



**2017**

**CORPORATE NEW EMPLOYEE ORIENTATION - CE0005**

**IT STARTS WITH YOU - CE0004**

**IT STARTS WITH YOU – CM0004**

**CUMULATIVE SUMMARY ACCESSIBLE VERSION:**

**JANUARY 1, 2012 – DECEMBER 31, 2016**

**HUMAN RIGHTS, ACCESS & EQUITY OFFICE**

## **Purpose of the Report**

This report highlights the combined departmental completion totals of the New Employee Orientation session (CE0005), It Starts With You (CE0004), and It Starts With You (CM0004) from January 1, 2012 to December 31, 2016.

### **New Employee Orientation - CE0005**

All full-time employees are required to attend a full-day Corporate New Orientation session. The orientation session helps new employees understand expectations, provides an organizational overview as well as information about the City's Vision, Mission, and Strategic Plan.

### **It Starts With You - CE0004**

All employees are required to attend the two-hour It Starts With You information session. The information session outlines the City of Hamilton's expectations in terms of appropriate workplace behavior providing employees with an understanding of their rights and responsibilities as well as a knowledge of policies and procedures.

### **It Starts With You - CM0004**

All front-line supervisors and managers are required to attend the full-day It Starts With You training session. The training session outlines the City of Hamilton's expectations in terms of managing issues of harassment and discrimination in the workplace. As such, the training provides tools for addressing and recognizing harassment issues and the roles and responsibilities of front-line supervisors and managers.

## **Methods and Counts**

Staff and management are included together as an overall count. The completion totals only include staff and management currently employed at the City of Hamilton and do not include the completions of former staff and management, including retirees. Lastly, this report does not include Library or Police Services departments.

**Note:** This report includes duplications in which employees with more than one job title have been counted more than once.

## **Department Totals: Corporate New Employee Orientation (CE0004), It Starts With You (CE0004), and It Starts With You (CM0004) Completion Summaries (January 1, 2012 – December 31, 2016)**

### **City of Hamilton – Total Organization**

Total Staff and Managers: 8,118

Total Staff and Manager Completions: 3,806

Total Percentage of Staff and Manager Completions: 46.9%

### **City Council & Administration**

Total Staff and Managers: 59

Total Staff and Manager Completions: 5

Total Percentage of Staff and Manager Completions: 8.5%

### **City Housing Hamilton**

Total Staff and Managers: 194

Total Staff and Manager Completions: 59

Total Percentage of Staff and Manager Completions: 30.4%

## **City Manager's Office**

Total Staff and Managers: 127

Total Staff and Manager Completions: 67

Total Percentage of Staff and Manager Completions: 52.8%

## **Community and Emergency Services**

Total Staff and Managers: 3,730

Total Staff and Manager Completions: 1,601

Total Percentage of Staff and Manager Completions: 42.9%

## **Corporate Services**

Total Staff and Managers: 490

Total Staff and Manager Completions: 199

Total Percentage of Staff and Manager Completions: 40.6%

## **Planning and Economic Development**

Total Staff and Managers: 824

Total Staff and Manager Completions: 339

Total Percentage of Staff and Manager Completions: 41.1%

## **Public Health**

Total Staff and Managers: 472

Total Staff and Manager Completions: 144

Total Percentage of Staff and Manager Completions: 30.5%

## **Public Works**

Total Staff and Managers: 2,217

Total Staff and Manager Completions: 1,392

Total Percentage of Staff and Manager Completions: 62.8%

## **Temporary Worker Pool**

Total Staff: 5

Total Staff Completions: 0

Total Percentage of Staff Completions: 0%

### It Starts With You Training Summary

