

Quarterly Report

Human Capital Department

Town Council Meeting Date: May 14, 2024

Third Quarter FY-2023: January, February, March



Please accept this as the quarterly report for the Human Capital department

Department introduction:

The Human Capital (HC) department delivers innovative HC programs and services that are designed to support the Town's most valuable asset, our employees, as well as the Town Council's objectives and initiatives. The HC Department administers a comprehensive HC program that is consistent with Federal, State, and local statutes that is aimed to attract, motivate, and retain a diverse and skilled employee workforce.

HC's purpose is to deliver thought and servant leadership that meets the needs of our employees (current and prospective). To achieve maximum efficiency and success, the HC department is broken into five pillars: Recruitment, Benefits, Cultivation, Governance, and Risk Management & Emergency Services.

HC supports and encourages our employee's personal and professional growth through individual learning opportunities, wellness initiatives, and other Town sponsored activities and programs. We offer competitive benefits packages to employees that include medical, dental, vision, life insurance, short term disability, vacation/sick leave, paid holidays, wellness/financial benefits, deferred compensation plan, retirement, and more.

Commendable Achievements:

- Dennis Merz obtained the LEAD (*Leading, Educating, and Developing*) certification from UVA in March 2024.

Project Progress:

- Director of Human Capital proposed to the Town Manager the Town Manager Guiding principles outline which were adopted by the Town Manager. Additionally, HC partnered with the Town Manager and Communications Manager on establishing culture expectations in alignment with the Town Manager Guiding principles. This ultimately led to the development of the EIA branding initiative and new EIA logo.
- Health Center partnership with the County is active. Final contract was reviewed/approved, and we began implementation to kick off employee access to the Health Center, which is effective May 3, 2024. We will continue to enhance communications and collaborate with the County on this initiative.
- Building partnership with County Human Resources team. Meet monthly, at a minimum, to review County and Town programs and will continue to discuss collaboration efforts. More updates to come in the near future on program efforts.
- Internal review of job descriptions. Senior leadership will be working closely with their teams on updating all job descriptions – duties, responsibilities, certifications, etc. A new template was

provided to which will begin building on the succession planning program in identifying grade levels for positions that do not have this defined.

- Streamlined the recruitment program through the utilization of our HRIS (Human Resources Information System), Paylocity. This enhancement and utilization of our system provides a more efficient process for managers, through the workflow feature. We have received great feedback with additional requests for enhancements. We will continue to work with Paylocity on the ability to continue system enhancements.
- Development of an in-person onboarding program. Human Capital is partnering with all hiring managers and department heads to identify their onboarding needs. The purpose of this program is to develop an on-site orientation day for new hires to learn about the Town and will provide the information they need to be successful in their position. The program has been delayed and is anticipated to be kicked off by July 1, 2024.
- Worked with the vendor on benefits enrollment for FY25. Kicked off the first annual benefits fair for the Town that included in-person vendors. We received great feedback and will be working with all vendors to complete this on an annual basis at the minimum. Currently, as of May 2024, we are processing OE with applicable vendors.
- Lastly, it is important to note that all Human Capital strategic initiatives directly correlate with accomplishing the goals within the Plan Warrenton 2040. In order to meet these, there must be a highly skilled and adaptable workforce that can continue to provide a high level of services and public amenities for all citizens and visitors to enjoy. Therefore, through the enhancement of our internal Human Capital programs to include the training and development program, the Towns workforce will continue to develop their skills to meet the needs of the Plan Warrenton 2040 objectives. Ultimately, the main objective of cultivating a strong workforce is to be able to meet the overall purpose of Town Council strategic goals and the Plan Warrenton 2040 initiatives.

Charts and information:

Hire/Turnover Stats for Q3: January – March 2024

2024	Quarter 3		
	1-Jan	28-Feb	31-Mar
TOTAL # of EEs	258	262	265
Total Headcount - Full Time	112	114	113
# Hires	2	2	1
# Voluntary Sep	0	0	1
# Involuntary Sep.	2	0	1
# Voluntary Turnover %	0.00%	0.00%	0.88%
# Involuntary Turnover %	1.70%	0.00%	0.88%
Total Headcount - Part Time	146	148	152
# Hires	3	2	7
# Voluntary Sep	5	0	3
# Involuntary Sep.	0	0	0
# Voluntary Turnover %	3.30%	0.00%	2.00%
# Involuntary Turnover %	0.00%	0.00%	0.00%

2024	Quarter 3
Total Headcount - Full Time	113
# Hires	5
# Voluntary Sep	1
# Involuntary Sep.	3
# Voluntary Turnover %	0.82%
# Involuntary Turnover %	2.46%
Total Headcount - Part Time	152
# Hires	12
# Voluntary Sep	8
# Involuntary Sep.	0
# Voluntary Turnover %	5.82%
# Involuntary Turnover %	0.00%
TOTAL FT - TURNOVER %	3.28%
TOTAL PT - TURNOVER %	5.82%
TOTAL FT/PT - TURNOVER %	9.10%

Reasons for Leaving - Full Time	1-Jan	28-Feb	31-Mar
Better Employment / Opportunity/Compensation			1
New Career			
Not best fit - position/culture			
Involuntary Due to Performance	2		1
Relocation			
Resigned In lieu of Termination			
Retirement			
Work/Life Balance (school, other)			
Other / Unknown			
Reasons for Leaving - Part Time	1-Jan	28-Feb	31-Mar
Better Employment / Opportunity/Compensation			
Compensation			
New Career			
Not best fit - position/culture			
Involuntary Due to Performance			
Relocation			
Resigned In lieu of Termination			
Retirement			
Work/Life Balance (school, other)	5		3
Other / Unknown			

