

2016 FACT SHEET

CORPORATE SERVICES DEPARTMENT



WHAT IS CORPORATE SERVICES?

The Corporate Services Department includes four distinct areas: The Human Resources division provides a full range of human resource services to a workforce of approximately 1,800 employees. The Communications section supports all corporate communication initiatives from newsletters to the website. The Occupational Health and Safety division provides a comprehensive corporate safety and return to work support program for all employees of the municipality. The Information Technology division provides computers and technology to nine different locations.

The Corporate Services Department net 2016 budget is \$5,161,200

DID YOU KNOW WE PROVIDE?

Corporate Services Administration:

This includes overall management of the Corporate Services divisions and the planning and implementation of corporate projects. Communication objectives are supported through the publication of an employee newsletter, the corporate intranet and Saanich.ca website.

Net cost \$626,700

Human Resources:

Recruitment, Selection, Job Evaluation, Employee and Labour Relations, Training and Development, Wellness and Records Management:

Human Resources (HR) interfaces with employees throughout their career at Saanich. It advertises vacancies, processes applications and provides support to hiring managers throughout the selection process. HR advises managers on employee and labour relations, and on training and development opportunities for them and their staff.

Net cost \$1,165,200

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HR works closely with managers and staff to improve wellness, develop return to work plans for illness or injury that is not work-related, and provides guidance in application for Long Term Disability when necessary.

Information Technology:

Information Technology Division provides the computer systems and supporting technology to assist the organization in providing services to the residents of Saanich. This includes providing computer applications to nine different locations which is supported by a technical Helpdesk for staff queries and trouble shooting. Saanich residents are provided with WiFi access to the internet at Saanich's public facilities, and can access some of the Geographic Information Systems (GIS) data through tools that are accessed via the Internet.

Net cost \$3,369,300

Occupational Health and Safety:

OH&S Accident Prevention Services:

Comprehensive safety management systems including policy and safety practice development, consultation, training, inspection, investigation and performance measurement are provided to prevent accidents. Prevention services are also provided to all departments and employees in Saanich including the support of ten joint Occupational Health & Safety committees.

Revenues	\$533,100
Expenditures	\$533,100
Net cost	\$Nil

OH&S Return to Work Services:

Effects of accidents and injuries on employees and their productivity are minimized by effective coordination of a comprehensive injury management and return to work program for all Saanich employees.