

City of Chillicothe Department of Human Resources Annual Report 2021

Welcome to the Office of Human Resources for the City of Chillicothe. This annual report will serve as a snapshot of the Human Resources' activities from 2021. The Human Resource team is comprised of two new additions to the department, Terrill Barnes, HR Director and Kevin Andrus Jr, Human Resource Assistant.

Through strategic partnerships and collaboration, the Human Resource Department attracts, develops and retains a high performing, inclusive and diverse workforce and fosters a healthy, safe, well-equipped and productive work environment for employees, their families, retirees, surviving departments, community partners and the community in order to maximize individual potential, expand organizational capacity and position the City of Chillicothe as an employer of choice.

Human Resources is a service-oriented team, providing expert consultation and support to foster a respectful environment that inspires excellence within the Chillicothe community. The department provides support to employees throughout their employment life cycle. This support starts at the hiring process, continues throughout employment and goes into retirement. In all areas of work, the Office of Human Resources firmly upholds confidentiality, accountability and trust.

Mission Statement: *To recruit, retain, develop and assist City employees through excellent customer service, while striving to maintain the City's strategic vision. (Human Resources strives to provide excellent customer service to City of Chillicothe employees while working to attract and employ a strong, qualified workforce that is representative of the people the City serves in an environment that is safe, inclusive and free from harassment). This is what we currently have*

HUMAN RESOURCE PRIORITIES

TALENT MANAGEMENT

EXPAND BRANDING social media presence, candidate sourcing, and proactive recruitment efforts.

EXPAND INDIVIDUAL AND ORGANIZATIONAL DEVELOPMENT develop performance evaluations and integrating those for departments yearly and transfer performance evaluations.

EMPLOYEE EXPERIENCE

MAXIMIZE RESOURCES IN BENEFITS AND WELLNESS programs through focused communication and insurance broker.

POSITION THE CITY AS AN EMPLOYER OF CHOICE through initiatives that promote diversity and inclusion, as well as opportunities for growth.



HR EXCELLENCE

SERVE AS A STRATEGIC PARTNER AND ADVISOR to departments on all areas of HR including employee relations, ADA and safety issues to create a healthy and safe workplace.

MAINTAIN POSITIVE WORKING RELATIONSHIPS WITH LABOR ORGANIZATIONS collaborating on emerging employee/employer needs.

TALENT MANAGEMENT



The demand for transformative, strategic and collaborative HR services continues to grow. HR will focus on key areas that will maximize individual potential, increase organizational capacity and position the City of Chillicothe as an employer of choice. The staff in Human Resources assists applicants and employees during all phases of the employment process. We oversee recruitment, interviewing, testing, background/reference checks, selection and evaluation.

Total Number of City Employees in 2021:

Full-Time:	262	Male:	70.6 %
Part-Time:	42	Female:	29.4 %
Seasonal Workers:	43 (Annual Total)	City Leadership	
		Male:	46.1 %
		Female:	52.9 %

City Employees by Years of Service:

25+ Years of Service	27 Employees
20-24 Years of Service	31 Employees
15-19 Years of Service	26 Employees
10-14 Years of Service	32 Employees
5- 9 Years of Service	56 Employees
Less than 5 Years of Service	175 Employees

12 <i>Retirements</i>	18 <i>Resignations</i>	2 <i>Terminations</i>	3 <i>Disability Separation</i>
-----------------------	------------------------	-----------------------	--------------------------------

RECRUITMENT

The Human Resource Office is committed to attracting and retaining a talented and diverse workforce. One key strategy to accomplish this is to identify the competencies we will need in our current and future leaders. We coordinate with Department Heads to identify their department needs and update job descriptions when needed. The HR Department reviews all applications and develops job specific questions used in panel style interviews.

Human Resources received and processed 602 external employment applications and 77 Internal employment application in 2021.

- 29 Positions were posted internally
- 24 Positions were posted externally
- 23 Positions filled with internal applicants
- 12 New Full-Time Staff Members
- 5 New Part Time Staff Members

COVID-19 PANDEMIC

Like many organizations, the COVID-19 pandemic, tested our teams ability to collaborate with City Departments to ensure employee safety while meeting service expectations of our City’s residents. In 2021, the City departments worked to reimage the work spaces with employees working remote and worked with departments on reformatting schedules for essential City workers. The HR Department served as a resource to all City staff to answer questions related to COVID-19.



Number of Employees Working Remotely: 10

Number of Employees Quarantined: 4

Focusing on safety, the HR Department worked with City Management to create required emergency plans, cleaning and prevention protocols in compliance with the CDC, Executive Orders from the Governor’s office and State and Local Health Departments. In addition, the HR office attempted to keep masks supplied for all visitors inside the City Administration building to better protect our staff and citizens.

Keeping connected with the teams was critical to the continued success for City Departments.

EE0-4 Report

The Human Resource Office participated in a yearly mandated Equal Employment Opportunity Report to demonstrate the City’s commitment to hiring a diverse workforce.

Full Time Employees

Hispanic or Latino		Not-Hispanic or Latino White		Not-Hispanic or Latino Black or African American		Not-Hispanic or Latino Asian		Not-Hispanic or Latino Native Hawaiian or Other Pacific Islander		Not-Hispanic or Latino American Indian or Alaska Native Male"		Not-Hispanic or Latino Two or More Races	
0		221		15		0		0		0		0	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
0	0	156	65	10	5	0	0	0	0	0	0	0	0

Other than Full Time

Hispanic or Latino		Not-Hispanic or Latino White		Not-Hispanic or Latino Black or African American		Not-Hispanic or Latino Asian		Not-Hispanic or Latino Native Hawaiian or Other Pacific Islander		Not-Hispanic or Latino American Indian or Alaska Native Male"		Not-Hispanic or Latino Two or More Races	
0		36		4		1		0		0		5	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
0	0	25	11	4	0	1	0	0	0	0	0	4	1

New Hires

Hispanic or Latino		Not-Hispanic or Latino White		Not-Hispanic or Latino Black or African American		Not-Hispanic or Latino Asian		Not-Hispanic or Latino Native Hawaiian or Other Pacific Islander		Not-Hispanic or Latino American Indian or Alaska Native Male"		Not-Hispanic or Latino Two or More Races	
0		25		1		0		0		0		0	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
0	0	18	7	1	0	0	0	0	0	0	0	0	0

LABOR RELATIONS

The HR Director and Administration meet with negotiations teams for all three Local Bargaining Units for IAFF, FOP, and AFSCME. Those Labor Negotiations will be

EMPLOYEE RELATIONS

Each year, the Human Resource Department focuses on celebrations, employee events to transform the work experience and enhance our employee relations culture. The COVID-19 Pandemic has altered our ability to have in-person celebrations in 2020. The HR Department team will continue to focus on excellence and value in our services. Communication, collaboration, feedback exchange, recognition, and social bonds are all crucial features of a culture that values its people and can move them to achieve their best work. We look forward to coming up with creative ways to engage in positive meaningful ways.

EMPLOYEE BENEFITS & WELLNESS

The Employee Benefits & Wellness Division provides the City's comprehensive benefits and wellness programs, including communication, customer service and education to employees, retirees and family members to attract and retain employees, optimize health and productivity and promote a healthy and supportive work environment.



BENEFITS ADMINISTRATION

The Office of Human Resources administers the city's benefits programs, including insurance (medical, dental, vision, life and disability), retirement, defined benefits, health care savings plans, PERS, Deferred Compensation, paid time off, unemployment, work comp, employment verification, I-9s, FMLA and leaves of absence.

The HR Department receives work injury reports. There was a total of 27 work related injuries/illnesses reported. There was a total of 651 days reported as loss days of work. Two of these were reported as loss wage injuries and a total of 360 loss days.

The Department also spent a considerable amount of time processing 13 Family Medical Leave Act applications and Short-Term Disability Claims. The Department services these employees from identifying necessary paperwork to ongoing communications through ongoing care to returning to work. There were two individuals who transitioned to Long Term Disability in 2021.

This department manages the administration of all Group Benefits. The HR team along with the Insurance Committee, which is comprised of members from all of the bargaining units and non-bargaining groups, reviewed options for medical and vision insurance, life insurance, short- and long-term disability plans. The team will work in 2022 to take a deep dive into everything insurance to see if there are any changes that need done for the benefit of the City and our employees.

In addition to received medical the City gives Employees either a 1,250/2,500 dollars yearly to employees HSA account. This allows our employees to help eliminate costs that they might incur.

United HealthCare is the vendor for our Medical coverage. Medical plans have a rate hold until 2022. Delta Dental is the vendor for our Dental Coverage. Dental Plans have a rate hold until 2022, so there are no changes to the premiums nor the plans itself. VSP is our current vendor for Vision coverage. Vision is an optional benefit that the employees can opt into during their tenure. Lincoln Life is our current vendor for Life Insurance. The City has a 50,000-dollar life insurance policy on all of the City's Employees.

Benefits Monthly Cost		Monthly Cost	
	TYPE	Monthly City SHARE	EMPLOYEE Cost
United Healthcare HSA-Medical	Employee	\$994.47	\$148.59
	Employee + Spouse	\$1,988.91	\$297.19
	Employee + Children	\$1,790.29	\$267.47
	Family	\$2,585.58	\$386.34
United Healthcare PPO- Medical	Employee	\$1,192.98	\$178.26
	Employee + Spouse	\$2,385.91	\$356.51
	Employee + Children	\$2,147.35	\$320.87
	Family	\$3,046.38	\$455.21
VSP-Vision	Employee	\$0.00	\$6.98
	Employee + Spouse	\$0.00	\$12.04
	Employee + Children	\$0.00	\$12.68
	Family	\$0.00	\$19.82
Delta Dental Dental	Employee	\$29.31	\$0.00
	Employee + Spouse	\$54.22	\$0.00
	Employee + Children	\$60.38	\$0.00
	Family	\$88.81	\$0.00
HSA Contribution-Kingston National Bank	Employee	\$1,250.00	\$0.00
	Employee + Spouse	\$2,500.00	\$0.00
	Employee + Children	\$2,500.00	\$0.00
	Family	\$2,500.00	\$0.00
Part Time Employees UHC HSA	Single	\$914.46	\$228.60
Healthcare Benefits Opt-Out	Employee	\$70.00	\$0.00
	Dual	\$150.00	\$0.00
	Family	\$250.00	\$0.00

BENEFITS OF PARTNERSHIP



HR FUNCTIONS

The HR Department continues to review current process and procedures, identify areas in which we can improve efficiency and compliance and improving employee engagement and communication.

Performance Indicators	2021
Job Postings	
Promotional (Internal Posting)	29
Open Competitive (External Posting)	24
Applications Reviewed & Processed	890
Employees Hired (Full and Part Time)	17
Average number of days to complete Internal Recruitment	12
Full-Time Turnover Rate excluding Retirements	6.6%
Percentage of Minorities in Work Force	35.8%
Number of Employees not Completing Probation	1
Police Promotional Testing	0
Fire Promotional Testing	0
Labor Contract Settled	0
Number of Grievances	3
Number of Grievances Resolved Before Arbitration	2
FMLA Claims	10
Open Long-Term Disability Claims	2
Life Insurance Claims	1
Worker's Compensation Incident Reports Received	27

Serving the employees of the City of Chillicothe continues to be an awarding career. The HR Team is excited about the future and we are committed to serving our employees, customer- departments, and the public with excellence!