



HUMAN RESOURCES department

ACTIVITY REPORT FEBRUARY TO MAY 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* – includes restriction and mitigation measures that apply on the workplace;
- Implementation of summer students jobs and internships;
- Revision of insurances coverage;
- Updating of employees files (insurances, dependents list, etc.)
- Initiate the revision of salaries 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 45 positions and hiring of 11 employees;
 - Coordination of the end of employment of 7 permanent employees (termination or resignation);
- For NPS:
 - 7 constables positions filled, all staff for NPS;
 - Coordination of the end of employment of 11 constables (1 sergeant, 10 constables).

3. **Human Resources Information System (Dayforce) Implementation**

- The implementation of the Human Resources Information System (HRIS) modules began in January 2021 and is expected to be completed by June 2021.

Recruitment	15 weeks (incl.1 kick off)	In progress
Compensation	11 weeks (incl.1 kick off)	Completed
Document management	2 weeks	Completed
Performance	15 weeks (incl.1 kick-off)	In progress

4. **Training**

- The KRG departments have identified areas for which they want to receive training in 2021; the department is actively looking of trainings into various delivery methods:
 - Personal training: specific development for one employee based on skills to acquire for a specific mandate or project;
 - Small group with common need: department, section, etc.
 - Large group: general development, ex: computer tools, time-management, etc.
 - Post-secondary studies: program still in development.
- KRG Respectful Work Environments training: adjustments are underway – will be delivered virtually.
- Cultural Competency Training: Laval University on-line training developed for NPS is currently being adapted for the KRG. A second module in-person is under evaluation.

5. **Labor Relations**

- Labor relation committee (employer-union): meetings in April and May (after a pause of 2 months). Discussions on different issues (specific employee cases, complaints, improvements, requests, etc.).
- Collective agreement:
 - Ended December 2020;
 - Preparation for negotiations: position, mandate, financial evaluation etc.;
 - First negotiations meeting: May or June (to be confirmed at the meeting)

6. **Health and Safety Committee**

- Employer-Employees committee met on May 13 (after a paused of almost a year). Appointment of new members.

7. **Technical Assistance Program to Northern Villages**

- Postpone to Fall

8. **Statistics** (as of May 1, 2021)

KRG								
	KRG	%	TRANSPORT	%	MANAGEMENT	%	TOTAL	%
Inuit								
- Women	94		3		22		119	
- Men	51		57		13		121	
Sub-Total	145	64%	60	87%	35	49%	240	65%
Non Inuit								
- Women	23		0		14		37	
- Men	59		9		22		90	
Sub-Total	82	36%	9	13%	36	51%	127	35%
TOTAL	227		69		71		367	

Public Security - NPS								
	NPS	%	Guard *	%	Civilian	%	TOTAL	%
Inuit								
- Women	2		3		8		13	
- Men	2		5		0		7	
Sub-Total	4	5%	8	23%	8	100%	20	16%
Non Inuit								
- Women	4		8		0		12	
- Men	71		19		0		90	
Sub-Total	75	95%	27	77%	0	0%	102	84%
TOTAL	79		35		8		122	
In Kuujuaq	22	28%	15	43%	6	75%	43	35%

* Guards in Kuujuaaraapik, Inukjuak and Kangiqsujuak are not included as they are paid by the NVs.

9. Human Resources Department Employees

Title	Name	Assigned Departments and Files
Director	Vacant	<i>Update at the meeting</i>
Administrative Coordinator	Leah Pilurtuut Extension 2305 lpilurtuut@krq.ca	Administrative support to the HR Department
Advisor	Cynthia Cookie-Simard Extension 2409 CCookie-Simard@krq.ca	Sustainable Employment; Recreation; RLED; Communications; Administration – IT / Tamaani.
Advisor	Karine Côté Extension 2337 kcote@krq.ca	Finance and Treasury; Transportation; H&S; LRC; Employee Years of Service Recognition.
Advisor	Nathalie LeGall Extension 2275 nlegall@krq.ca	KRPF; Civil Security; Legal; CNESST.
Advisor	Jennifer Matchett-Tassé Extension 2289 jmatchett@krq.ca	Renewable Resources; MPW; Administration – Operations/Procurement; KRG Councilors; LRC.