

Human Resources

The Human Resources Department (HR) provides professional human resources services and supports the strategic direction and operational needs of the organization. It also provides leadership and consultation in the development of its people and the fostering of service excellence.

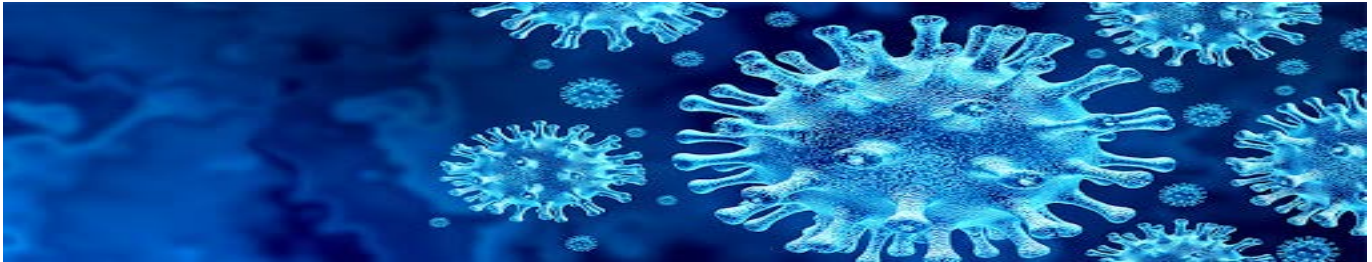
Services provided by the Human Resources Department include:

- Benefit administration
- Compensation management
- Disability management
- Employee and labour relations
- Equitable and inclusive employee recruitment practices
- Learning and development
- Payroll support
- Health, safety and wellness initiatives

O&I – Roads Division-all critical vacancies filled

15 – Permanent jobs filled (as at September 2020)

2020 Success Story: COVID-19 Pandemic



In March, a state of emergency was declared due to the COVID-19 pandemic. The Emergency Operations Centre was immediately established in response to the Town's management of the pandemic situation. Two meetings a day were held, one for the Control Group and one for the Working Group. Human Resources was a part of both of these groups.

In support of the changing guidelines set forth by Public Health, Human Resources created a COVID-19 FAQ's section on the Intranet, including links to mental health and support groups. HR also developed a weekly Positivity Newsletter to help staff stay connected and to promote healthy, positive ways to stay motivated during the pandemic. To ensure the safety of employees, we created a Telework Guideline to assist all departments as many staff continue to work from home.

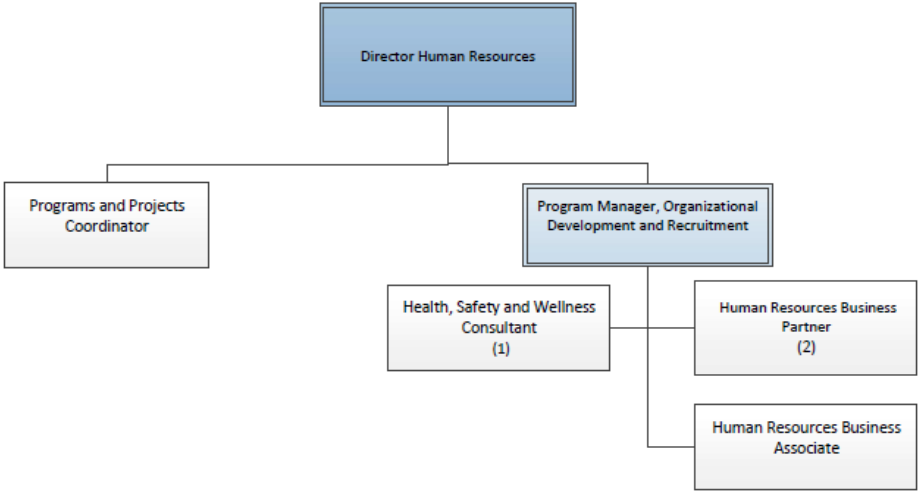
The Health, Safety and Wellness Consultant has been a constant and reliable point of contact for employees. This resource has been invaluable to the Corporation. The Consultant recorded two COVID-19 video updates that included the Town's response to COVID-19; conducted onsite COVID-19 Q and A's, and safety talks for Roads, Water and Parks; and delivered Personal Protective Equipment and disinfectant including personal spray sanitizers, disinfectant car kits, cloth/disposable masks and gloves across the Town (close to 1,000 delivered).

Our Organizational Development and Recruitment team coordinated multiple temporary layoffs of part-time employees due to COVID-19 and redeployments of full-time staff. As we entered into phase 2 of the government's reopening plan, HR led the Reopening Framework Working Group that looked at the spaces of each workplace to determine the physical changes that needed to occur when the workplace reopens. This exercise led to the development of a corporate Reopening Framework document.

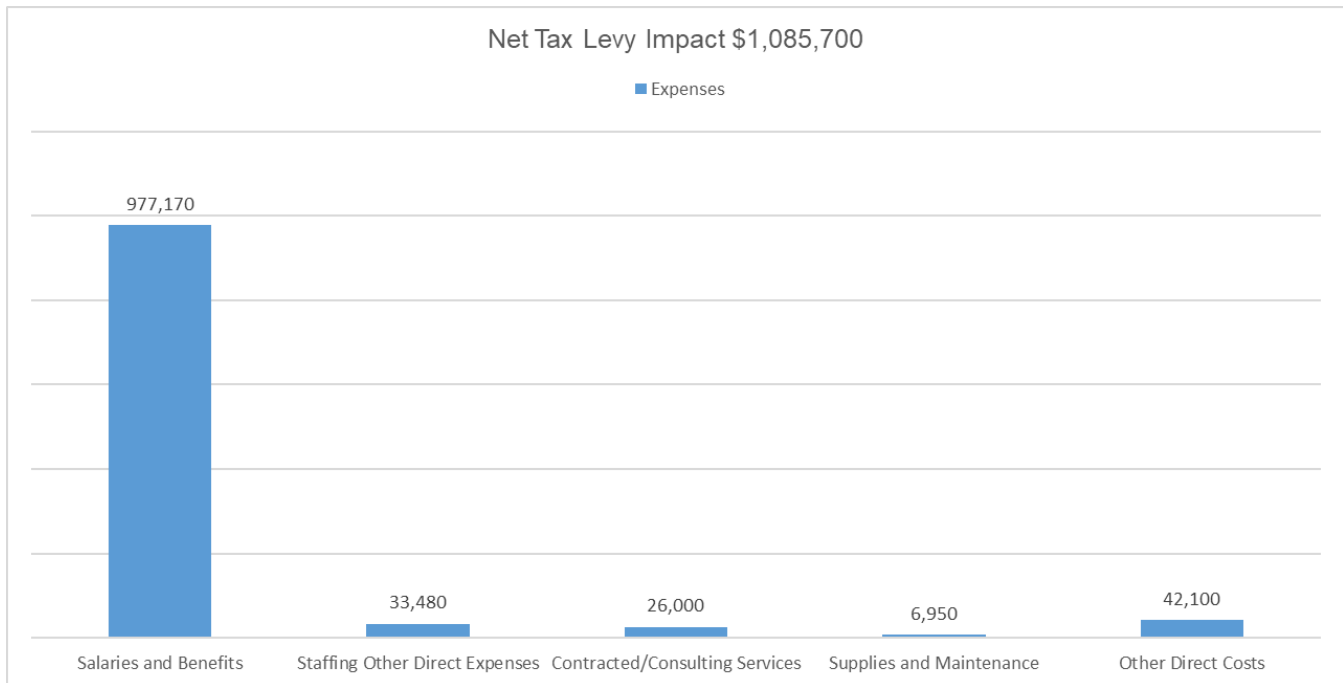
HUMAN RESOURCES

Human Resources continues to work closely with the Infrastructure Health and Safety Association (IHSA) to position the Town offices including the Civic Centre, Libraries, animal shelter and the Annex to be physically prepared for reopening in a safe manner.

Organizational Chart



2021 Budgeted Expenditures and Revenues



2020 Accomplishments

- While continuing to foster employee engagement within the workforce, the Recognition Program is set to launch phase 2 in 2020. This program will focus on employee accomplishments and promote peer-to-peer recognition. A review of the Length of Service Award program is underway depending on COVID-19 restrictions in place for 2020.
- Established new Corporate Core Values
- Successful N6 Human Resources Forum
- Developed a N6 Advanced Leadership Excellence Program
- Expanded Municipal Partnerships (N6, Simcoe, Region, Markham, Municipal Learning Organizational Development (MLOD) Job Skills Keswick)
- Provided Train-the-trainer Certifications to additional staff members so we could broaden our pool of trainers
- \$25,000 Staff Rebate from Partnership with Job Skills, Keswick Branch
- \$14,560 rebate from Canada Summer Jobs for four approved positions
- Established an Electronic Training Log (1,069 training records entered)

- In 2020 negotiations are underway for CUPE 905.03, CUPE Library and for the Georgina Fire Service
- Rolled out several Health, Safety and Wellness Tip Sheets and weekly Positivity Newsletters
- Benefits transition to York Umbrella Group

Major Operating Drivers

- Labour Relations/negotiations
- COVID-19 Pandemic
- HR Policies – rollout
- New benefits contract – Joining York Umbrella Group
- E-Learning Platform for corporate learning and development

Major Initiatives Planned for 2021

- Advanced Leadership Development (Rollout January 2021)
- All Access Pass Franklin Covey Online Learning Program for all staff
- Corporate Recognition Program full roll out for all employees
- Implementation of Human Resources Information System (BambooHR)
- Non-union market review
- Continuation of HR policies rollout



GEORGINA

2021 OPERATING BUDGET

Human Resources - Budget Details

	2021 BASE BUDGET	GROWTH	SERVICE LEVEL	CONTRACTUAL/INFLATIONARY	DEBT FINANCING	OTHER	2021 BUDGET	BUD/BUD % VARIANCE	BUD/BUD \$ VARIANCE	COMMENTS
Administration										
Expense										
Salaries and Benefits	938,710	0	0	23,060	0	0	961,770	2%	23,060	Salary step increases
Staffing Other Direct Expenses	17,080	0	0	0	0	0	17,080	0%	0	
Contracted/Consulting Services	11,500	0	0	0	0	0	11,500	0%	0	
Supplies and Maintenance	5,000	0	0	0	0	0	5,000	0%	0	
Other Direct Costs	2,400	0	0	0	0	0	2,400	0%	0	
Expense Total	974,690	0	0	23,060	0	0	997,750	2%	23,060	
Administration Total	974,690	0	0	23,060	0	0	997,750	2%	23,060	
Corporate										
Expense										
Salaries and Benefits	9,400	0	0	0	0	0	9,400	0%	0	
Staffing Other Direct Expenses	6,000	0	0	0	0	0	6,000	0%	0	
Other Direct Costs	40,700	0	0	0	0	(1,000)	39,700	-2%	(1,000)	
Expense Total	56,100	0	0	0	0	(1,000)	55,100	-2%	(1,000)	
Corporate Total	56,100	0	0	0	0	(1,000)	55,100	-2%	(1,000)	
Health and Safety										
Expense										
Salaries and Benefits	8,300	0	0	0	0	(2,300)	6,000	-28%	(2,300)	
Staffing Other Direct Expenses	10,400	0	0	0	0	0	10,400	0%	0	
Contracted/Consulting Services	14,500	0	0	0	0	0	14,500	0%	0	
Supplies and Maintenance	2,150	0	0	0	0	(200)	1,950	-9%	(200)	
Expense Total	35,350	0	0	0	0	(2,500)	32,850	-7%	(2,500)	
Health and Safety Total	35,350	0	0	0	0	(2,500)	32,850	-7%	(2,500)	
Grand Total	1,066,140	0	0	23,060	0	(3,500)	1,085,700	2%	19,560	