



# HUMAN RESOURCES ANNUAL REPORT 2018



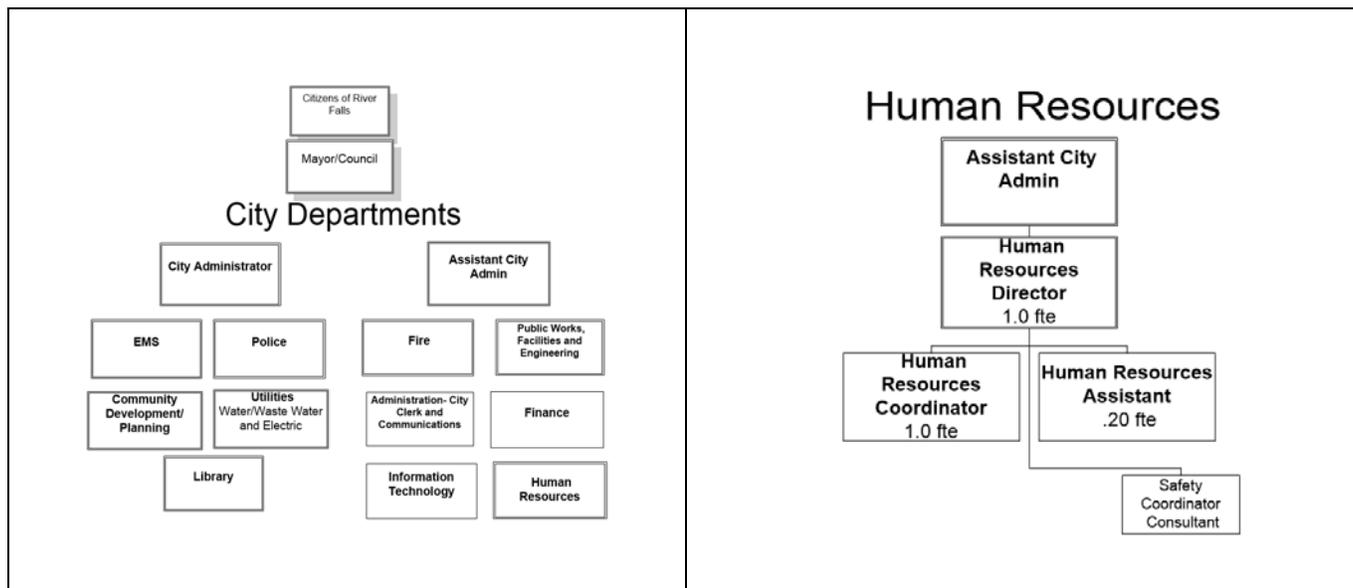
**Human Resources Mission:**

To develop, establish and maintain policies and programs that ensure the successful recruitment, employment and retention of a diverse, high performance workforce to support the overall strategic plan goals of the City.

**Human Resources Vision:**

To proactively provide strategic support and guidance to the employees, organization and community that we serve.

Welcome to our annual report; a snapshot of Human Resources' activities from calendar year 2018.

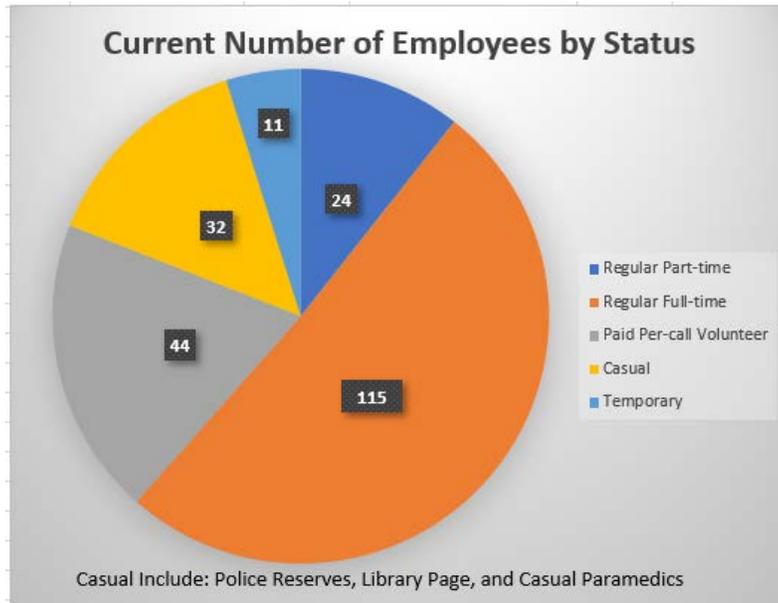


Functional areas of the Human Resources department are; staffing and workforce planning, compensation, benefit administration, labor relations, policy development, succession planning, training and development, HR system administration, compliance reporting, safety/risk management and personnel management.



### City Workforce

The workforce includes both represented and non-represented employees in full-time and part-time capacities. In addition, we have temporary and casual employees and paid-on call volunteers. These employees fill technical/skilled, administrative, safety and managerial roles. We work in a dynamic environment where, as the City of River Falls continues to change and grow, our workforce must evolve. Our employees come from a variety of backgrounds, training and experience to represent our City. Such a workforce must be supported by an environment that encourages innovation, collaboration, and partnership at all levels; Human Resources consistently achieves this mission.

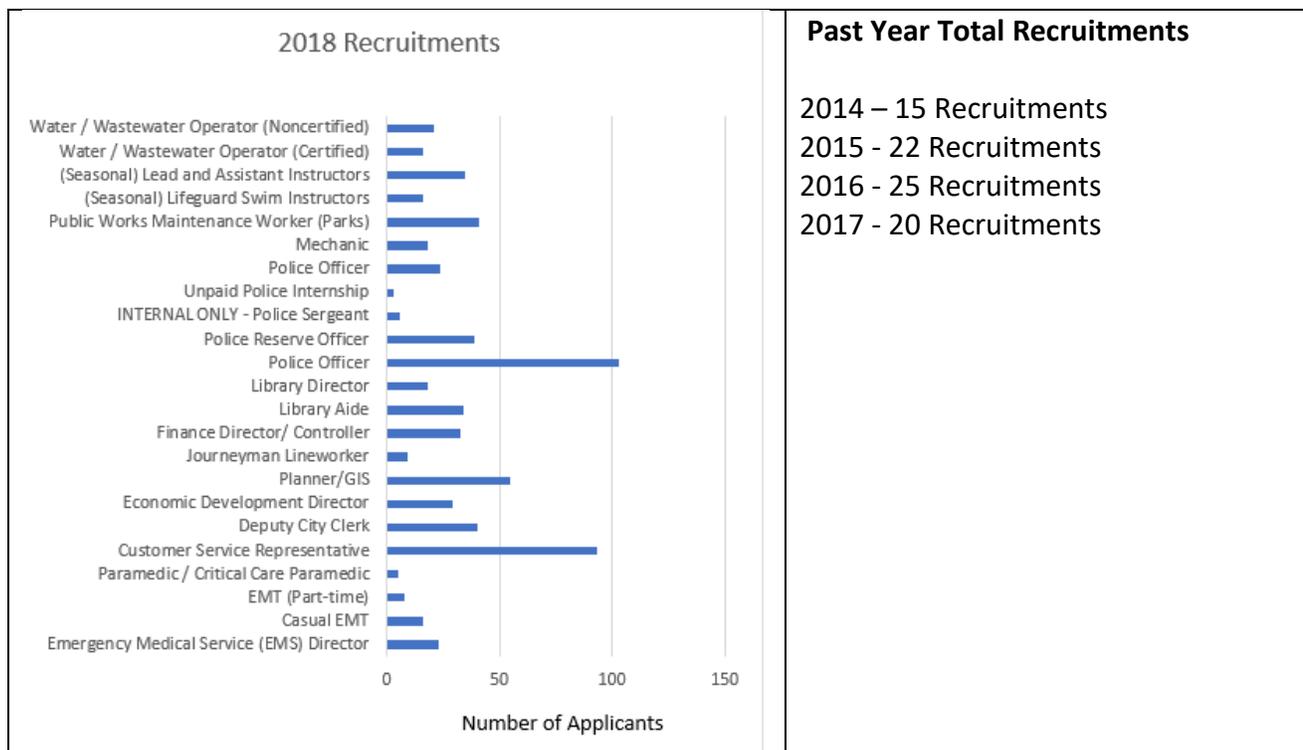


### Staffing and Workforce Planning

Partnering with our communications team, we created and introduced a new recruitment video for the employment website.

72 new hires and 141 terminations were processed in 2018. Terminations processed were exceptionally high in 2018 due to moving Election Workers pay process to accounts payable. These numbers also include seasonal, temporary and paid on-call volunteers in addition to regular full-time and part-time employees.

Recruitments: Calendar year comparison for total job postings and number of applicants per posting.



## Federal/State Reporting Requirements

The Equal Employment Opportunity Commission (EEOC) requires periodic reports which indicate the composition of the work force by sex and race/ethnic category. In State and Local Government this report is referred to as the **EEO-4**.

The City is required to provide information by employment totals, employee job category and salary by sex and race/ethnic groups. The EEO-4 survey is conducted biannually in every odd-numbered year. Human Resources filed the EEO-4 report in September 2017.

The statistics below comply with State and Federal reporting requirements and are a voluntary option for employees to disclose and therefore may not accurately reflect the makeup of the workforce (protected classes).

Job categories reported on; officials/administration, professionals, technicians, protected services workers, paraprofessionals, administration support, skilled craft workers and service maintenance.

Protected Class	(# as reported of total workforce)
Asian	2
Black/African American	1
Native Hawaiian/Other Pacific Islander	0
American Indian/Alaskan Native	1
Two or more races	0
Hispanic/Latino	4
White	260

ACA and OSHA are additional compliance requirements Human Resources is responsible for each year.

## Training and Development

The City is committed to a program of staff development based on a goal of creating a climate of and opportunities for employee growth which will benefit the City and the individual.

Human Resources coordinates some compliance and best practice training for all employees. Our safety consultant manages safety/risk management compliance and best practice training. Specific departments such as Police, EMS, Fire, Utilities, and Public Works manage other compliance and license required trainings within their respective departments.

The City target for training and development activities as a percentage of total hours is .5% annually or 10.5 hours per year per full-time employee. This goal was met for 2018.

## Safety and Risk Management

The City has a contract relationship for Safety and Risk Management services. We strive and work to assure a safe and healthful work environment for all employees. We continue to develop and implement programs, policies and procedures for the recognition and identification of hazards and to ensure compliance with applicable state and federal health, safety and environmental regulations. Below are highlights from 2018.

### Occupational Safety and Industrial Hygiene

- Conducted annual Tornado and Fire Drills. Updated Fire Drill policies for various departments.
- Purchased a fire extinguisher trainer unit. Trained employees on fire extinguisher usage.
- Completed environmental, health and safety compliance audits of buildings and construction sites and made necessary corrections.
- Created Emergency Procedures Manual for desktop reference.
- Conducted incident investigations, submitted reports, and retrained employees on tasks.

### Occupational Medicine

- Audited files to ensure Hepatitis B vaccination records are on file for affected employees (new and existing employees). Also added Hepatitis A option for Water/WWTP employees.
- Completed annual audiometric testing through the UW-RF Audiology Dept.
- Conducted 8-hour sound measurements on various employees.
- Revamped 1<sup>st</sup> Aid kits in vehicles and in buildings.

### Environmental

- Tested for possible asbestos wiring and lead based paint at the 12.4k substation that was being demolished.
- Worked with electric department on the carbon monoxide leak at the substation. Furnace was identified as the problem and was replaced.
- Assisted staff with proper PPE needs/requirements while working with hazardous waste.
- Provided hazardous waste management support to departments. We disposed of hazardous waste through Veolia.
- Assisted with our TIER 2 reports and EPCRA hazardous materials plan for Chlorine.
- Prepared Emergency Chlorination Plan for Water/WWPT. Submitted to the DNR and placed plan copies in all well houses.
- Researched alternatives to Roundup due to Roundup as now being identified as a cancer-causing agent.

### EHS Training

<b>Safety Compliance Training</b>	<b>Number of Employees Trained 2018</b>	<b>Required Frequency</b>
Confined Space Entry – Rescue/Refresher	22	Annual
Hazmat/Hazcom/Hazwopper Refresher	50	Annual
Bloodborne Pathogens (note some employees received training during their CPR instruction)	15	Annual
Non-Certified 1 <sup>st</sup> Aid/CPR/AED	10	Annual
Diggers Hotline – Included Hearing and Trenching Refresher Safety Training	32	Annual
Fire Extinguisher/EAP Training	92	Annual
1 <sup>st</sup> Aid/CPR/AED (Certified)	37	Every other year

Active Shooter and Emergency Preparedness	14	Periodic
Electrical Safety and Arc Flash Training	10	Periodic
Chainsaw Safety Training	18	Periodic
Electric Safety and Pole Top Rescue	8	Periodic
Electrical Safety/Substation Access Protocol Training	6	Periodic
Ergonomics	11	Periodic
New Employees Safety Training	5	Upon Hire
Seasonal Employee Safety Training	18	Spring

### Performance Management

Human Resources manages the City's annual review process. In 2018 HR led a small group of employees that had an end goal to develop a new review process and simplify the form. The group came up with a new short form called Employee Performance Annual Check Up that focuses on goals and employee development.

### Benefit Management

- FMLA
  - a. Processed 17 leaves
- Workers Compensation
  - a. Processed 11 workers compensation claims, 2 with lost time

The City moved to HealthPartners in 2014 for Health Insurance. Calendar year rate changes noted in table below.

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## City of River Falls

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### PREMIUM ONLY SUMMARY

Effective Date: 2013 - Current

Final Premium Each Year	2013	2014	2015	2016
Monthly Premium	\$147,717.94	\$144,009.97	\$139,986.37	\$152,585.07
Annual Premium Savings	\$1,772,615.28	\$1,728,119.64	\$1,679,836.44	\$1,831,020.84
Percentage Change from Prior Year		-2.51%	-2.79%	9.00%
Percentage Change from 2013		-2.51%	-5.23%	3.29%

Final Premium Each Year	2017	2018	2019	
Monthly Premium	\$152,585.07	\$156,400.18	\$170,476.51	
Annual Premium Savings	\$1,831,020.84	\$1,876,802.16	\$2,045,718.12	
Percentage Change from Prior Year	0.00%	2.50%	9.00%	
Percentage Change from 2013	3.29%	5.88%	15.41%	

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## **Major Accomplishments**

*Records Management.* A goal for Human Resources was to move all personnel files from paper files into the scanned Laserfiche system. Working with the consultant, we came up with best practice records management automated workflow for River Falls. This includes the personnel file, payroll file, benefit file and medical files

Phase 1: Active regular status employee files (Completed in 2018)

Phase 2: Review feasibility of moving other files into Laserfiche (Workers Compensation/FMLA, Safety/Risk Management records and other non-regular employee files)

## **Challenges**

Demographic changes. Population changes will have a mounting impact on many aspects of employment and HR practices. These changes include the aging workforce, different generations working together, the nature of family and parental roles, and increased cultural diversity.

Succession Planning: The City has several long-time employees that will be able to retire in the next 1 to 5 years so succession planning will be crucial to our organization.