

# QUARTERLY REPORT

## HUMAN CAPITAL & RISK

### DEPARTMENT



Town Council Meeting Date: November 12, 2025.

First Quarter FY-2026: July, August, September

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

#### DEPARTMENT INTRODUCTION:

- ◆ The Town's Human Capital (HC) & Risk Department serves as both a strategic advisor and a service-oriented partner dedicated to supporting all employees in a way that fosters a **positive, high-performing** workplace.
- ◆ Our mission is to **create and maintain** a work environment that **inspires** employee excellence, encourages **collaboration**, and **empowers** individuals to do what they do best—serve the Town and its residents through **Excellence in Action!**
- ◆ *We prioritize human sustainability by placing the workforce at the forefront of internal operational decision-making.* This approach ensures that employees have the **tools, support**, and opportunities necessary to thrive—both professionally and personally.
- ◆ When employees are supported, engaged, and aligned with the organization's goals, the result is a *collaborative culture that consistently meets—and exceeds—mission expectations.* Therefore, we are committed to ensuring that the Town's public services are delivered effectively and sustainably—by supporting the workforce behind them.
- ◆ Our pledge is to provide employees with the **resources** and **environment** they need to **become the best versions of themselves**—for their teams, their families, and the community they serve.
- ◆ The HC function goes beyond standard *HR*. It is rooted in the belief that **PEOPLE ARE THE TOWN'S GREATEST ASSET.**

#### COMMENDABLE ACHIEVEMENTS:

- ◆ HC/RM Hosted the VRSA 2-day OSHA 10 course for the Town and other localities – *held at the PD Community room in July.*
- ◆ HC Director attended PSHRA Compensation Essentials Three Week Course
- ◆ HCG attended TLC Benefits Round Table
- ◆ HCG attended VRSA RoundTable

## **PROJECT PROGRESS:**

HC continues to assess and enhance programs, processes, and procedures to support the Town's retention goals and overall operational efficiency. All efforts are aligned with the strategic direction of the Town Manager and Town Council. Collectively, these initiatives strengthen the workforce, ensure alignment with strategic objectives, and promote long-term retention and organizational success. Ongoing updates and new initiatives for this fiscal year include, but are not limited to, the following:

- A. Enhancing and streamlining Human Capital processes and procedures to maximize efficiency, consistency, and impact
  - Continue on building upon the partnership with Town Council on identifying HC cost-effective program initiatives that meet their strategic objectives while maintaining a competitive retention program.
  - HC is working closely with the Director of Finance and Town Manager to propose an enhanced benefits program to the Town Council—including retirement, leave, professional development, recognition, and other monetary and career-enhancing benefits—that advances our total compensation program while maintaining a minimal impact on overall personnel costs compared with the value of employee retention.
  - Continuous review of internal policies and procedures that foster an inclusive and diverse workforce.
  - Work closely with the Director of Finance and Town Manager on building out Workforce Planning strategic process and program.
  - Work closely with the Town Manager and Director of Finance on a proposal to TOC on an Organizational Study and/or Classification & Compensation study for FY27 budget consideration.
  - Continue to enhance the Town's hiring, onboarding, and performance management programs
  - Continuous collaboration with Fauquier County HR and Risk Management teams on building upon HC programs (benefits, facilities, etc.) and training programs partnerships.
  - HC participation in the Finance Committee & Safety Committee initiatives.
  - HC Director met with several members of Town Council individually to review HC programs.
  - HC continues to work with Tyler consultants on the HRIS modules implementation
- B. Expanding training and development programs.
  - Internally kicked off *Igniting Excellence Learning & Development Program* with the Leadership Team in Q1
  - Igniting Excellence program (and annual training requirements) is scheduled to be rolled out to employees Q3.
  - E.I.L. Training Program is anticipating starting Phase 2 of the training in Q3/Q4 of 2026
  - HC/RM will kick off the Safety Officer program in Q3 Town-wide
  - HC/RM will continue to collaborate with the FM and EM on Fire Safety and Emergency Preparedness Safety response and awareness training initiatives in all facilities
  - HC/RM will begin mini-L&D safety awareness sessions in Q3

- C. Advancing risk management and safety initiatives to protect employees and organizational assets through training and collaboration efforts
- Works closely with the Aquatics Coordinator & their team on the outreach and scheduling of Town employee CPR/AED training
  - Works closely with the PW leadership team & administrative staff on ensuring employees are processed within the administrative regulations for the Town's internal CDL certification program.
  - Collaborating with HC and Risk vendors, the enhancement of employee programs, such as VRSA and Workers Compensation.
- D. Maintaining and enhancing employee wellness and support initiatives.
- Continuing to partner with the Wellness Connection Committee to better understand and support employee needs
  - Annual Benefits survey will be sent to all employees in Q3
  - The Town will release an RFP in Q3 to evaluate medical providers and survey the market for cost-effective insurance options for the upcoming plan year; a new provider may or may not be selected.
  - continuation of building partnerships with CommonHealth and local organizations around Town/County.

#### Charts and information-Data:

##### ◆ Employee Metrics

	Quarter 1
<b>TOTAL FT</b>	4.55%
<b>TOTAL PT</b>	4.51%
<b>TOTAL FT/PT</b>	9.06%

FY26	Quarter 1
<b>Total Headcount - Full Time</b>	<b>132</b>
# Hires	6
# Voluntary Sep	3
# Involuntary Sep.	3
# Voluntary Turnover %	2.27%
# Involuntary Turnover %	2.27%
<b>Total Headcount - Part Time</b>	<b>134</b>
# Hires	6
# Voluntary Sep	6
# Involuntary Sep.	0
# Voluntary Turnover %	4.51%
# Involuntary Turnover %	0.00%

FY26	
Full Time Hires	6
Full Time Terminations	6
Part Time Hires	6
Part Time Terminations	6
<i>CHURNOVERS (INTERNALS)</i>	
<i>FT Hired &amp; Terminated within year</i>	
<b>Reasons for Leaving - Full Time</b>	<b>6</b>
Better Opportunity/Compensation	0
Better Opportunity	0
Compensation	0
New Career Field	0
Not best fit - position/culture	0
Involuntary Due to Performance	3
Relocation	1
Resigned In lieu of Termination <i>not counted in total-informational purposes only</i>	0
Retirement	1
Work/Life Balance (school, other)	1
Other / Unknown	0
# of EEs who listed more than one reason for leaving	1
<b>Reasons for Leaving - Part Time</b>	<b>6</b>
Better Opportunity/Compensation	0
Better Opportunity	0
Compensation	1
New Career	0
Not best fit - position/culture	1
Involuntary Due to Performance	0
Relocation	0
Retirement	0
Work/Life Balance (school, other)	4
Other / Unknown	0
<i>CHURNOVERS (INTERNALS)</i>	0
# of EEs who listed more than one reason for leaving	0

Other: Schedule ONLY  
 Other: Medical, personal  
 Other: Medical, family member

◆ Risk Data

July Risk Data	
Type	Total #
Auto Liability	2
Auto Physical Damage	3
General Liability	2
Property	3
Workers' Compensation	5

August Risk Data	
Type of Incident	Total #
General Liability	2
Auto Physical Damage	1
Workers' Compensation	5
Property	1

September Risk Data	
Type of Incident	Total #
General Liability	2
Property	1
Auto Physical Damage	2
Workers' Compensation	1