



HUMAN RESOURCES

Fiscal Year 2020-2021





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The team is responsible for

- Job postings and employee onboarding
- Maintaining pay plans and job descriptions
- Overseeing performance evaluation system
- Employee files and responding to open records
- Employee benefits and wellness programs
- Health and safety, workers' compensation
- Employee training
- Transitions students
- Employee relations and handbook



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Employment Data

	2018	2019	2020
External Job Postings	42	45	33
Internal Job Postings	9	21	12
Applications Received	1940	1996	1,999
New Hires	95	91	75
Internal Promotions	13	50	32
Turnover Rate	15%	11%	11%

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Accidents and Injuries

Item	2018	2019	2020
Lost Hours	811.25	3,395	2,355
Lost Days	101	191	294
Accidents	24	25	23
Injuries	41	40	28

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Training

- Due to COVID-19 restrictions, HR transitioned to online training using NEOGOV Learn. Employees were assigned:
 - ★ First Amendment Auditor Visits to City Facilities
 - ★ Mandatory Cybersecurity Safety
 - ★ *All People Matter, Beginning with Respect*
 - ★ *Who Is In Your Dugout?*
 - ★ *Practicing Hand Hygiene*
- Employees can self-enroll in NEOGOV Learn courses, over 1000+ topics
- Several departments created their own NEOGOV Learn courses

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COVID-19 Statistics*

- Number of total positive COVID-19 tests:
 - WPD Employees = 7
 - WFR Employees = 20
 - Gen Gov Employees = 48
- Number of employees using emergency leave in 2020: 96
- Number of WC claims: 14

** As reported to HR*

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- **Employee Engagement during COVID-19**

- Surveyed employees to understand concerns and held a City-wide Google Meet
- Weekly email updates to address federal and state/local updates
- Tracked COVID-19 cases and contact tracing, when possible
- Shifted to online forms and training
- Created internal employee page
- Hosted virtual benefits meetings, wellness challenges, and lunch-n-learns
- Outdoor employee event
- Virtual employee awards ceremony
- Volunteered where needed
- Service dog visit to various departments
- Distributed challenge coins



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Accomplishments for FY2021

- Transitioned to online forms
- First electronic benefits open enrollment
- Created internal employee site for online employee newsletter and more
- Continued safety and accident prevention measures through email and online training
- Coordinated the presentation of milestone anniversary gifts





THANK YOU