A photograph of the San Luis City Hall building, a two-story structure with a light-colored facade and a terracotta-tiled roof. The building features a prominent arched entrance. The text "San Luis City Hall" is visible above the arch, and the number "1000" is displayed vertically on the wall to the right of the arch. The sky is blue with some light clouds.

San Luis City Hall

1000

**HUMAN RESOURCES
DEPARTMENT
FY 2022-2023**



HUMAN RESOURCES

Mission, Goals
and Objectives

HUMAN RESOURCES DEPARTMENT

Mission, Goals and Objectives

The Human Resources Department's internal goals are:

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

Continuously Seeking Ways to Improve Internal Processes - Continually reviewing and enhancing human resources organization systems, processes, procedures and work environment.

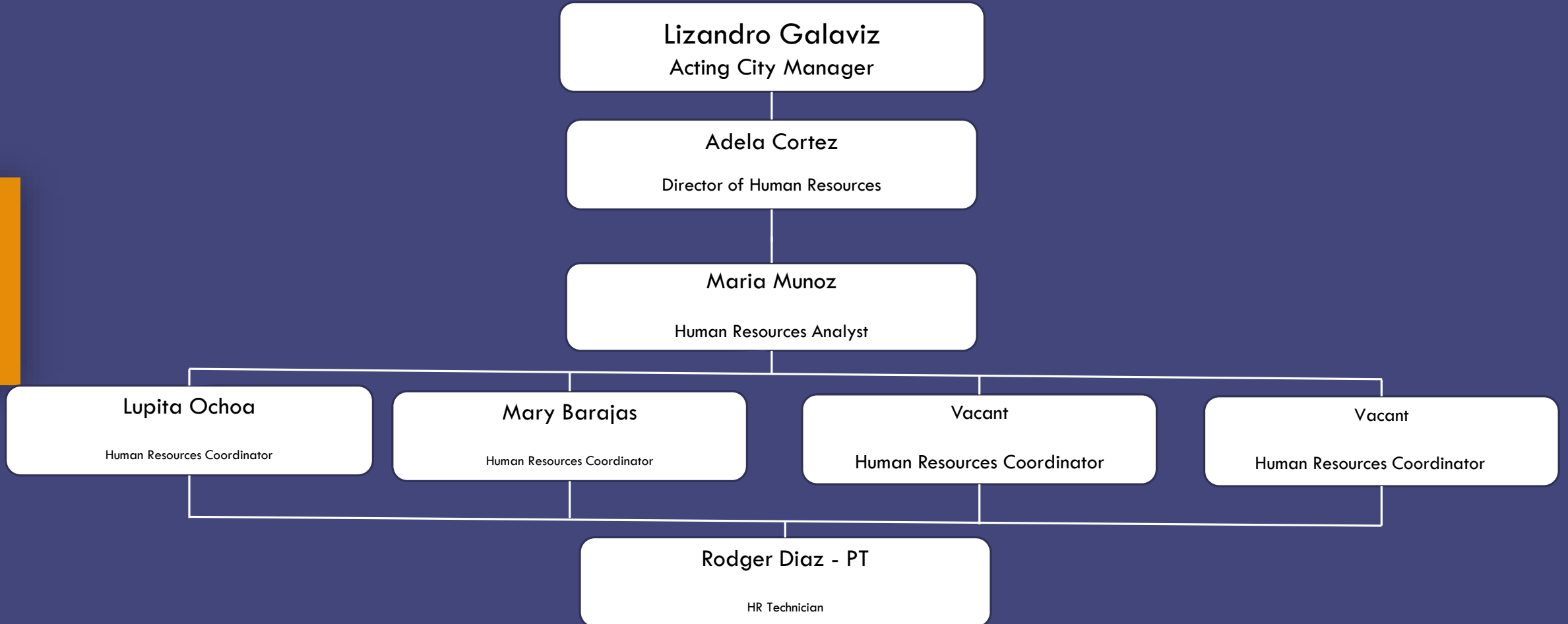
Compliance and Adherence to Policy and Procedures – Protect the City's resources by minimizing exposure to legal liabilities and associated risks.

Outreach in our community and building strong working relationships with other agencies and municipalities – Proactively build the trust and capacity to increase visibility

Objectives

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

HUMAN RESOURCES TEAM



HUMAN RESOURCES TEAM



ADELA CORTEZ

HUMAN RESOURCES DIRECTOR



ANNUAL TASKS ACCOMPLISHED— BENEFITS ADMINISTRATION

JULY 2021- PRESENT

- Dependent audit
- Employee and family flu & other vaccines prevention clinic –October 26, 2021
- Open Enrollment – April 26- May 9, 2022
- Wellness Fair – April 26, 2022
- 6 Short-term disability claims processed
- 3 Long-term disability claims processed
- 30 FMLA requests received and processed
- 3 Extended medical leaves processed
- 1 Non-FMLA leave processed
- 4 ADA requests
- 7 employees received donated sick leave
- 3 Retirements processed
- 8 Tuition Reimbursements processed
- 0 events on Annual report on HB 2502 Public Safety Traumatic Counseling



BENEFIT PACKAGE

HEALTH

- Medical, Dental and Vision
 - ✓ Two plans offered: US & MEXICO ONLY
 - ✓ Employee plus spouse, children or family coverage is subsidized by City at about 77%
 - ✓ Employee only coverage is covered at 100%
- ESurgeries Program
 - ✓ \$0 Copays, \$0 deductible and \$0 out of pocket costs

RETIREMENT

- City participates in the Arizona State Retirement System (ASRS) for civilian employees.
 - ✓ Matching employee and employer contributions
- City participates in the Public Safety Retirement System (PSPRS) for Public Safety and Elected Officials
- Supplemental Retirement plan - 457 (B) Deferred compensation plan

ADDITIONAL BENEFITS

- Employer paid Basic Life insurance with a \$50,000 beneficiary benefit
 - ✓ Optional additional life coverage
- Short and Long term disability benefit available
- Teledoc benefit through Healthiest You.
 - ✓ 100% paid by employer
 - ✓ Available for EE and immediate family
- Employee Assistance Program through Uprise Health.
 - ✓ 100% paid by employer
 - ✓ Available for EE and immediate family
- Gym membership
- Tuition Reimbursement
- Supplemental insurance policies through American Fidelity
- Tickets at Work
- Vacation Buy-backs
- Sick hours conversion to vacation hours

OPEN ENROLLMENT



GOALS ACCOMPLISHED – RECRUITMENT JULY 2021- PRESENT

- 1592- applications received/reviewed
- 51-Interviews
- 1- Volunteer placed
- 3 – Interns placed through Arizona at Work
- 1 – On the Job Training employee placed through AZ at Work
- 1 – AWC work study employee placed
- 10 – ASU Interns placed throughout different City Departments
- Participated in AWC South Yuma County Transfer and Career Expo
- Participated in AWC Yuma Transfer and Career Expo

CAREER EXPO



GOALS ACCOMPLISHED – PROGRAMS AND TRAININGS

JULY 2021- PRESENT

Vector SafePersonnel in-house trainings

Walking Club

ERAP (Employee Recognition & Awards Program)

- Quarterly Nominations
- ERAP Committee tour
- Successful Employee Recognition Dinner

Wellness Program

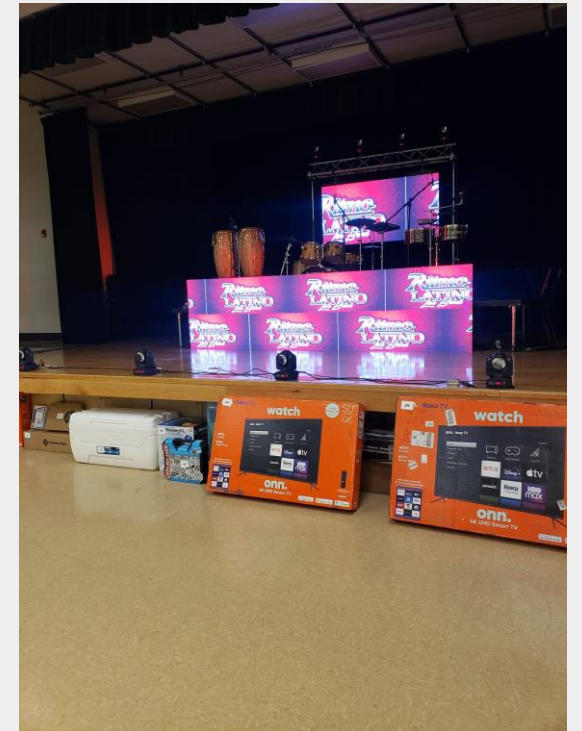
- 60 active gym memberships
 - 24-7 Get Fit
 - Border Fitness
- WELCOAZ Monthly webinars and newsletter
 - “Move your shoes” Corporate challenge
 - Virtual Health-Coach
 - Quarterly Wellness Challenges

- HR Angel Tree Program in collaboration with Arizona’s Children Association
- Community Outreach Ugly Sweater Sweepstakes
- Holiday Sweater Giveaway
- Halloween Pumpkin Carving and Costumer Contest





**Employee Recognition
& Awards Program**





Employee Health & Wellness FAIR



WELLNESS FAIR VENDORS



Regional Center for Border Health, Inc.
A 501 (c) 3 Arizona Not for Profit Organization



COMMUNITY OUTREACH – UGLY SWEATER SWEEPSTAKES

FESTIVE
UGLY SWEATER
SWEEPSTAKES

AT THE
CITY OF SAN LUIS
Tree Lighting
CEREMONY
2021



Wear your holiday spirit sweater and get a chance to win!

- Must attend the tree lighting event and visit the check-in booth.
- Winners will be randomly drawn the day of the event.

For more information please contact the San Luis HR Department
at (928) 341-8579 or visit www.sanluisaz.gov/contests



CHRISTMAS TREE ANGEL PROGRAM



OTHER PROGRAMS



TEAM GOALS ACCOMPLISHED

JULY 2021- PRESENT

- Initiated NEO-GOV Perform – Performance Evaluation Program
- Initiated HR Handbook rewrite
- Initiated SHRM-CP certification for three employees
- Initiated on-site Nutritionist program with regional Center for Border Health
- Successfully completed salary adjustments on August 28, 2021
- Successfully completed Open Enrollment meetings and Wellness Fair



THANK YOU!

**QUESTIONS, COMMENTS,
CONCERNS?**