



Human Resources Department

2022 ANNUAL REPORT

Strategic Goals

- ▶ The Human Resources Department performs as a team of high-functioning and trusted professionals.
- ▶ The Human Resources Department is a strategic and operational partner supporting all City of Sheboygan Departments, providing consistency and continuity across departments.
- ▶ The Human Resources Department is a champion of best practices in employee engagement, DEIB, and cultural growth.

Human Resources Staff Changes

- 1/1/2022 – HR Director Vicky Schneider on leave of absence
- 2/25/2022 – HR Administrative Assistant Pam Wimmer separates
- 3/4/2022 – HR Administrative Support staff Paula Bartz-Wagner begins
- 3/22/2022 – HR Generalist Jenn Wray separates
- 4/4/2022 – HR Consultant Michelle Stokes begins
- 5/20/2022 – HR Generalist Nicole Geschke separates
- 6/2/2022 – HR Administrative Assistant Barb Hanson begins
- 6/3/2022 – HR Director Vicky Schneider separates
- 6/6/2023 – Interdepartmental Support formally begins
- 8/25/2022 – HR Consultant Michelle Stokes separates
- 10/3/2022 – HR Generalist Kate Kobs begins
- 12/25/2022 – HR Administrative Assistant Barb Hanson transfers Finance Department

Human Resources Staff



2022 Department Successes

- ▶ Interdepartmental team – provided ongoing support to HR Team during transitions
 - ▶ Kaitlyn, Carrie, Kate
- ▶ City Hall workplace safety training established & opened to other city employee participants– fire & tornado drills, active shooter training
- ▶ Tracking of completed employee trainings in Munis ERP system initiated
- ▶ Continued mandatory employee trainings including Anti-Harassment & DEI Foundational – Leading Change training sessions
- ▶ Wellbeing initiatives, GO365 & employee engagement opportunities expanded
- ▶ Re-established 457(b) Plan individual employee & representative meetings
- ▶ Completed & implemented Carlson-Dettmann compensation study

Organizational Turnover

	2022	2021	2020	2019	2018	2017
Separations	66	54	41	36	32	32
New Hires	68	44	49	41	28	36

Current Number of Employees: ???

2022 Turnover: 14 %

2023 Health Benefit Premium Costs

	Monthly Premium	Monthly EE Cost 8.75%	Monthly ER Cost	Annual EE Cost	Annual ER Cost
Single	\$914.90	\$80.04	\$834.86	\$960.53	\$10,018.28
Ee plus Spouse	\$1,740.56	\$152.30	\$1,588.26	\$1,827.59	\$19,059.13
Ee plus Child/ren	\$1,577.78	\$138.06	\$1,439.72	\$1,656.67	\$17,276.69
Family	\$2,405.16	\$210.44	\$2,194.72	\$2,525.30	\$26,336.62

- ▶ Combined Medical and Pharmacy Out of Pocket Maximums
- ▶ Moved to UMR managing pharmacy for pharmacy savings
- ▶ Reimplementing Wellness Rates for 2024

Health Benefits Annual Costs

	2022	2021	2020	2019
Actual costs	\$5,817,526	\$6,000,247	\$4,822,622	\$5,258,505
Projected Costs	\$6,563,519	\$6,759,680	\$6,421,193	\$6,148,777
Cost/EE	\$16,164	\$17,566	\$13,985	\$16,993
Single	115	124	123	131
Family	214	235	222	231
Total	329	359	345	362
Stop Loss	\$165,000	\$165,000	\$165,000	\$165,000

2022 Plan experienced an 81 % Loss Ratio

2023 Goals

- ▶ Update and revise Employee Handbook
- ▶ Review, update & provide training related to all employee policies
- ▶ Cultural assessment and transformation
- ▶ Increased focus on DEIB and Employee Engagement
- ▶ Open enrollment thru Munis
- ▶ Increased Employee Recognition events and opportunities
- ▶ Update NEOGOV software to interface with Munis
- ▶ Host employee benefits fair
- ▶ Track employee training within Munis
- ▶ Create more interactive and formal onboarding/offboarding processes

2023 Employee Education Options

▶ All Employee Trainings

- ▶ Upstander/Bystander Training (Spring 2023)
- ▶ Anti-Harassment (Fall 2023)

▶ Workplace Safety Trainings (optional)

- ▶ CPR, AED & Defibrillator training & certification (completed January 2023)
- ▶ Fire Extinguisher training (completed February 2023)

▶ Wisconsin Retirement System Overview of WRS Benefits Employee Sessions - (optional - upcoming April 2023)

▶ Supervisory Leadership Training Program continues

- ▶ Reasonable Suspicion Training for all time supervisors (completed January 2023)
- ▶ Ethics for Leaders (completed February 2023)
- ▶ Performance Evaluations (upcoming April 2023)