



## HUMAN RESOURCES department

### ACTIVITY REPORT AUGUST TO OCTOBER 2021

---

The Human Resources (HR) department coordinates all KRG labour files. It delivers advice, technical assistance and coaching to managers, as well as contributing to the implementation of the organization's mandates through employee recruitment, retention, training and upgrading.

#### 1. General

- Regular updates on the *Covid Handbook* – current situation is fluid, we are updating according to the directives from the Health Board;
- Annual revision of insurance coverage;
- Updating of employee files (insurances, dependent list, etc.)
- Contract was awarded for the revision of salary classes and pay equity.

#### 2. Employee movements

Revision of posting and publication, sorting/pre-selection of candidates with departments, coordination and leading of interviews, coordination of psycho-metric tests, references, preparation of contracts, coordination with Operations section for employee arrival, etc.

- For KRG:
  - Coordination of the posting of 36 positions and hiring of 18 employees;
  - Coordination of the end of employment of 16 permanent employees (termination, end of contract or resignation);
- For NPS:
  - 10 constables positions filled, all staff for NPS;
  - Coordination of the end of employment of 8 constables

### **3. Training**

- A new software (HR Downloads) is in the process of implementation, with employee training to begin shortly. This new training platform will allow us to train staff remotely on several areas of importance, as well as calculate the metrics on the training needs analysis.

### **4. Labour Relations**

- Labour relations committee (employer-union): meeting on November 1st. Introductions were provided to all new members of the committee. Discussions on different issues regarding KRG General and KRG Transportation (specific employee cases, complaints, improvements, requests, etc.).
- Collectives agreements:
  - Ended December 2020;
  - Preparation for negotiations: position, mandate, financial evaluation etc;
  - First round of negotiation meetings were scheduled for September up to December 2021. The first meeting was in October and the next one is scheduled for November. More dates are to be confirmed for early 2022.

### **5. Health and Safety Committee**

- The Health and Safety Committee continues to meet and we have reached out to staff to replace one of the members from Transport following the departure of one of the members.
- On September 22, an information session was offered to employers regarding the upcoming changes of the law about health and safety in the workplace. One of the committee member was present for the information session, to gather information for the KRG.

### **6. Technical Assistance Program to Northern Villages**

- Currently working on the plan to bring HR presence, various HR initiatives and technical assistance to the Northern Villages for the beginning of 2022. Staff shortages and the current Covid situation have placed this initiative on hold for 2021.

7. **Statistics** (as of November 1, 2021)

<b>KRG</b>								
	<b>KRG</b>	<b>%</b>	<b>TRANSPORT</b>	<b>%</b>	<b>MANAGEMENT</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
Inuit Women	96		3		20		119	
Inuit Men	51		54		17		122	
<b>Total : Inuit</b>	<b>147</b>	<b>66%</b>	<b>57</b>	<b>77%</b>	<b>37</b>	<b>49%</b>	<b>241</b>	<b>64%</b>
Non Inuit Women	24		0		17		41	
Non Inuit Men	53		17		22		92	
<b>Total : Non Inuit</b>	<b>77</b>	<b>34%</b>	<b>17</b>	<b>23%</b>	<b>39</b>	<b>51%</b>	<b>133</b>	<b>36%</b>
<b>TOTAL EMPLOYEES</b>	<b>224</b>		<b>74</b>		<b>76</b>		<b>374</b>	

<b>Public Security - NPS</b>								
	<b>NPS</b>	<b>%</b>	<b>Guard</b>	<b>%</b>	<b>Civilian</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
Inuit Women	2		5		7		14	
Inuit Men	2		3		0		5	
<b>Total : Inuit</b>	<b>4</b>	<b>5%</b>	<b>8</b>	<b>20%</b>	<b>7</b>	<b>86%</b>	<b>19</b>	<b>14%</b>
Non Inuit Women	7		7		0		14	
Non Inuit Men	73		25		1		99	
<b>Total : Non Inuit</b>	<b>80</b>	<b>95%</b>	<b>32</b>	<b>80%</b>	<b>1</b>	<b>14%</b>	<b>113</b>	<b>86%</b>
<b>TOTAL EMPLOYEES</b>	<b>84</b>		<b>40</b>		<b>8</b>		<b>132</b>	
<b>In Kuujjuaq</b>	<b>30</b>	<b>36%</b>	<b>13</b>	<b>33%</b>	<b>7</b>	<b>86%</b>	<b>50</b>	<b>37%</b>

\* Guards in Kuujjuaraapik, Inukjuak and Kangiqsujuaq are not included as they are paid by the NVs.

## 8. Human Resources Department Employees

<b>Title</b>	<b>Name</b>	<b>Assigned Departments and Files</b>
Director	Meredith Pilkington Extension 2264 <a href="mailto:mpilkington@krq.ca">mpilkington@krq.ca</a>	<i>Update at the meeting</i>
Administrative Coordinator	Leah Pilurтуut Extension 2305 <a href="mailto:lpilurтуut@krq.ca">lpilurтуut@krq.ca</a>	Administrative support to the HR Department
Advisor	Cynthia Cookie-Simard Extension 2409 <a href="mailto:CCookie-Simard@krq.ca">CCookie-Simard@krq.ca</a>	Sustainable Employment; Recreation; RLED; Communications; Administration – IT / Tamaani.
Advisor	Karine Côté Extension 2337 <a href="mailto:kcote@krq.ca">kcote@krq.ca</a>	Finance and Treasury; Transportation; H&S; LRC; Employee Years of Service Recognition.
Advisor	Nathalie LeGall Extension 2275 <a href="mailto:nlegall@krq.ca">nlegall@krq.ca</a>	NPS; Civil Security; Legal; CNESST.
Advisor	TBF	Renewable Resources; MPW; Administration – Operations/Procurement; KRG Councilors; LRC.