

Monthly Departmental Report

Human Resources

March 2025

Staffing Updates

Recreation Facilities: Andy Kierstead, a long-term employee at the Amherst Stadium, has announced his intention to retire at the end of May. In the coming months, staff will prepare for the vacancy created by Andy's departure and send Andy off into retirement with a celebration of his achievements!

Current Recruitment

Police Constable: Our recruitment campaign for an additional full-time Officer remains open. Staff had previously developed a video to promote the benefits of living and working in Amherst and becoming a member of the Amherst Police Department family to support the recruitment efforts. The video and posting will continue to be circulated online until the position is filled.

Police Science Cadet Program: The Amherst Police Department has applied and was awarded a student position in the January 2026 police cadet class and is also on the wait list for a position in the spring 2025 class. Several applicants are currently participating in the screening process.

Marketing & Communications Strategist: The competition for this position closed on March 7. The selection process is currently in progress.

Summer Student Recruitment: The recruitment process for our annual summer student hiring is currently in progress. The competitions will remain open until late March/early April.

Student Placements: We are pleased to host various work placements, typically in the spring each year, to support students in gaining on-the-ground experience to enhance their studies. Two such placements are currently being explored; one in our Public Works Department and one in our Community Living Department.

Parks, Maintenance & Stadium Operator: Andy's retirement will create a vacancy for a Parks, Maintenance & Stadium Operator position. This vacancy will be posted internally in the coming weeks as this is a CUPE position governed by the collective agreement. Should no internal applicants be found suitable, the position will be posted externally.

Parks Attendant (Seasonal): A competition will be posted shortly to fill this vacancy, which was temporarily filled for the season last year. This will be posted internally and externally.

Other HR News

Labour-Management Meeting

Staff are preparing for the semi-annual labour management meeting with our CUPE Local 1233 members with the next meeting to take place March 20, 2025.

Annual Performance Evaluations

HR staff are working on rolling out our annual employee performance evaluations for all staff. The target deadline for completion is the end of March.

Group Insurance Plan Annual Renewal

HR staff review the group insurance plan every spring. The review includes the plan design, including levels of coverages, reviewing claims trends from the prior year and a review of premium rates.

Contractual Salary Increases

HR staff are preparing for annual salary increases for April 1 in accordance with the CUPE and APA collective agreements.

HR Policy Review

Staff also continue to review all HR policies and procedures with the “Staff Training and Professional Development” policy currently under review for recommended revisions.

Payroll

Payroll and WCB remittances are up to date.

Payroll remittances are remitted to CRA bi-weekly by the payroll company.

WCB is remitted automatically via our payroll provider.

The year-end payroll process for 2024 has been completed and T4's have been distributed.