

Quarterly Report

HUMAN CAPITAL & RISK

Department



Town Council Meeting Date: August 12, 2025.

Fourth Quarter FY-2025: April, May, June

Please accept this as the quarterly report for the **Human Capital & Risk** 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!

The HC & Risk Department delivers innovative and strategic programs and services that support the Town's most valuable asset—**its employees**—while advancing the Town Council's overall objectives and initiatives. HC administers a comprehensive, legally compliant HC program aligned with federal, state, and local regulations. Aligned with Town policies and strategic goals, the HC Department provides both thought leadership and servant leadership to support the evolving needs of current and prospective employees.

Our primary goal is to attract, develop, and retain a highly qualified, diverse, and mission-driven workforce that will support the Town's success both now and into the future.

Commendable Achievements:

- Kasey Braun received OSHA 10 training Certification
- Hosted successful Employee Events throughout the quarter:
 - Hosted Benefits Fair for FY26 Employee Benefit Elections & Open Enrollment
 - CPR/First-Aid/AED Training - 2 Classes
 - Hosted CommonHealth Wellness Chats – 4+ Sessions
 - Distributed holiday treats to employees x2;
 - Hosted Employee Picnic
 - Supported the VRSA Mock Inspections
 - Hosted Public Service Week (May 5-9)

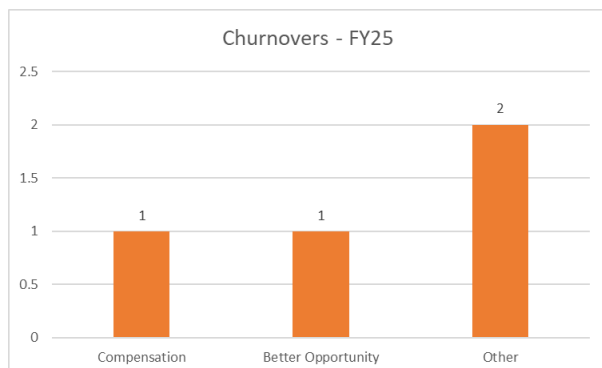
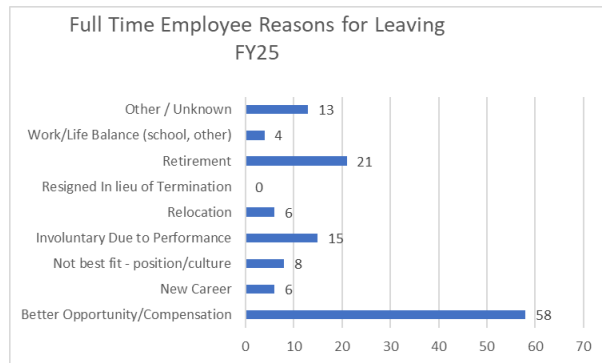
Project Progress:

HC has been continuously reviewing and updating programs processes and procedures that will build a stronger foundation for the Town's retention programs which are aligned to meet and adhere to the Town Manager and Town Council's strategic initiatives. Some of the programs that have been updated and are in progress of enhancements or development include:

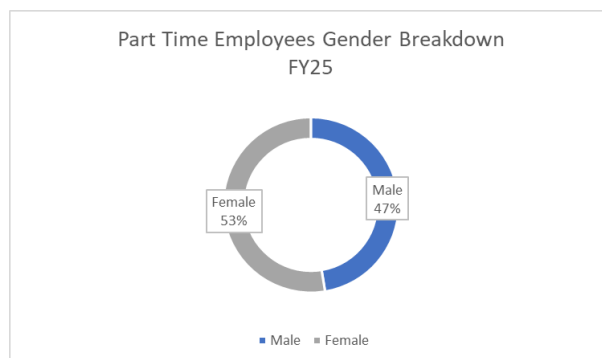
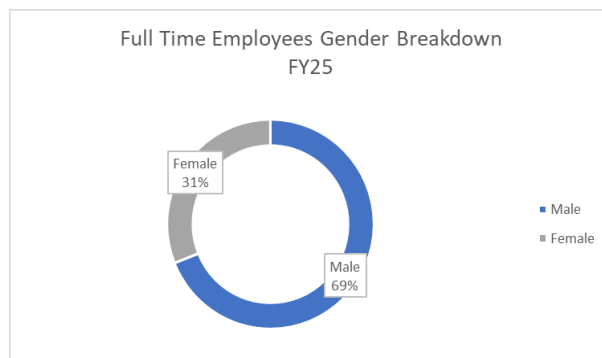
- Redesigned performance review program documents to align to the Town's Excellence in Action initiatives, streamline program process and procedures, and incorporate a more professional development & succession plan within the program initiatives.
- Advance the risk & safety programs through departmental training and collaboration efforts.
 - This includes installation of Stop the Bleed Kits and First Aid/CPR kits throughout Town facilities.
 - This includes scheduling opportunities for employees on Stop the Bleed, Active Shooter, Manager Training, Confined Spaces, and many more upcoming opportunities to align to our Town's safety program.
- Maintaining a hiring and recruiting program to include enhancement of onboarding program initiatives.
 - This includes the creation of Launchpad: Town of Warrenton New Hire Onboarding Program.
- Leadership Commitment to pursuing Excellence in Action through Town-wide dedicated engagement and retention efforts.
 - This includes monthly Town Wellness Connection committee meetings to discuss Town-wide benefit programs with employees.
- Streamlining of HC employee advocacy programs, such as employee relations and professional development processes and procedures.
 - Health & Financial wellness: This includes continuation of building partnerships with CommonHealth and local organizations around Town/County.
- Continuous review of internal policies and procedures that foster an inclusive and diverse workforce.
 - This included updating the Town of Warrenton Grievance Process to align with current legal guidance and updates in employment law since the last revision
- Collaborating with HC and Risk vendors, the enhancement of employee programs, such as VRSA and Workers Compensation.
- Continuous collaboration with Fauquier County HR and Risk Management teams on building upon HC programs (benefits, facilities, etc.) and training programs partnerships.
 - This includes the partnership with the Wellness Center. The Town is now able to utilize the Wellness Center for DOT and Non-DOT, which is beneficial in ensuring we are following applicable policies and/or CDL regulations.

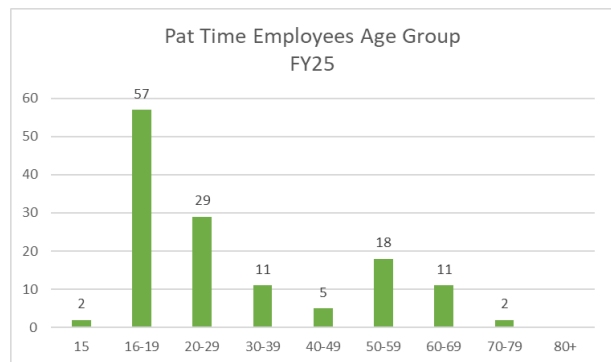
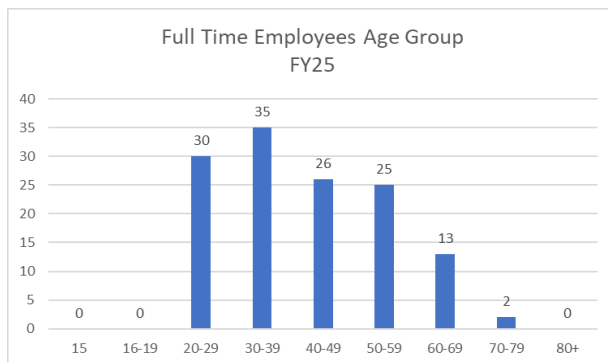
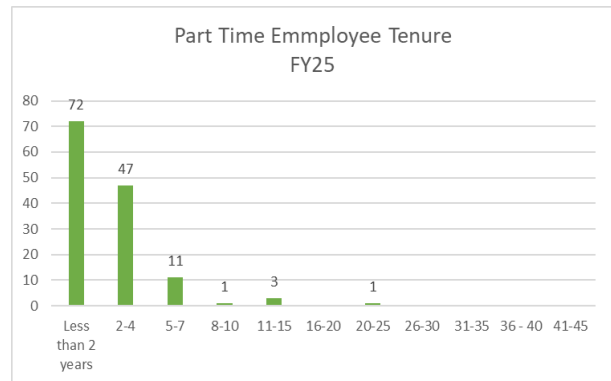
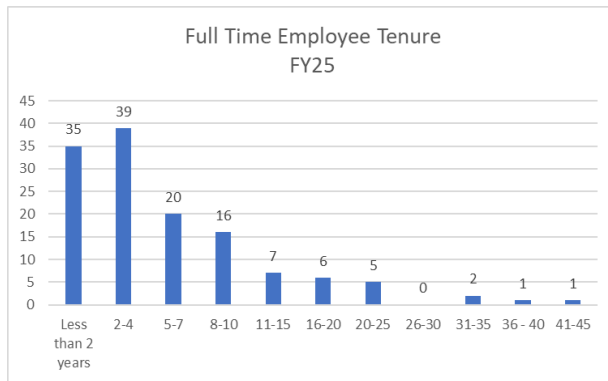
Charts and information: Data: FY25 Q4 HC & Risk Data

FY25, Q4 Total Employee Headcount		FY25, Q4 Total Turnover	
Full-Time (FT)	132	Full-Time (FT)	4.70%
Part-Time (PT)	134	Part-Time (PT)	6.02%
FT & PT Total	266	FT & PT Total	10.72%



PU: PT to FT - March 2025
WARF: Internal PT to FT - Oct 2024
PW: Internal PT to FT - Jan 2025
PW to PU: Internal employee position/department change - Apr 2025
PU to PW: Internal employee position/department change - Jun 2025
 Churnover data is reflected in total separation numbers.

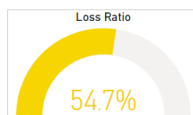
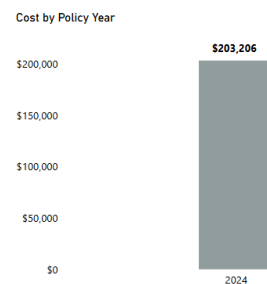
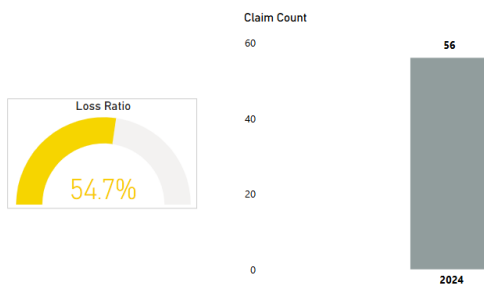




July 1, 2024 – June 30, 2025

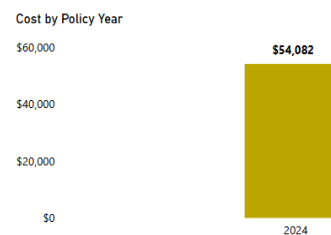
Total Claim Count: Workers Compensation, Property/Liability, and Auto

Warrenton, Town of



Workers' Compensation Claims (Financial Values as of Last Month End)

Warrenton, Town of



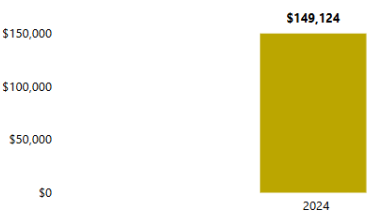
Property and Liability Claims (Financial Values as of Last Month End)

Warrenton, Town of

Claim Count by Policy Year



Cost by Policy Year

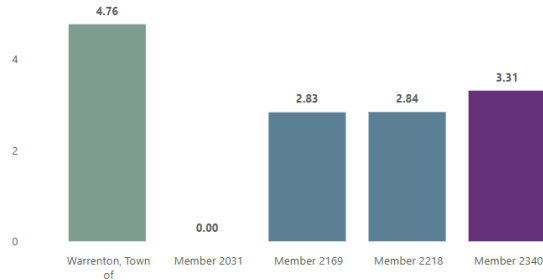


Auto Liability Peer Group For: Warrenton, Town of

Peer Group Selected: Fleet Size, Population

Member Entity Type and Territory: Town, Northern Virginia

Auto Liability Claim Count Per 100 Vehicles



Auto Liability Claim Cost Per 100 Vehicles

