSEU
 - ▶ Continue to bargain with ONA and CUPE 3725

- ▶ Rebrand and relaunch of Employee & Family Assistance program
 - ▶ Easier access to confidential mental health supports including counseling
 - ▶ Online wellbeing platform
 - ▶ Work/life solutions including family support services, legal and financial support, health coaching, child and elder care, nutritional support and more.
 - ▶ Recently renegotiated contract for even more mental health supports – To be launched early December!

Data Analysis & Metrics

- ▶ External KPIs
 - ▶ Developed narratives and communicated benchmarks
- ▶ Internal quarterly reports



External Job Applications Received



Accessibility

- ▶ Helping Hands Awards
 - ▶ Awarded to 7 employees accessibility champions
- ▶ Northumberland Accessibility Advisory Committee
 - ▶ Recruited 1 new member
- ▶ Intermunicipal Accessibility Advisory Committee
- ▶ Consultations
 - ▶ Site and signage reviews and recommendations



Payroll

- ▶ Introduced new Payroll Supervisor position
- ▶ Implemented CPP changes
- ▶ Benefits Administration
 - ▶ Renewal
- ▶ Biweekly pay processing and deposits
- ▶ Ministry Reporting

Thank you!

Questions?