

QUARTERLY REPORT

HUMAN CAPITAL & RISK

DEPARTMENT



Town Council Meeting Date: August 11, 2026.

Fourth Quarter FY-2026: April, May, June

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:

	APRIL	MAY	JUNE
QUARTER 4	HC Department - Town Council Town Council Special Session - Berkley Group HC Department - Employees Participated in PW All-Hands Employee Recognition Spring Luncheon Learning & Development: Safety CPR/First-Aid/AED Training Benefits Awareness FY27 Benefits Fair Financial & Health Awareness EE Comms Risk Management VRSA Roundtable Employee Fire Training Awareness Public Safety Committee	HC Department - Employees Participated in PW All-Hands Employee Recognition Cinco De Mayo Goodies Learning & Development: Safety HC EE Participated in HC Compliance Training Benefits Awareness FY27 Open Enrollment Financial & Health Awareness EE Comms Risk Management Facility Site Visits with VRSA VRSA Annual Meeting, Richmond VA	HC Department - Employees Participated in PW All-Hands Learning & Development: Safety Mental Health Awareness Safety Training Tips Benefits Awareness Financial & Health Awareness EE Comms AFLAC Awareness Representative In-Person Discussions Risk Management Facility Site Visits with VRSA Public Safety Committee

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 on an Organizational Study and/or Classification & Compensation study for FY28 budget consideration.
 - 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 Public Safety Committee initiatives.
 - HC continues to work with Tyler consultants on the HRIS modules implementation
- B. Expanding training and development programs.
 - 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 organizing the Town's Igniting Excellence employee training & development program kick-off within Q2.
- C. Advancing risk management and safety initiatives to protect employees and organizational assets through training and collaboration efforts
 - ♦ Continue to work closely with the Aquatics Coordinator & their team on the outreach and scheduling of Town employee CPR/AED training
 - ♦ 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
 - ♦ Continuation of building partnerships with CommonHealth and local organizations around Town/County.

Charts and information-Data: Employee Metrics

FY26 ALL DEPARTMENTS	Quarter 1	Quarter 2	Quarter 3	Quarter 4	FY26 TOTAL
TOTAL FT	4.56%	6.13%	3.79%	6.11%	5.15%
TOTAL PT	4.51%	2.18%	8.60%	7.52%	5.70%
TOTAL FT/PT	9.07%	8.31%	12.39%	13.63%	10.85%

FY26	
Full Time Hires	25
Full Time Terminations	27
Part Time Hires	25
Part Time Terminations	31
CHURNOVERS (INTERNALS)	16
FT Hired & Termed within year	4
Reasons for Leaving - Full Time	27
Better Opportunity/Compensation	4
Better Opportunity	4
Compensation	0
New Career Field	0
Not best fit - position/culture	1
Involuntary Due to Performance	8
Relocation	2
Resigned In lieu of Termination not counted in total-informational purposes only	0
Retirement	2
Work/Life Balance (school, other)	2
Other / Unknown	1
# of EEs who listed more than one reason for leaving	3
Reasons for Leaving - Part Time	31
Better Opportunity/Compensation	3
Better Opportunity	1
Compensation	1
New Career	2
Not best fit - position/culture	1
Involuntary Due to Performance	3
Relocation	0
Retirement	0
Work/Life Balance (school, other)	19
Other / Unknown	1
# of EEs who listed more than one reason for leaving	0

Other: Schedule ONLY

Other: Medical, personal

Other: Medical, family member

◆ Risk Data

Data Point	31-Jul	31-Aug	30-Sep	31-Oct	30-Nov	31-Dec	1-Jan	28-Feb	31-Mar	30-Apr	31-May	30-Jun	ANNUAL TOTAL
TOTAL INCIDENT	17	11	3	11	4	10	17	16	6	8	9	27	139
TOTAL CLAIMS - FAULT - SUBMITTED	5	8	1	3	0	4	3	3	2	5	6	8	48
Total Claims - Report Only- Submitted	6	1	1	2	2	0	6	3	3	1	2	3	30
TOTAL Incidents - NOT SUBMITTED	6	2	1	6	2	6	8	10	1	2	1	16	61
INJURY - WORKERS COMPENSATION													
Claim Submitted <i>All details of claim submitted to VRSA for processing and, if applicable, payment to Town and/or Citizen</i>	5	4	2	3	0	1	7	3	3	0	3	6	37
Town Employee Incidents	4	3	1	1	0	1	1	1	1	0	0	2	15
Citizen/Patron Incident	0	0	0	0	0	0	0	0	0	0	1	0	1
No Claim Submitted To VRSA. <i>Internal Record ONLY</i>	6	2	0	5	2	5	8	9	1	2	0	10	50
Report Only <i>Submitted to VRSA as a FYI ONLY</i>	1	1	1	2	0	0	6	2	2	1	2	2	20
Type of Injury													0
<i>Physical, Exposure, Other...</i>													
VEHICLES													
Claim Submitted <i>All details of claim submitted to VRSA for processing and, if applicable, payment to Town and/or Citizen</i>	3	1	0	1	0	1	1	1	2	1	1	1	13
Vehicle/Accident - Town Vehicle, Employee Fault	0	0	0	0	0	0	0	1	1	1	1		4
Vehicle/Accident - Town Vehicle, Citizen/Other Fault	1	1	0	1	0	1	1	0	0	0	0	1	6
No Claim Submitted To VRSA.	0	0	1	1	0	1	0	0	0	0	0	1	4
Report Only <i>Submitted to VRSA as a FYI ONLY</i>	2	0	0	0	0	0	0	0	1	0	0		3
Type of Accident													
<i>Hit rock, fender bender, head-on, hit deer, other.</i>													
PROPERTY													
Claim Submitted <i>All details of claim submitted to VRSA for processing and, if applicable, payment to Town and/or Citizen</i>	3	4	2	1	0	2	1	2	0	4	4	5	28
Town Employee Accident	0	0	0	0	0	1	1	0	0	1	0		3
Town Caused Incident	0	3	1	0	0	0	0	1	0	0	0	2	7
Citizen/State/Contractor Accident	0	1	1	1	0	1	0	0	0	3	4	2	13
No Claim Submitted To VRSA.	0	0	0	0	0	0	0	1	0	0	1		2
Report Only <i>Submitted to VRSA as a FYI ONLY</i>	3	0	0	0	0	0	0	1	0	0	0	1	5