

HUMAN RESOURCES, IT AND INFRASTRUCTURE

Bruce Parker
Director HR and Infrastructure Service

WELCOME

You are now part of a truly unique organization

It is our privilege to have you join us at SMDHU

You will find SMDHU to be a pleasant, supportive, compassionate and friendly work environment. We foster a positive work experience where our employees are encouraged to practice a true work life balance

2012 EMPLOYER AWARD OF EXCELLENCE

Awarded to SMDHU by the Registered Practical Nurses' Association of Ontario (RPNAO)

Why?

RPNAO determined SMDHU is committed to service delivery excellence where our employees are indeed treated fairly; with dignity and respect; and provided with a positive work environment whereby they are able to be engaged, freely exchange ideas, communicate openly, allowed to be innovative and encouraged to truly practice a work life balance.

WE VALUE

Excellence

- in promoting and protecting health, and providing quality programs and services

Accountability

- for our individual and collective actions and outcomes, and for the responsible and effective use of public funds and resources

Respect

- for all people and their right to be treated fairly and with dignity

Working in Partnership

- and collaborating with governments, agencies, communities, families and individuals

A Positive Working Environment

- where employees are engaged, and encouraged to exchange ideas, communicate openly, be innovative, and practice work life balance

Equal Opportunity

- for health

2012 STAFF CONSULTATIONS

All staff invited to meet with Director of HRI

First time in 20+ years

15 separate consultation meetings

Action plans and basis for agency HR Strategy developed

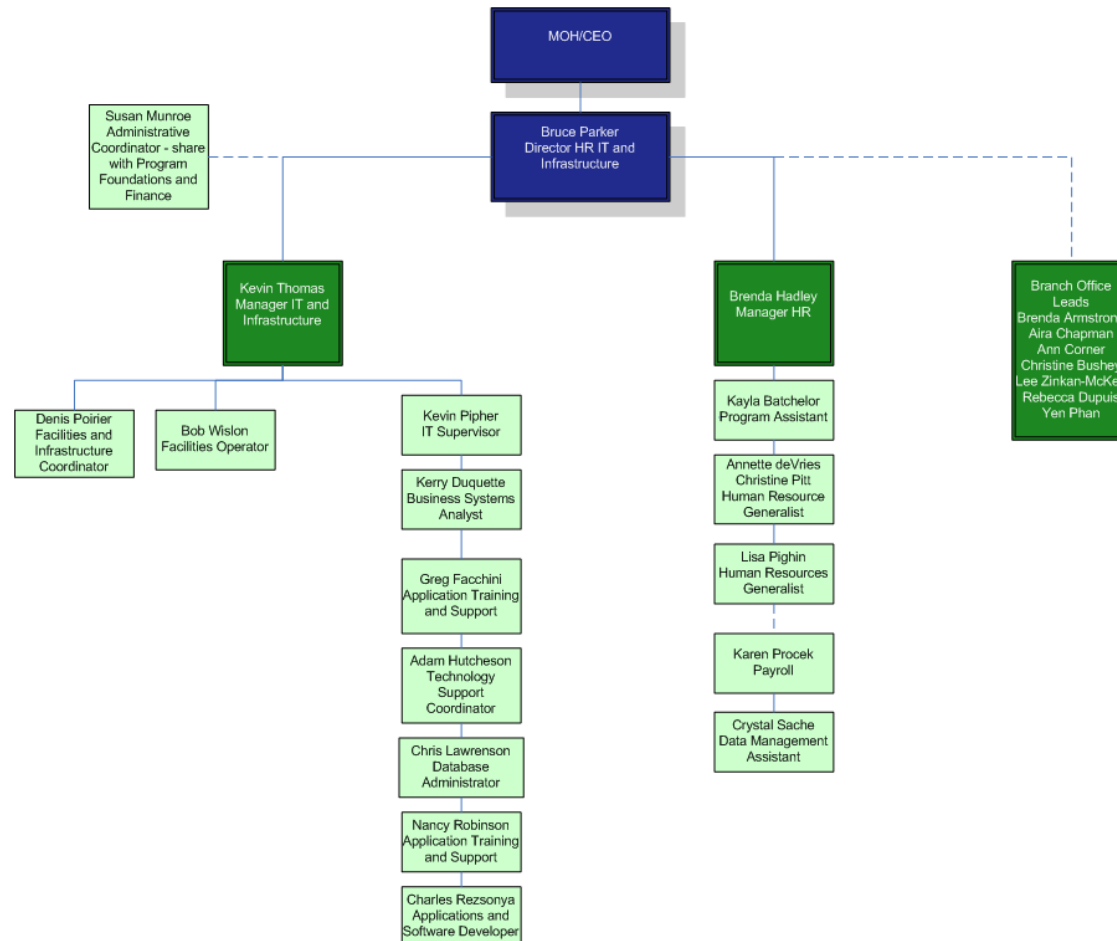
Separate branch cultures plus 2 separate cultures of merged HU's

BOL concept born

Yes we do live our values

99% of staff indicated SMDHU is the best place they ever worked

ORGANIZATIONAL CHART – HUMAN RESOURCES, INFORMATION TECHNOLOGY AND INFRASTRUCTURE



HUMAN RESOURCES ACTIVITIES

- Position Description maintenance and coordination
- Job Evaluation which determines pay grades
- Employee **Compensation** administration
- **Employee Benefits and Pension** administration
- Employment files responsibilities
- **Recruitment**, Selection, Ads, Job Posting Coordination
- **Employee Policy** maintenance and administration
- ONA **Collective Bargaining**
- Collective Agreement Administration Consultation
- **Non Union collaboration with employee's HR Council**
- **Health and Safety** administration

HUMAN RESOURCES ACTIVITIES

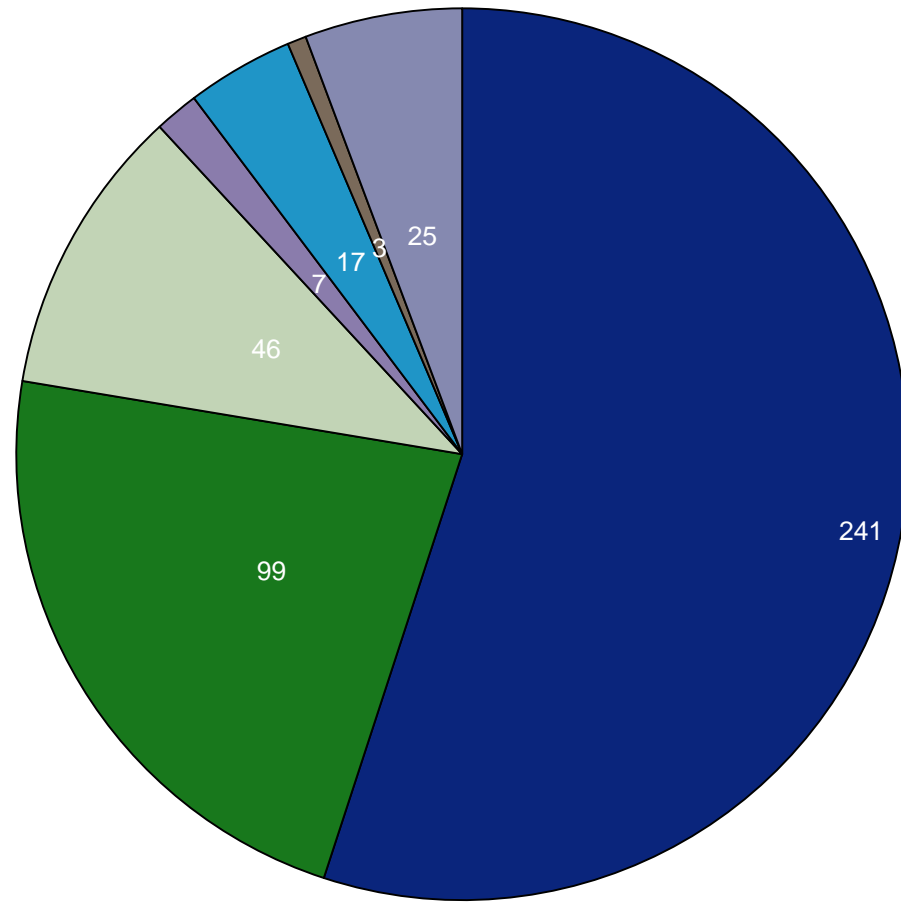
- Employee Open Door advisement and consultation
- Employee **Orientation** Coordination
- New Manager Orientation Program
- EAP Administration
- Performance Evaluation Reviews Administration
- Absenteeism Support and Coordination of Programs
- **LTD/Sick Leave** Administration and RTW
- **Labour Relations**
- Training Coordination
- Required Certifications Administration
- **Performance Management** Support
- Employee Recognition: Long Service
- **WSIB** (Worker's Compensation) Coordination

HUMAN RESOURCES ACTIVITIES

- WSIB Return to Work Coordination
- **Pay Equity** Maintenance and Administration
- **Human Rights** Administration
- Employee Wellness Lead
- Employee Satisfaction Consultation Initiatives
- Annual Staff Education Day Lead
- Exit Interview Coordination
- Manpower Planning to determine future needs and plans
- Info HR: **Human Resources Information Data Base System**
- Employee Retirement Assistance and Coordination
- **Payroll**

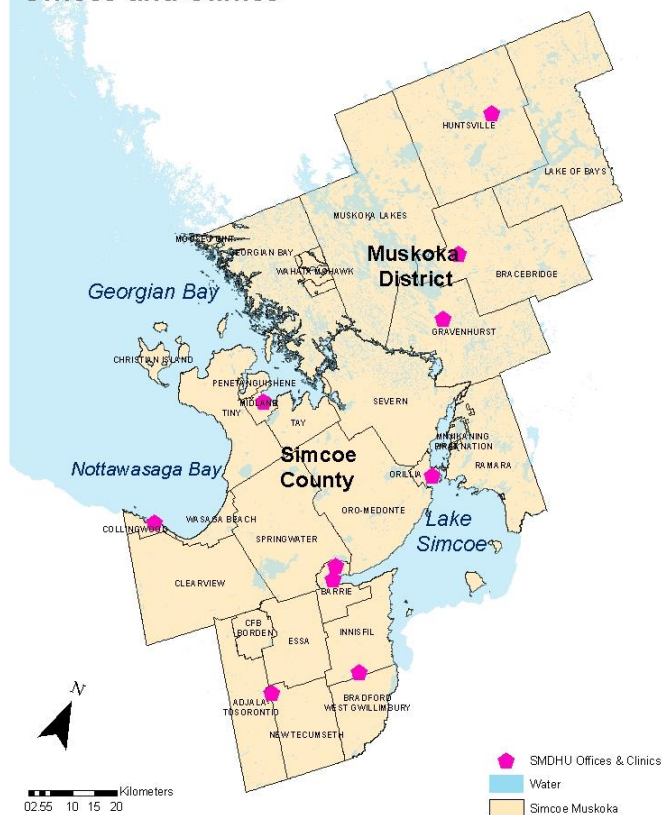
STATISTICS - 413 STAFF IN 2014

- Full Time - 241
- Part Time - 99
- Casual Non-Union - 46
- Temporary Non-Union - 7
- Casual - ONA - 17
- Temporary -ONA - 3
- Plus Placement Students- 20-25



OFFICE OPERATIONS

Simcoe Muskoka District Health Unit Offices and Clinics



Data Sources:
Land Information Ontario, Simcoe Muskoka District Health Unit
Date Created: September 13, 2010

- The Health Unit has 9 locations:
8 offices plus a 1 clinic in Alliston
- Corporate functions based primarily out of the Barrie Office with Program Assistants in each of the branch offices.
- Seven branch offices :Downtown Barrie (80 Bradford) Collingwood, Cookstown, Huntsville, Midland, Gravenhurst and Orillia

BARRIE

15 SPERLING DRIVE

- 31,520 square feet
- Approximately 160 staff
- Leased to 2021
- 25 additional parking spots at the Legion



BARRIE DOWNTOWN CLINIC

80 BRADFORD STREET

- 7,197 square feet
- Approximately 32 staff
- Lease to 2019
- Healthy Smiles Ontario
- Sexual Health Programs
- Vaccine Preventable Disease



GRAVENHURST

2 - 5 PINERIDGE GATE

- 6,741 square feet
- Approximately 30 staff
- Lease to 2018
- Town of Gravenhurst purchased building in 2008



COLLINGWOOD

280 PRETTY RIVER PARKWAY

- 3,200 square feet
- Approximately 17 staff
- Lease to 2023
- Major renovation completion 2014



COOKSTOWN

2-25 KING STREET SOUTH

- 4,088 square feet
- Approximately 14 staff
- Serves South Simcoe
- Lease month to month
- Office being upgraded 2015 with new paint, tile, carpet, reception



MIDLAND

B - 865 HUGEL AVENUE

- 5,355 square feet
- Approximately 15 staff
- Move to new location occurred March 2011
- Located In High School
- Reassessing re new School



HUNTSVILLE

34 CHAFFEY ST

- 3,612 square feet
- Approximately 10 staff
- Lease to 2018
- Northern-most office – Heritage Building
- Known as the PINK HOUSE



ORILLIA COMMON ROOF

120-169 FRONT STREET SOUTH

- 2,592 Square Footage
- Approximately 14 staff
- Lease to 2021
- Location partnered with other Health Care focused agencies



FACILITIES

The day to day operations and maintenance of our office buildings

Acquisition and maintenance of all leased offices and equipment/furniture

Janitorial services & security in all leased offices

INFRASTRUCTURE RENEWAL

Work anywhere anytime” to best meet client needs

- The changes to our buildings as offices are relocated or renovated.
- Part of an overall multi year BOH office renewal plan committed to in 2009
- Innovative Office concepts facilitate our work anywhere anytime by:
 - Work from home initiatives
 - Touch downs from home at beginning and end of day
 - Hoteling
 - Desk sharing
 - Temporary touch downs in offices

INFRASTRUCTURE RENEWAL

Our Focus

- Increasing standardization across the Health Unit
- Improving quality of work and work life balance
- Ensuring the safety of our staff
- Greening and decreasing our carbon footprint
- Accessibility, AODA Compliance

INFORMATION TECHNOLOGY

Both **Develops** and **Supports** the use of technology to better manage our information and enhance our program delivery by:

Effective, efficient and secure voice and data communications

- Designing and maintenance of e-mail, phones
- Implementing new technology standards
- Researching and supporting new technologies for us to use

Supporting staff in accessing, managing and using information

- Intranet/Intranet
- Database development

Supporting 24/7 access

- Website
- Mobile information systems – cell, tablet blackberry
- Help Desk Ticket coordination and [Training and trouble shooting](#)

**Always remember...
(as we tell all our new staff)**

Find a job you love and it will feel like you
never worked a day in your life!

We hope our staff have found that with us.

OUR CULTURE

Is based on both the **TRUST** we have in our staff in carrying out their day to day assignments in a professional manner and our

RESPECT for our staff as our representatives.

So as we tell our new staff: have fun, smile and enjoy your time with us.

Thank You
and
Welcome to
SMDHU

We trust the time you spend with us will be a most pleasant and rewarding experience!