

Department of Human Resources Annual Report 2016

Welcome to the Office of Human Resources for the City of Traverse City. This annual report will serve as a snapshot of the Human Resources' activities from 2016. The Human Resource team is comprised of Kristine Bosley, HR Director and Christina Woods, HR Specialist.

The Office of Human Resource serves as a strategic partner to the City Manager to help meet city and commission objectives as they relate to organizational development, culture and productivity. HR supports city departments in minimizing employee risk and maximizing employee productivity through policy development, payroll administration, benefits administration, job classification and compensation, total compensation, drug testing, central recruiting, training and development, workforce planning, employee and bargaining-unit relations, unemployment and worker compensation administration, records maintenance and assisting retirees and surviving spouses.

Human Resources is a service-oriented team, providing expert consultation and support to foster a respectful environment that inspires excellence within the Traverse City community. In all areas of work, the Office of Human Resources firmly upholds confidentiality, accountability and trust.

Staffing

The Staff in Human Resources assists applicants and employees with all phases of the employment process. We oversee recruitment, interviewing, testing, background, reference checks, selection and evaluation.

Total Number of City Employees:

Full-Time:	148	Male:	79%
Part-Time:	1	Female:	21%
Irregular Part-Time:	3		
Seasonal Workers:	73 (Annual Total)		

City Employees by Years of Service:

25+ Years of Service	10 Employees
20-24 Years of Service	13 Employees
15-19 Years of Service	22 Employees
10-14 Years of Service	32 Employees
5- 9 Years of Service	21 Employees
Less than 5 Years of Service	54 Employees

<i>5 Retirements</i>	<i>3 Resignations</i>	<i>0 Terminations</i>
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Recruitment

City Human Resource Office is committed to attracting and retaining a talented and diverse workforce. One key strategy is to accomplish this is to identify the competencies we will need in our current and future leaders. In 2016, we increased the involvement of Human Resources during the selection/promotional processes. We coordinate with Department Heads to identify their department needs. Human Resources played an integral role in researching and providing supporting documentation for the four positions requests during the budget meetings.

Human Resources received and processed 478 employment applications.

12	Positions were posted
2	Promotional testing exercises were held
10	Positions were filled
9	Promotions

Goals: (1) administer a City employee position and compensation analysis; (2) review and update job descriptions; and (3) identify key recruitment sources for each department to optimize a diverse qualified candidate pool.

Benefits Administration

The Office of Human Resources administers the city's benefits programs, including insurance (medical, dental, vision, life and disability), retirement, defined benefits, health care savings plans, 457 retirement programs, paid time off, unemployment, work comp, employment verification, I-9s, FMLA and leaves of absence.

The HR Department receives work injury reports, submits claims to workers compensation insurance carrier and performs payroll self-audits and estimates total payroll levels for renewal of WC Insurance. There were a total of 37 work related injuries/illnesses reported. Five of these were reported as loss wage injuries.

- ❖ Processed 3 Family Medical Leave Act applications.
- ❖ Processed 10 Short-Term Disability Claims.
- ❖ There are 7 employees who take advantage of the Tuition Reimbursement Program.

The department reestablished the use of an Insurance Committee. This committee is comprised of members from all of the bargaining units and non-bargaining groups. The committee reviewed the four dental plans through Delta Dental. In the renewal process, we were able to receive a 20-month rate renewal to align Medical, Dental and Vision plans to be effective July 1 each year. This department manages the administration of Dental Insurance includes employees from Light and Power, Housing Commission and Downtown Development Authority.

Negotiated a 4.3% premium increase on The HDHP/HSA plans. The Department has partnered with MiPlanners to assist with the quote process. MiPlanners also assists with creating the Open Enrollment packets. The Departments maintains two plans for active employees and early retirees, and four plans for retirees (two are closed groups). This department manages the administration of Health Insurance includes employees from Light and Power and Downtown Development Authority. Please see below the membership overview for Priority Health.

Membership overview



Employee Training/Workshops

In 2016, The HR Department hosted two Medicare information meetings for retirees and employees preparing for retirement. During these meeting, options of health care coverage were discussed to provide as much information to retirees and employees to assist in their decision making process. These meetings created 11 personalized Medicare meetings.

The Human Resource Office worked with the Traverse City Police Department, to conduct Realistic Active Shooter Training at the Governmental Center. The training involved the County Emergency Manger, Greg Bird, Traverse City Fire Department, Traverse City Police Department and employees in the Governmental training. The Run, Hide, Fight methods where reviewed with each floor of the Governmental Center. Security improvements were identified and recommendations were made.

- ❖ Hosted a “Stress” workshop by The Wellness Champions, 42 employees in attendance.

2016 Functions

The Human Resource Office participated in all six of the City/Union negotiations, reviewing current contracts, drafting language and researching and reporting on the potential cost and service impacts of proposed provisions. Updated payroll items and time accruals in compliance with applicable changes to the provision of the City Collective Bargaining Agreements.

To ensure compliance with the Immigration Reform and Control Act (IRCA) of 1986, the Human Resource Team conducted an audit and properly made all necessary corrections to the I-9s. We matched employee I-9s to our list of active employees. We identified those individuals who were missing I-9 forms and corrected the deficiency. We implemented an internal procedure to ensure proper protocol for purging.

This year the offices of Human Resources began work on strengthening the City Safety Committee. An audit of Safety Data Sheets were completed citywide for compliance. We identified the key employees for each location and who will be responsible for the maintenance. The safety committee has begun updating the safety manual with the assistance of the liability carrier.

We had several successful employee events to improve employee engagement. Introducing City Potlucks hosted at numerous locations have increased employee morale. The famous Chicken Dinner potluck was a tremendous hit. The City hosted two blood drives with MiBlood, one at the Governmental Center and at the Traverse City Fire Department Station 1. The City joined forces with the County HR team in organizing the Flu vaccination clinic at the Governmental Center and Holiday Potluck and Food Drive.

For 2017, one of the HR Department’s goal is to review current process and procedures, identify areas in which we can improve efficiency and compliance and improving employee engagement and communication is another priority for this department.

Human Resource Department was awarded the Department of Year award.