



# Human Resources Department

April 26 - 27, 2019

Budget Retreat Session FY 2019-20

# Human Resources

## Mission, Goals and Objectives

The Human Resources Department supports the City's goals by recruiting, developing and sustaining a diverse, talented and engaged workforce.

The Human Resources Department's internal goals are:

Quality – Provide an innovative and responsive employment system for recruitment, selection, support, and development of a diverse, talented and engaged workforce.

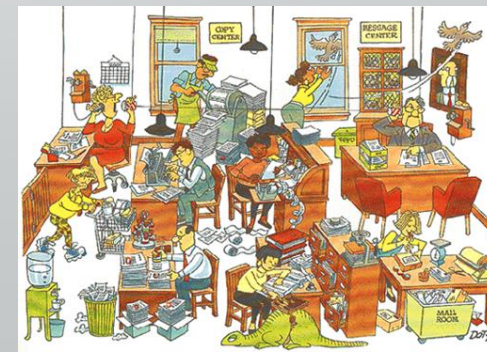
Continuous Improvement - Continually review and enhance human resources organization systems, processes, procedures and work environment.

Compliance – Protect the City's resources by minimizing exposure to legal liabilities and associated risks.

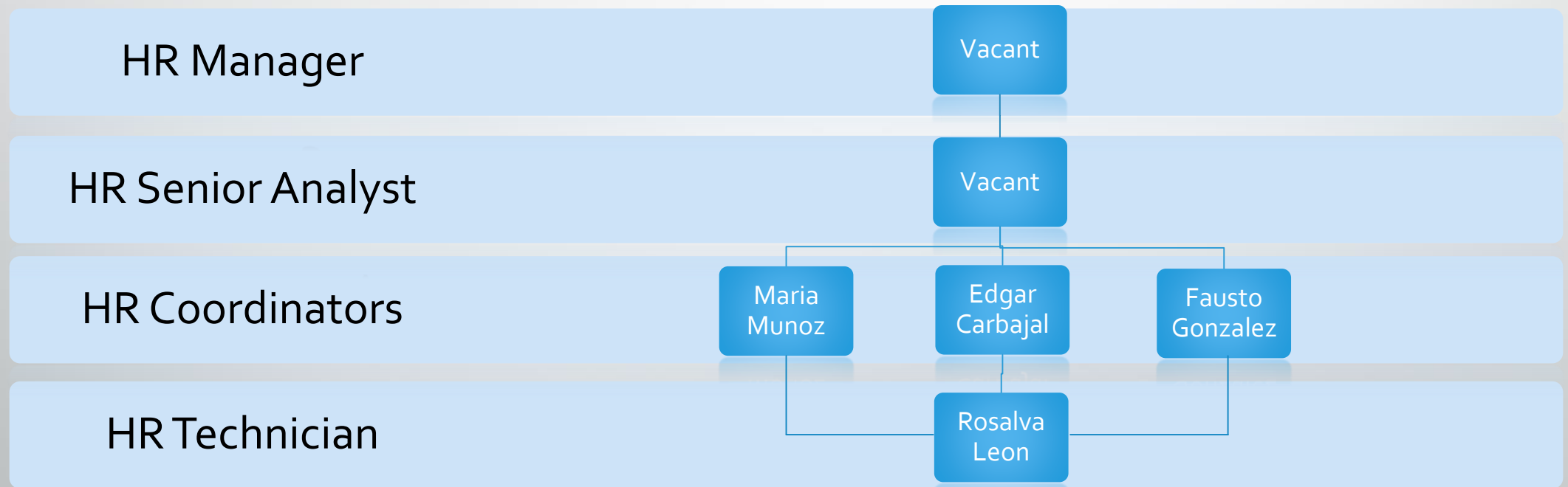
Outreach – Proactively build the trust and capacity to increase visibility

### Objectives

- Improve manager and supervisor effectiveness
- Improve staff effectiveness
- Improve workplace relations
- Build more effective work teams
- Improve organizational problem-solving
- Improve service to internal and external customers
- Increase awareness of equal employment opportunity laws
- Increase understanding of how diverse perspectives can improve overall performance



# Human Resources Team



# Goals and Objectives Accomplished

- Salary Study – Phase II Compensation – adopted changes July 9<sup>th</sup>, 2018; Phase III still in progress
- HR internal investigations – 1 Personnel Internal P&R (concluded), 2 PD Personnel Internals (1 concluded & 1 ongoing)
- Employee Terminations, Resignations, Retirements – 65 (seasonal and part-time majority)
- New Hires - 40
- Trainings & Programs
  - YRMC Wellness Workshops, Employee Challenges, Biometrics July 2018 – June 2019
    - Workshops – 13
    - Trainings – 4
    - Webinars – 5
    - Challenges – 2
  - Employee Gym Membership
    - Increased from 50 to 60 memberships
    - Average of 56 active users per month
    - Border Fitness (San Luis & Somerton)
    - 24/7 Get Fit (San Luis, Somerton & Foothills)
  - Employee Walking Club – Oct - April
  - Employee & Family Flu & Other Vaccines Prevention Clinic – October 2018
  - Halloween Potluck/Costume Contest – October 2018
  - Employee Recognition Event – December 2018
  - City of San Luis 10-Mile Bike Ride - November 2018
  - SafePersonnel in-house required trainings (along with Risk)
- Healthy AZ Worksites Program (HAWP)
  - City of San Luis awarded Copper Healthy AZ Worksite Award – April 2017
  - City of San Luis awarded Silver Healthy AZ Worksite Award – April 2018
  - City of San Luis awarded Silver Healthy AZ Worksite Award – April 2019
- Employee Picnic – May 4<sup>th</sup>, 2019 @ Joe Orduño Park
- Recruitment from July 2018 to April 2019:
  - ASU & U of A Off-Campus Work Study Program
    - Placed 9 ASU student
    - Placed 1 U of A student
  - AWC Work Study Program
    - Placed 4 students
  - 2510 applications received/reviewed
  - 299 Interviews
  - Volunteers/Community Service - 39 people placed
- Benefits
  - Health Fair and Open Enrollment – May 7<sup>th</sup> & 8<sup>th</sup>
  - 25 FMLA received and processed
  - 2 Short-Term disability cases
  - BASIC FMLA Outsource Software (in process)
  - Vacation Buy Back requests processed:
    - Sept. 2018 – (60) and Apr. 2019 – (13)
  - Tuition Reimbursement requests processed (14)

# Goals & Objectives

- Salary Study – Compensation Phase III – researching new positions, classification, job descriptions pay grades, and compensation
- Increase gym memberships and employee health awareness
- Personnel Rules and Regulations Policy update
- Personnel Rules and Regulations awareness
- In-house trainings i.e. policies, health, financial awareness (retirement)
- Succession
- Performance Evaluations Uniformity
- Coordinate with Risk Management to improve safety and provide trainings to improve safety & hazard awareness
- New hire onboarding – streamline hiring process
- HR newsletter

# Benefit Package

## Health

- Medical, Dental, and Vision
- The City offers it's employees health coverage in U.S. as well as in Mexico.
- Employee plus spouse, children, or family coverage is subsidize by city at about 75%
- Employee, single coverage is covered at 100%



## Workers' Compensation

- Medical coverage for injuries or health conditions sustained during work hours.

## Retirement

- City participates in the Arizona State Retirement System and Public Safety Personnel Retirement System (Public Safety personnel)
- City employees become members of the State's retirement system and contributions are made by employee and city matches employees contribution.



## Life Insurance, Short and Long Term Disability



# Holidays and Other Paid Leave



Sick Leave



Vacation Leave



Bereavement  
Leave



Overtime or  
Compensatory  
Time



Military or Civic  
Duty Leave

Jan.  
1st

• New Year's Day

Jan.  
21st

• Martin Luther King Day

Feb.  
18th

• Presidents' Day

Mar.  
31st

• Cesar Chavez Day

May  
27th

• Memorial Day

Jul.  
4th

• Independence Day

Sept.  
2nd

• Labor Day

Oct.  
14th

• Columbus Day

Nov.  
11th

• Veterans Day

Nov.  
28th

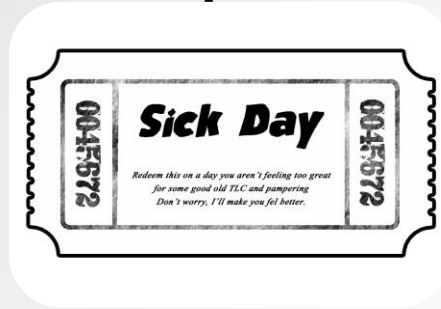
• Thanksgiving Day

Dec.  
25th

• Christmas Day



Vacation Buy Back



Sick Hours conversion to Vacation hours



Tuition Reimbursement



Uniforms



Phone and On-call Stipend

**EMPLOYEES!**  
SIGN UP FOR  
TICKETSATWORK  
AND LET THE FUN BEGIN!

\*For registered, participating companies only.

**BECOME A MEMBER**



Skills Pay

# HR Budget Request



# Comments - Questions

