



HUMAN RESOURCES 2016 COMMISSION ANNUAL UPDATE

Joyce Snow
Human Resources Director
December 20, 2016



CITY MISSION

- TO ENSURE A SAFE PROSPEROUS AND CULTURALLY ENRICHED COMMUNITY.

CITY VISION

- WE ENVISION BATTLE CREEK AS AN EXTRAORDINARY COMMUNITY WHERE PEOPLE CHOOSE TO LIVE, WORK AND PLAY.



HR MISSION STATEMENT

- TO CREATE A POSITIVE WORK ENVIRONMENT THAT MAXIMIZES ORGANIZATIONAL AND INDIVIDUAL POTENTIAL AND POSITIONS THE CITY OF BATTLE CREEK AS AN EMPLOYER OF CHOICE, WITH A WORKFORCE OF EMPLOYEES DEDICATED TO EXCELLENCE, INTEGRITY, TEAMWORK AND IMPROVED CUSTOMER SERVICE.

HR VALUE STATEMENT

HR VALUES...

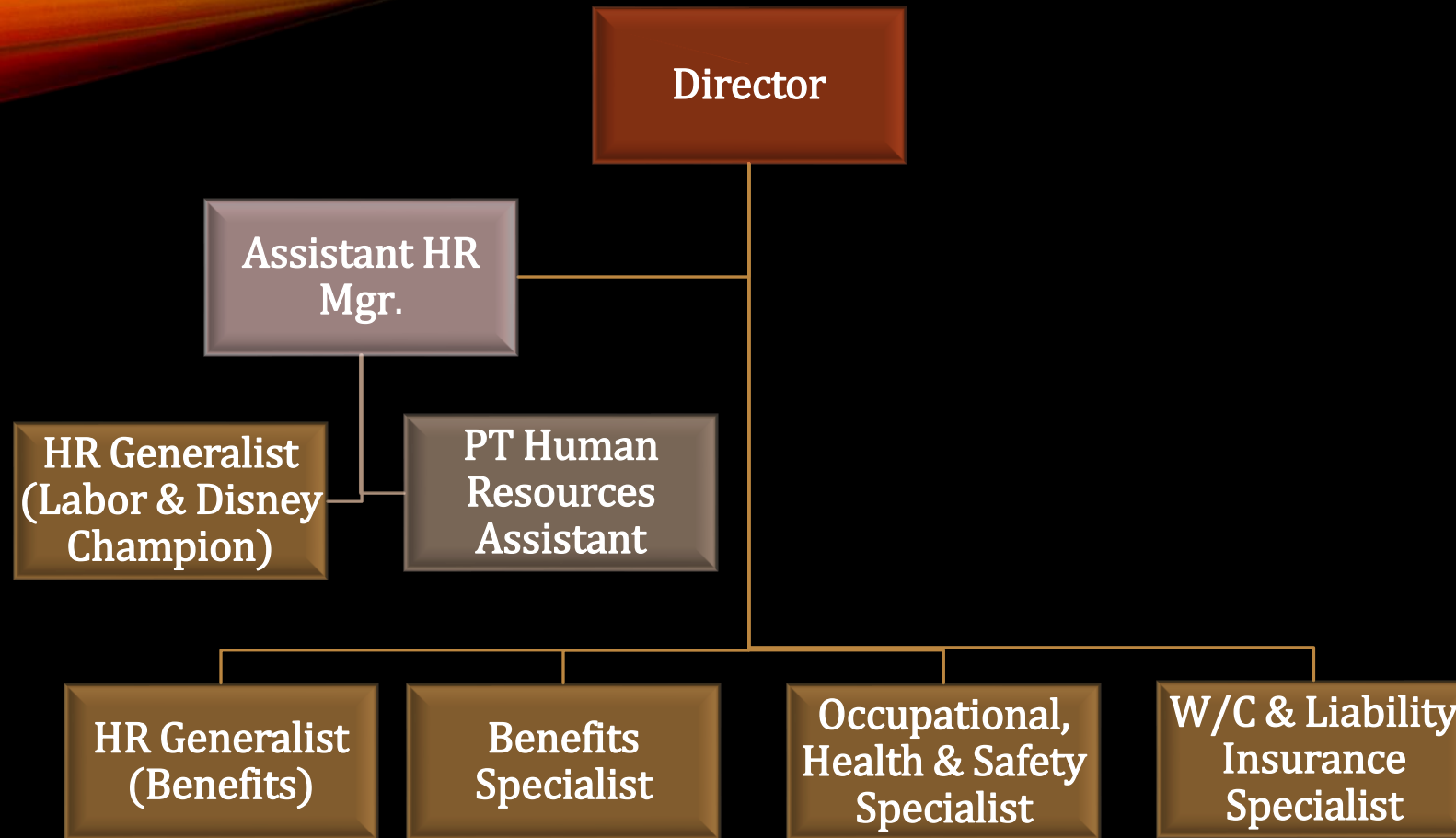
OUR CUSTOMERS AS OUR NUMBER ONE PRIORITY, AND THE PRIMARY FOCUS OF OUR PLANNING AND SERVICE. THAT ALL INTERNAL AND EXTERNAL CUSTOMERS IN THE CITY OF BATTLE CREEK ARE TREATED WITH RESPECT AND DIGNITY, HAVE OPPORTUNITIES FOR PROFESSIONAL GROWTH & DEVELOPMENT, RECEIVE FAIR AND EQUITABLE TREATMENT, AND WORK IN A SAFE ENVIRONMENT.

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HR VALUES...

OUR HUMAN RESOURCES TEAM

ARE ENTHUSIASTIC, DEDICATED, RESPONSIVE PROFESSIONALS WHO WORK COLLABORATIVELY AS A TEAM, TRUST AND RESPECT EACH OTHER, DEMONSTRATE PERSONAL INTEGRITY, AND ARE COMMITTED TO MAINTAINING THE HIGHEST LEVEL OF SERVICE TO OUR CUSTOMERS.



HR TEAM 2016!

Elizabeth
Jennifer
Pam
Joyce
Honnee
Jovan



1ST QUARTER

- LEAVE DONATION FUND ESTABLISHED **209.75 HOURS DONATED**
- PREPARED FOR 1ST REQUIRED ACA REPORT
- BEGIN CIVIC HR REVIEW FOR ON-LINE APPLICATIONS AND PERF. EVALS.
- REVISED ORIENTATION PROCESS –
 - START 1ST DAY OF PAY PERIOD
 - ORGANIZATION, BENEFITS, SAFETY, DEPARTMENT
- DEVELOPED IMPROVED PROCESS FOR JOB POSTINGS
- BEGAN PREP FOR EMPLOYEE PICNIC
- CITY HALL 2015 *JEAN FRIDAYS* MONEY DONATED TO VARIOUS CHARITIES
- UPDATED SAFETY SCHEDULE

2ND QUARTER

- SUCCSSFULLY COMPLETED ACA REPORTING TO IRS
- CONTINUE DEVELOPMENT OF CIVIC HR
- EMPLOYEE PICNIC A SUCCESS!
- DISNEY CUSTOMER SERVICE LOGISTICS ADDRESSED
- STARTED CONTRACT NEGOTIATIONS WITH NEGOTIATION TEAM & 6 UNIONS
- BEGAN DEVELOPMENT OF PILOT SUCCESSION PLANNING PROCESS WITH WASTE WATER
- DEVELOPED AND PUBLISHED RFP'S FOR W/C AND BENEFITS BROKERS



3RD QUARTER

- SELECTED BENEFITS BROKER THROUGH RFP PROCESS - GALLAGHER
- SAFETY – ARIEL AND FORKLIFT TRAINING AT DPW
- MIOSHA RISK ASSESSMENT
- DISCUSSION OF LIGHT DUTY POLICY FOR IAFF EMPLOYEES BEGINS
- LOTS OF UPDATING IN LOGOS TO ADDRESS NEW CONTRACT CHANGES
- DISNEY TRAINING BEGINS
- PARTICIPATED IN MICHIGAN WORKS! JOB FAIR
- CORPORATE CUP **78 EMPLOYEE PARTICIPANTS 1ST & 3RD OVERALL DIVISION III**
- PARTICIPATED IN CITY FAIR

4TH QUARTER

- CONDUCTED EMPLOYEE BENEFIT PRESENTATIONS
- FIRST EVER ON-LINE OPEN ENROLLMENT FOR BENEFITS
- ONE - ON - ONE MEETINGS FOR ON LINE BENEFIT ENROLLMENT ASSISTANCE AT EVERY FACILITY
- DISNEY CUSTOMER SERVICE TEAM ESTABLISHED
- ASSOCIATE IN RISK MANAGEMENT (ARM) CERTIFICATION PROCESS BEGINS
- INTERVIEWS AND JOB OFFERS FOR OCCUPATIONAL HEALTH & SAFETY SPECIALIST AND PART TIME HR ASSISTANT

ANNUAL HIGHLIGHTS & STATISTICS

- **517** EMPLOYEES DEC 2015
- **515** EMPLOYEES DEC 2016
- JOBS POSTED
 - **139 +/-** INTERNAL
 - **62 +/-** EXTERNAL
- JOBS POSTED ON INDEED. COM, CITY FACEBOOK, CITY TWITTER, URBAN LEAGUE, PURE MICHIGAN, NUEVA OPINION, SHOPPER, REMINDER, ADVISOR AND OTHER WEBSITES, ORGANIZATIONS OR UNIVERSITIES AS DETERMINED BY POSITION
- **830** ON LINE APPLICATIONS FOR 20 JOBS SINCE SEPT. WITH CIVIC HR (2 – 3 X'S PREVIOUSLY)
- **47** PERMANENT EMPLOYEES HIRED 2016
 - **12 – 15** ADDITIONAL IN PROCESS
- **241** SEASONALS/ELECTION/TEMPORARY

ANNUAL HIGHLIGHTS & STATISTICS

(CONT.)

- **148** EMPLOYEES ATTEND BENEFIT PRESENTATIONS AT **6 LOCATIONS**
- 1st ON-LINE BENEFIT ENROLLMENT
- **642** TOTAL BENEFIT CONTRACTS
- **1022** TOTAL DEPENDENTS
 - **469** ACTIVE EMPLOYEES & **949** DEPENDENTS RECEIVING BENEFITS
 - **173** RETIREES & **73** DEPENDENTS RECEIVING BENEFITS (**total 246**)
 - **119** PRE-65 / **58** DEPENDENTS
 - **54** MEDICARE / **15** DEPENDENTS
- **8,801.50 HRS PAID for 42** EMPLOYEES ON FMLA (**1,100 DAYS**)
- **\$194,784.94 PAID to 39** EMPLOYEES ON S & A (**2,349 HOURS / 2,349 DAYS**)
- **18** RETIREES IN 2016
- **21** RESIGNATIONS **11** OTHER TERMS 2016
- LEAVE DONATION BALANCE **288** HOURS

ANNUAL HIGHLIGHTS & STATISTICS

(CONT.)

- WELLNESS PLAN IN PROCESS
- WORKED SUCCESSFULLY WITH LABOR RELATIONS, FINANCE, DEPARTMENTS AND UNIONS TO GAIN 6 RATIFIED LABOR CONTRACTS
- WORKING WITH MIOSHA TO UPDATE LOCKOUT / TAGOUT
- **44 or 14.46%** OF EMPLOYEES UTILIZED EAP (Nat'l average is 2-3%)
- **42** MERS ONE-ON-ONE MEETINGS
- **65** ICMA ONE-ON-ONE MEETINGS
- **379** EMPLOYEES IN DISNEY CS TRAINING
- **140** EMPLOYEES SCHEDULED FOR 2017
- **\$1,942** COLLECTED FROM CITY HALL EMPLOYEES THROUGH **JEAN FRIDAYS DONATIONS TO:**
 - **\$545** BC SHOP WITH A COP
 - **\$150** FOOD BANK OF S. CENTRAL MI
 - **\$150** GOD'S KITCHEN
 - **\$545** PIONEER DAYS FIELD TRIP
BC LAMORA PARK ELEMENTARY
 - **\$545** SAFE PLACE

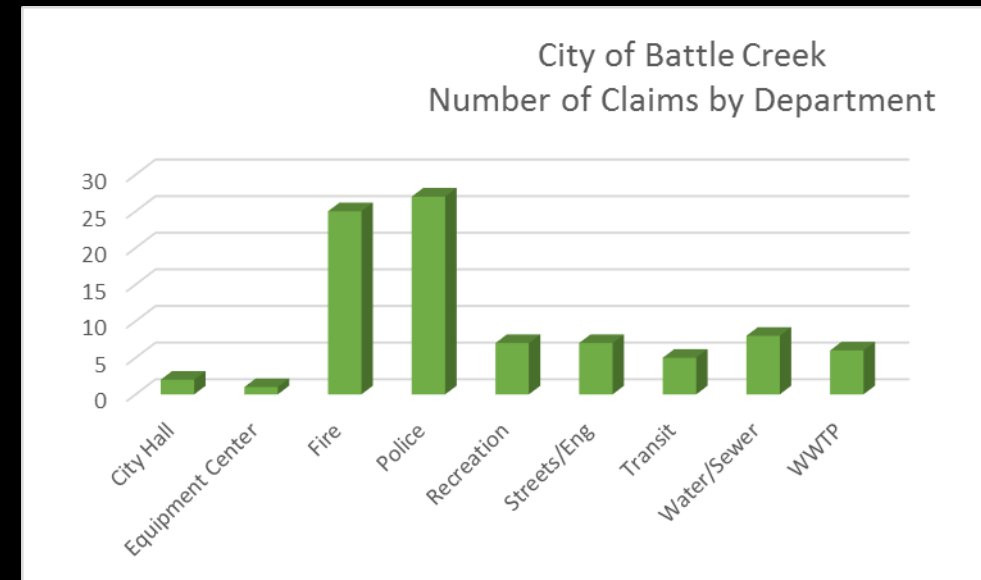
ANNUAL HIGHLIGHTS & STATISTICS

(CONT.)

WORKERS' COMPENSATION CLAIMS

Department

• City Hall	2
• Equipment Center	1
• Fire	25
• Police	27
• Recreation	7
• Streets/Engineering	7
• Transit	5
• Water/Sewer	8
• WWTP	<u>6</u>
• TOTAL	88



EMPLOYEE EVENTS – HR

- ALL YEAR - WELLNESS ACTIVITIES (LEAD PAM)
 - Poker walk, blood drive, health fair
- MAY - EMPLOYEE PICNIC ATTENDED BY APPROXIMATELY **188** (LEAD JOVAN)
- AUGUST – TAKASAKI EXCHANGE PROGRAM (LEAD JENNIFER)
- AUGUST - CIVIC HR IMPLEMENTED (LEAD HONNEE & JENNIFER)
- AUGUST – CITY FAIR (LEAD HONNEE, ELIZABETH, JENNIFER)
- AUGUST – DISNEY (CHAMPION JOVAN)
- OCTOBER - HEALTH FAIR (LEAD PAM, HONNEE, & ELIZABETH)
- OCTOBER – FLU SHOTS (LEAD HONNEE & PAM)
- NOVEMBER – ON-LINE BENEFIT ENROLLMENT (ENTIRE TEAM, IS, & FINANCE)

2016 GOALS

- ✓ INSTITUTE NEW HR ORG CHART AND STRUCTURE
- ✓ DEVELOP COMPENSATION STUDY RFP
- ✓ CONTINUE PROFESSIONAL DEVELOPMENT FOR SELF AND ALL STAFF
- ✓ OFFER ON LINE APPLICATION
- ✓ OFFER ON LINE BENEFITS ENROLLMENT
- ✓ DETERMINE BENEFITS BROKER THROUGH RFP PROCESS
- ✓ WORK WITH LABOR RELATIONS TO STRENGTHEN RELATIONSHIPS WITH ALL EMPLOYEES

2017 GOALS

- RFP FOR VOLUNTARY BENEFITS
- EXPAND OUR OFFERING OF VOLUNTARY BENEFITS
- BEGIN COMPENSATION & BENEFIT STUDY (with Commission approval in budget)
- SAFETY TRAINING PROGRAM INITIATED
- PREPARE FOR ROLL OUT OF NEW PERFORMANCE MANAGEMENT TOOL
- CONTINUE STAFF CROSS TRAINING
- HIRE A PROFESSIONAL DEDICATED TO SAFETY
- BUILD TRUST IN HR AMONG ALL EMPLOYEES
- CONTINUE EMPLOYEE DEVELOPMENT OPPORTUNITIES

THE END

