



HR DIRECTOR REPORT

In this report:

- NeoGov
- Employee Policy Manual Review
- Special Notes
- Personnel Update
- Wellness Committee

NeoGov

HR Staff has been meeting with our NEOGOV Project Manager weekly. We are in the final steps before testing our new Onboarding module with our seasonal/temporary employees.

Employee Policy Manual Review

An updated redlined version of our Employee Policy Manual (EPM) has been emailed to our City Attorney for review. We are hoping the City Council may review the revised EPM at their May 16th meeting.

Special Notes

Completed a Compensation and Benefits Survey as requested by the City of Baxter's consultant.

Staff has implemented a new hiring process for Police Officers. We are hopeful this new interview process will help secure candidates and get the pre-hire process completed as smoothly and efficient as possible. We will report back at the May 16th meeting on how the process went.

The Community Development Director and City Engineer/Public Works Director Work Groups were established and met to finalize the steps for those hiring processes. We have posted the Community Development position throughout Minnesota and our neighboring states.

HR Staff attended the League of MN Cities Safety and Loss Control Workshop in St. Cloud on April 19th. HR Staff also attended the Lakes Area Human Resource Association (LAHRA) meeting on April 14th focusing on mental health & our local Smiles for Jake initiative.

On April 21st we celebrated David and Paul with a send off party. The city is sad to see them go but wishes them well in their future endeavors!

Personnel

New Hires for City/BPU/HRA:

- Patrick Waltman - HRA Maintenance Specialist (4/4)
- Zachary Sova - BPU Business Office Intern (4/18)
- Nick Brisk - BPU Two-week Electric Dept Intern (4/25)

Farewell to:

- David Chanski - Community Development Director (4/22)
- Paul Sandy - City Engineer/Public Works Director (5/6)

Current Job Opportunities:

Full-time:

- Community Development Director (Deadline=5/10)
- HRA Administrative Specialist (Open until filled)
- Police Officer (pending job offers)

Part Time:

- Paid-on-call Firefighter (Deadline is noon on 5/13)

Interns and seasonal/temporary positions:

- BPU Summer Maintenance (pending job offers)
- Community Development/Code Compliance Intern
- Concession Workers (pending background checks)
- Electric Department Interns
- GIS/IT Intern
- GIS/IT Intern - Tree Inventory
- Parks Seasonal Maintenance Workers
- Parks Weekend Custodial Worker (offer has been made)
- Street Department Seasonal Laborers
- Umpires - Adult Softball

There are currently five City/BPU/HRA employees with Family & Medical Leave Act (FMLA) issues. This includes an employee that recently returned to work on a limited, light-duty basis. That employee had been off from work for an extended period of time due to work-related injuries.

Wellness Committee

March Lunch 'N Learn (4/21): Get a Meal-Give a Meal

Employees were asked to bring non-perishables for the NorthStar Apartments Food Shelf. They were then challenged to pick up trash for Earth Day.



We were awarded a \$2,000 grant from Crow Wing Energized for a water bottle filling station at City Hall. Preparations for the installation are underway.

We are currently participating in our annual spring Walking challenge sponsored by The Better Health Collective (Sourcewell). Brainerd is currently 6th out of 24 teams. Go Team Brainerd!

Upcoming events: Employee Appreciation Event (9/14)

Special Project: Creating a Lactation Room at one of our facilities