



# HR DIRECTOR REPORT

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## Employee Policy Manual

All employees have now submitted their signed Acknowledgement Page for the recently updated Employee Policy Manual.

## Union Negotiations

We have three union contracts that are expiring on December 31, 2022. Staff continues to prepare and present updates to the Council requesting guidance how to proceed with negotiations. More negotiation sessions are scheduled for later this month.

## Wellness Committee

Biometric Screening Event – On September 28th, our Wellness Committee hosted this event. The Committee's goal was to have 35 employees attend and we ended up just under that goal with 30 employees screened. By holding this event, it helps us reach our requirements to have at least 60% of our employees complete an annual medical review. This is a requirement from The Better Health Collective (formerly Sourcewell) in order to receive our annual Wellness Grant funding. Said funding pays for all of our Wellness events including our Lunch 'N Learns as well as our Employee Appreciation Event and awards. Thank you to all that completed the screening!

Our annual Flu Shot Clinic took place on October 25th and 26th. With the two clinic options we had 26 participants!

November 2nd was our annual Chili Cook-Off. Employees had the options to participate in the cook off, to make a \$3 donation, or donate either jelly or peanut butter that will be going towards Operation Sandwich. The winner of the Chili Cook-off was Jay Personius! Thank you to all that participated and a big thank you to Katie Kaufman for organizing such a fun event!

## Personnel

New Hires/Promotions for City/BPU/HRA:

- Cari LaRose - Administrative Specialist - Public Works Dept. (10/31)
- Samuel Jensen - Park Maintenance (11/14)
- Jason Boller - Community Service Officer (11/3)
- Tanner Josephson - Water Plant Relief Operator (11/1)

Farewell to:

- Kimberly Finch - Administrative Specialist - Public Works Dept (Last working day=11/10; Retirement Effective December 16th)

Current Job Opportunities:

### Full-time

- Engineering Technician - Accepting applications; deadline is November 8th.
- Assistant Planner - We completed two hiring processes without luck. Staff has requested Council approval to modify the minimum qualifications hoping to increase our applicant pool. We will repost again after Council consideration and will accept applications until the position is filled.
- Police Officer - We completed two hiring processes without luck. Staff is discussing our options.

### Part-time:

- Pond Hockey Officials - Accepting applications until filled
- Warming House Attendant - Accepting applications until filled.

## Special Notes

Our 2023 Open Enrollment meeting and presentations were held on October 24th. Employees have until November 7th to elect their 2023 benefits. We are currently updating our 2023 COBRA information for retirees as well.

Staff will be distributing the 2023 Health Insurance Election Forms to the Mayor and Council on November 14th. The deadline to submit their election is November 29th. Please reach out to the HR Department if you are having issues or have any questions!

Our 2021-2022 performance review period ended on August 31, 2022. Employees have completed their final performance review form for supervisor review and final rating determination.

To comply with our revised Employee Policy Manual, review forms were provided to City-appointed boards for any Department Head that is the primary staff liaison for their input as well.