

Senior Management Team

Human Resources - Update

Presented by: Natalie Blake, Chief Human Resources Officer

November 28, 2019

Human Resources Priorities

Performance Development Program

- 2019 – Year-end program requirements
- 2020 – Launch new *Performance Development Program (PDP)* in Ceridian Dayforce

2020 Seasonal Hiring Strategy

- Recruitment plan

Health and Safety

- Violence Risk Assessments (VRA)
- Certificate of Recognition (COR™) Program

Human Resources – Challenges

Performance Development Program – Timing

- Year-end close out by January 31, 2020
- *PDP* Ceridian development, configuration and testing
December 2019
- *PDP* training for supervisors and employees early January 2020

2020 Seasonal Hiring Strategy

- Resources, timing, program support

Health and Safety

- VRA – identification of short and long term mitigation solutions
- COR elements documentation & training

COR™ Elements

1. H&S Policy

**2. Hazard
Assessment**

**3. Safe Work
Practices**

**4. Safe Job
Procedures**

5. Company Rules

**6. Personal
Protective
Equipment**

**7. Preventive
Maintenance**

**8. Training &
Communications**

**9. Workplace
Inspections**

**10. Investigations
& Reporting**

**11. Emergency
Preparedness**

**12. Statistics &
Records**

13. Legislation

**14. Occupational
Health**

15. First Aid

**16. H&S Rep /
JH&SC**

**17. Workplace
Violence**

**18. Return to
Work**

**19. Management
Review**

Human Resources– Required Cooperation

Performance Development Program

- Program change agent/advocate
- Adherence to program and related timelines
- PDP Training participation at the supervisor and employee level

2020 Seasonal Hiring Strategy

- Adherence to hiring strategy and related timelines
- Supervisory resources for interviewing
- Seamless onboarding process

Health and Safety

- VRA – adherence to mitigation strategies
- COR Certification documentation for auditing/participation in 3rd party auditing verification

Human Resources – Heads Up

Programs on the Horizon:

- Supplementary compensation review
- Recruitment & Onboarding - Ceridian Dayforce
- HR Policies
 - Disability Management Program & Policy
 - Performance Development Policy
 - Nepotism
 - Code of Conduct
 - Compensation Policy
 - Overtime/Lieu Time
 - Hours of Work
 - Dress Code
 - Job Evaluation
 - Health and Safety Policies: Working at Heights, Lock Out Tag Out, Confined Space, Work Refusal, Joint Health & Safety Committees (JHSC), First Aid/CPR/AED, Ladder Safety, Ergonomics, Water Safety
- HR Dashboard

Questions

Natalie Blake

Chief Human Resources Officer

Natalie.blake@trca.ca

www.trca.ca