

2012 Human Resources Division Annual Report

Introduction

The attached report is a snapshot of the Human Resources' activities for Fiscal Year 2012. Each area of Human Resources is represented in the following report: Employment, Compensation Administration, Recruiting, Benefits, Wellness, Training and Development, and Employee Relations.

Our mission is to provide exceptional customer service through all aspects of the human resources profession for all city of Wooster employees and external customers.

Employment

The staff in Human Resources assists applicants and employees with all phases of the employment process. We oversee recruitment, interviewing, testing, background checks, pre-selection drug screening, selection and evaluation of management, hourly and union employees while also assisting Directors and Managers with hiring.

Staffing

Over the past four years, there has been great effort to manage staffing levels. The City has attempted to balance financial concerns while also considering to the need to continue providing the same level of excellent service. Since 2009, total FTE's within the City has decreased by 17%. Looking at the same timeframe: management employees have decreased by 39.2%; WEA decreased by 27.8%; Police had 2% decrease; Fire had 2% decrease; Supervisor/Confidential/Admin had a 6.6% decrease. The below statistics are based upon the actual FTE's as of December 31st of each year.

2012 Total Number of Employees by Gender				
	Male		Female	
	PT	FT	PT	FT
Management	0	14	0	3
Supervisory, Confidential, & Administrative	2	9	1	5
WEA	0	45	0	12
Fire	0	36	0	0
Police	0	31	0	2
Total	2	135	1	22
Total FTE's	160			

2011 Total Number of Employees Gender				
	Male		Female	
	PT	FT	PT	FT
Management	0	15	0	4
Supervisory, Confidential, & Administrative	2	9	1	4
WEA	0	50	0	14
Fire	0	36	0	0
Police	0	32	0	2
Total	2	142	1	24
Total FTE's	169			

2010 Total Number of Employees by Gender				
	Male		Female	
	PT	FT	PT	FT
Management	0	15	0	4
Supervisory, Confidential, & Administrative	1	6	3	2
WEA	0	40	0	15
Fire	0	35	0	0
Police	0	30	0	2
Total	1	126	3	23
Total FTE's	153			

2009 Total Number of Employees by Gender				
	Male		Female	
	PT	FT	PT	FT
Management	0	24	0	4
Supervisory, Confidential, & Administrative	1	5	4	5
WEA	0	61	0	18
Fire	0	37	0	0
Police	0	32	0	2
Total	1	159	4	29
Total FTE's	193			

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Employees by Years of Service	
	Total 157
35 – 39	1
30 – 34	6
25 – 29	9
20 – 24	32
15 – 19	16
10 - 14	39
5 -9	40
<5	14
*Does not include PT employees	

Total Turnover		
	Per Year %	Total 21
Involuntary	2.4 %	4
Voluntary	10.1 %	17
Total	12.5 %	21
*calculation based upon 168 FTE's		

Note: 5.35% of the voluntary turnover is attributed to a change in the OPERS Retirement Benefits which resulted in 9 retirements.

Recruitment

- Human Resources received and processed 367 employment applications
- 14 positions were posted
- 9 were filled, 5 positions were still open at the end of 2012
- 60 seasonal employees were hired
- There were 13 new hires

Compensation Administration

In 2012, salary increases were not given based upon the current financial situation within the City. Salary adjustments were given for promotions and/or transfers to different positions.

Salary Administration

- 22 internal employees received promotions and/or transfers
- 2 demotions occurred and wages were evaluated and adjusted accordingly in each situation

Benefit Administration

The Human Resources staff works with employees throughout the year to keep them updated on benefit related topics. The Human Resources office processes all weekly medical and FSA claims. We receive a consistent stream of phone calls, e-mails and walk-in visits from employees requesting assistance with benefits-related issues. Here are some examples of the year's activities:

- Hosted semi-annual visits from Deferred Comp representative for one-on-one Retirement/Investment Counseling information sessions
- 13 OSHA recordable injuries
- Annual PERRP was filed with OSHA and Semi-annual safety council reports were filed
- HR attended monthly safety council meetings to receive a 2% Workers Compensation premium discount

Training and Development

The Human Resources Division plans to take a more active role in training and development of staff in 2013 in the areas of training, performance reviews and job descriptions.

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Employee Relations

The Human Resources department also is responsible for a variety of employee relations events that occur throughout the year. The planning and coordination of service recognition events, wellness events and the United Way campaign are some of the activities. The HR office also is involved in employee disputes, investigations or union grievances that occur throughout the year.

Service Recognition

- The annual spaghetti luncheon and summer picnic were both held to recognize employees with milestone years of service
- The spaghetti luncheon and picnic includes employees/spouses/retirees/board and commission members/council members

Wellness

A Health Fair is coordinated each year to offer employees and spouses a health screening, flu shot, blood drawn and provide other wellness and health information to promote a healthy lifestyle.

- 10 Vendors and Health Care Professionals attended our Annual Health Fair
- 110 employees and spouses participated in the Health Fair
- 106 employees had their blood drawn
- 55 employees received flu vaccinations

United Way

The United Way campaign this year was coordinated by Human Resources. The campaign collected \$3,039 in donations.

Random DOT and Seasonal Drug Testing

- 17 Random DOT tests were coordinated through the HR office for the PPM, Waste Water and Water Pollution Divisions
- 19 Random seasonal drug tests were scheduled and coordinated through the HR office during May, June, July and August

Union Activity

There were two grievances filed in 2012.

- 1 grievance filed by WEA – the City reclassified jobs as a result of the grievance
- 1 grievance filed by Fire – overtime issue

Human Resources Staff

Jeanette Wagner
Human Resources Manager

Sherry Vizzo
Human Resources Specialist