



DRIPPING SPRINGS
Texas

Human Resources Department Year in Review

Chase Winburn
Human Resources Director

Human Resources

Department Overview:

- **Roles at the City**

- Personnel Policies & Procedures
- Employee Performance & Evaluations
- Training and Development
- Benefits
- Employee Relations
- Hiring
- Employee Retention

- **Objective(s)**

- Attract, develop and retain talented employees while fostering a positive and productive work environment.

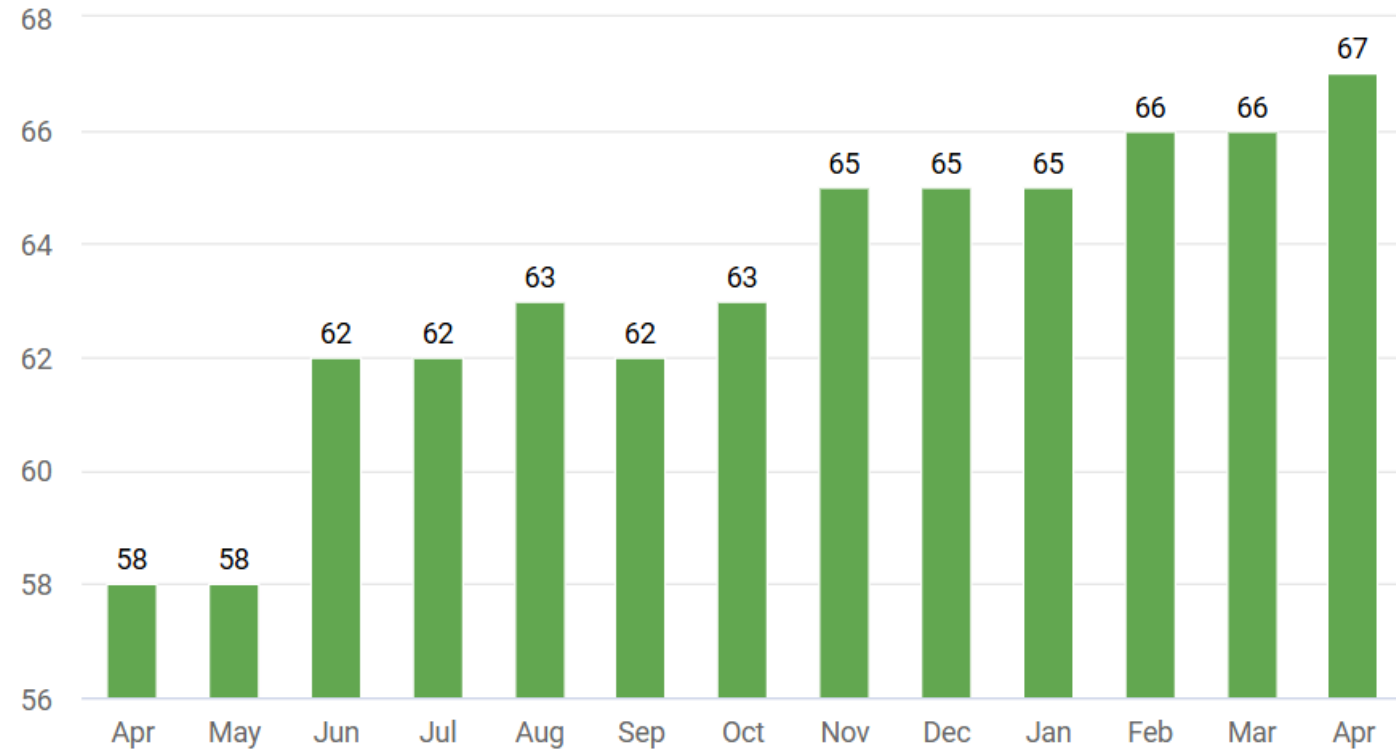
Year in Review



Workforce Overview – Since 4/1/2024

Total Full Time Employee (FTE) Count: 67 (+15.52%)

Overview

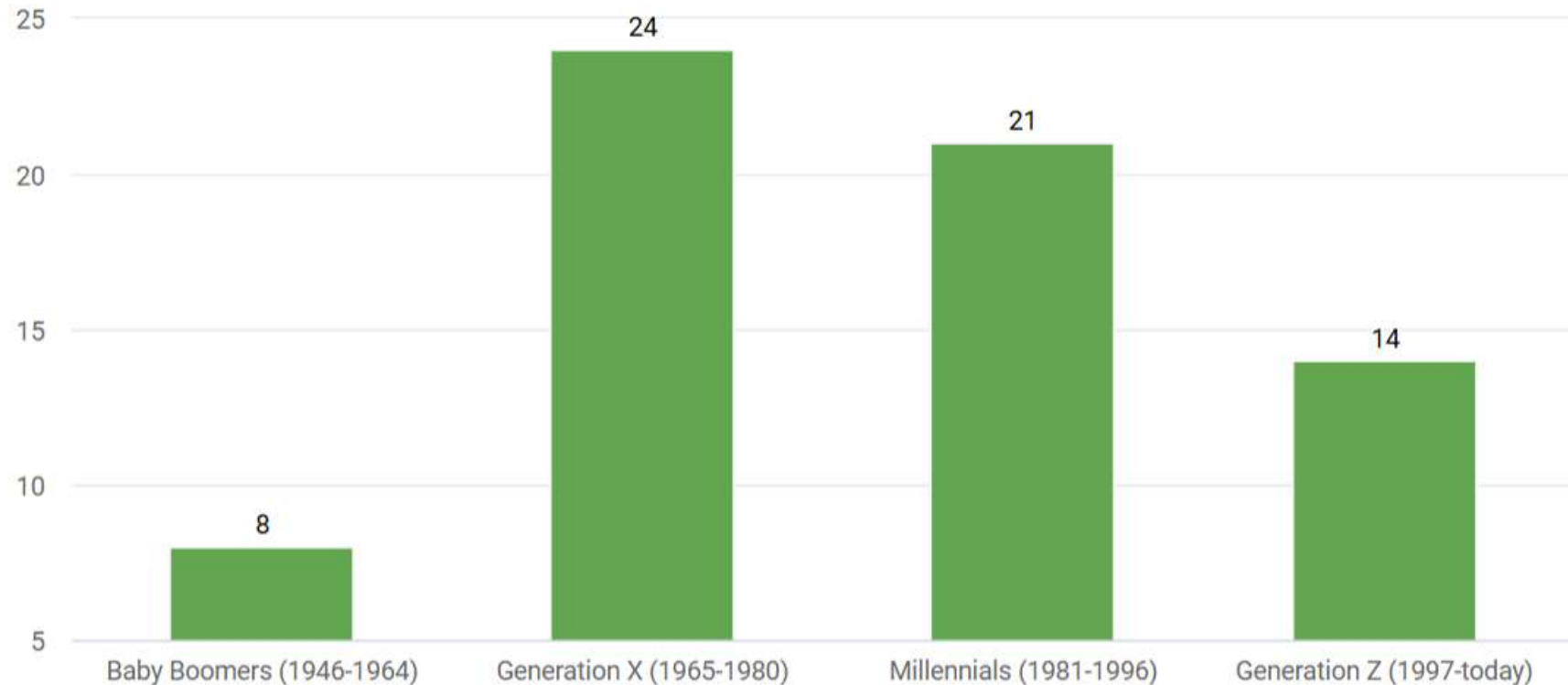


Year in Review

Demographics

Gender: **43% Female & 57% Male**

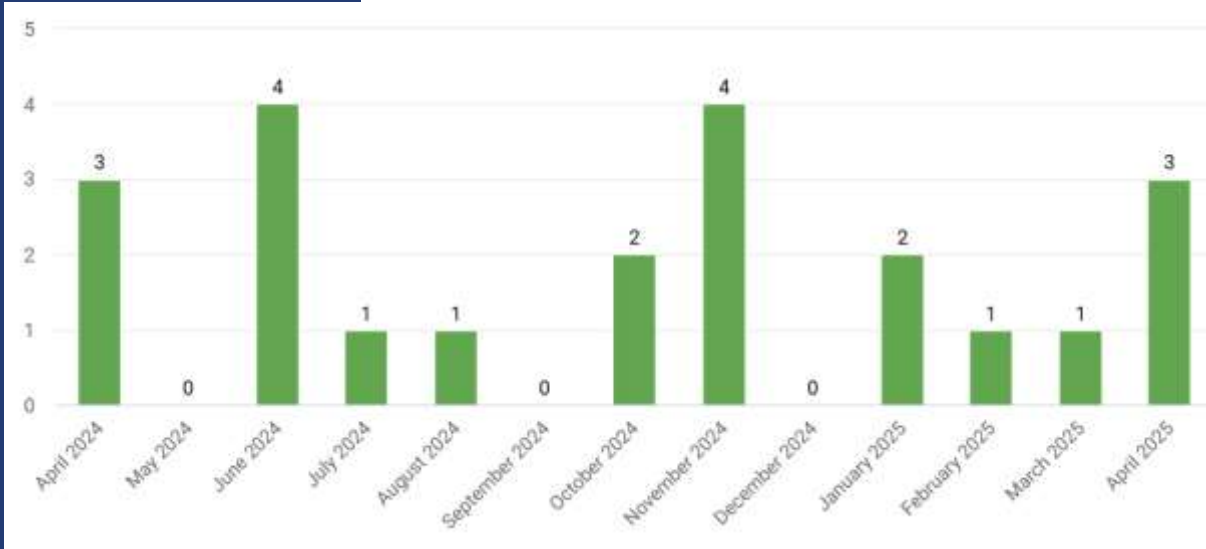
Generation Breakdown:



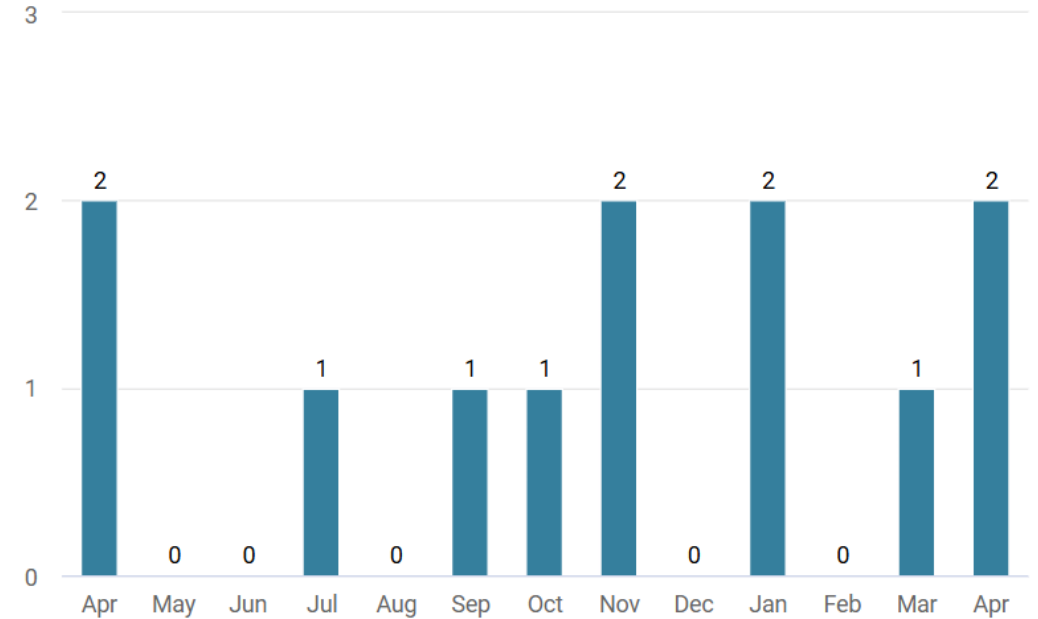
Year in Review

Workforce Overview – Since 4/1/2024

New Hires: 22



Exits: 12



Turnover Rate: **19.07 %**

Tenure of turnover: **Average 2.27 years**

Employees eligible to retire: **8**

Recruitment Metrics

Employees hired since 4/1/2024: **22**

Current Full Time Open Positions: **3**

Sources of hire:

- ☐ Indeed: **21%**
- ☐ Texas Municipal League Website: **5%**
- ☐ City Website: **44%**
- ☐ Employee Referrals: **30%**

Employee Incentive Referrals:

- ☐ **6** new hires have been referred by current employees.

Year in Review



Benefits

Primary Medical Benefits Offered:

Medical – UnitedHealthcare PPO

Dental – Guardian

Basic Life Accidental Death (Group Life) – Guardian

Vision – Guardian

Telemedicine – Lyric



Participation Rates:

Benefit	Eligible	Enrolled	Participation
Medical	68	61	89.70%
Dental	68	62	91.20%
Group Life	68	68	100.00%
Vision	68	50	73.50%
Telemedicine	68	68	100.00%

Future Projects

Implement a new time reporting process: Begin to use “Executime” for Incode, employee self service reporting software for leave.

- ❑ Goal is to help supervisors manage employee leave balances
- ❑ In addition to track training by creating employee training reports

Implement a formal employee training program: Establish training guidelines and procedures.

- ❑ Goal is to establish a performance standard
- ❑ In addition, promote employee retention

Implement a supplemental employee contribution retirement plan: Missionsquare

- ❑ Goal is to promote employee benefits for recruitment

Year in Review



Executive Summary

Employee Growth: Full time employee count increased by 15.52% to a total of 67 full time employees.

Employees hired since 4/1/2024: 22

Turnover Rate: 19.08%

Average Tenure of Terminations: 2.27 years

Strategic Focus Areas for FY26:

- ❑ Establish, then improve a formal employee training program
- ❑ Improve employee retention

Year in Review

