



April 15, 2009

TO: Doug Baker, City Administrator

FOR: City Council

FROM: Eric Trimble, Human Resources Director

RE: Status Report for Human Resources: **First Quarter, 2009**

This Quarter's Highlights from Human Resources	Page 2
Civil Service (<i>ongoing</i>)	Page 2
Commute Trip Reduction (<i>ongoing</i>)	Page 2
Employee Benefit Programs (<i>ongoing</i>).....	Page 3
Employee Relations (<i>ongoing</i>)	Page 3
Labor Relations/Negotiations (<i>ongoing</i>).....	Page 3
Policy Maintenance/Development (<i>ongoing</i>).....	Page 3
Recruitment/Selection (<i>ongoing</i>)	Page 4
Regulatory Compliance (<i>ongoing</i>)	Page 4
Safety Coordination (<i>ongoing</i>)	Page 5
Telecommunications (<i>ongoing</i>)	Page 5
Tumwater TV (<i>ongoing</i>).....	Page 5
Appendix (recruitment activities)	

This Quarter's Highlights:

Civil Service: Recruitment activity has decreased as city revenues have declined.

Employee Benefits: This quarter the human resources department managed 6 cases of Family Medical Leave, 2 situations involving sick leave donations, and coordinated participation in the AWC's spring wellness event "Feelin' Fine in '09"

Labor Relations/Negotiations: Negotiations with the Police Guild proceeded to mediation before PERC. A settlement was reached and accepted by the City Council.

Policy Maintenance/Development: Three policy revisions were made this quarter. The HRA VEBA and insurance "opt-out" policies were modified for administrative reasons. The Family Medical Leave policy was modified due to regulatory changes.

Recruitment/Selection: 4 Firefighter/Paramedics were hired from Thurston County Fire District #1 at the first of the year. Recruitments have slowed due to budget considerations, but several internal transfers were made in light of workload and funding considerations. Seasonal recruitments continue, although with fewer positions available.

Safety: Elections were held for this year's Central Safety Committee. The department also coordinated the annual hearing testing.

Civil Service, *ongoing work:*

1. Prepared monthly Civil Service agenda. Researched agenda items and participated in the meetings.
2. Carried out responsibilities of Chief Examiner by designing, conducting and / or monitoring various testing and hiring procedures as needed.

Commute Trip Reduction, *ongoing work:*

1. Promote the benefits of commute trip reduction to all city employees.
2. Manage the financial incentive program for city employees.
3. Participated in the statewide "Wheel Options" promotion in March.
4. Assisted Intercity Transit in a commute survey.

Employee Benefit Programs, *ongoing work*:

1. Various individual employees were counseled on benefit matters ranging from insurance coverage to enrollments.
2. Contacts were made to benefit providers to coordinate changes, gather information or to correct benefit problems.
3. Coordinated sick leave donations for two employees needing donated leave time.
4. Debbie Lund continues to serve on the AWC Employee Benefits Advisory Committee.
5. Debbie Lund also continues to serve on the HRA VEBA's Board of Directors.
6. City employees participated in a spring wellness campaign entitled "Feelin' Fine in '09"
7. Numerous cost estimates were prepared as part of the City's ongoing budgetary adjustments due to declining revenue.

Employee Relations, *ongoing work*:

1. Reviewed and documented monthly performance evaluations and authorized salary changes where appropriate.
2. Counseled supervisors on employee performance issues.
3. Coordinated pay issues related to annual salary steps and/or performance based salary awards.
4. Conducted exit interviews with departing employees as needed.
5. Counseled employees and supervisors on human relations issues within departments.
6. Oriented new employees to City policies and/or benefits.

Labor Relations/Negotiations, *ongoing work*:

1. Mediation with the Police Guild was held. The City Council was briefed and approved a new three year agreement.
2. The labor contract with the Tumwater Firefighters expired at the end of December, 2008. The City has been in negotiations on a new contract. The City Council was briefed on the bargaining parameters..

Policy Maintenance/Development, *ongoing work*:

1. Developed and/or coordinated implementation of new and revised personnel and/or administrative policies as needed.
2. Researched policy language for a voluntary separation policy.

Recruitment and Selection, *ongoing work:*

1. Seasonal/temporary positions generate a continuous recruitment for various positions throughout the City. All new employees are required to complete various employment forms, verifications, and benefits information (when applicable).
2. The log of recruitment activities by the Human Resources Department is included in an appendix to this report.
3. A summary of recruitments for open positions is as follows:

	2009	2008	2007	2006	2005	2004
1 st Quarter	27	49	41	34	30	21
2 nd Quarter		31	33	37	33	19
3 rd Quarter		11	17	21	21	2
4 th Quarter		11	6	17	18	7
TOTAL OPENINGS		82	77	88	83	44

Regulatory Compliance, *ongoing work:*

1. The Human Resources Director acts as the City's ADA Coordinator. Coordinating and interpreting ADA access issues with city staff and public as needed.
2. The Human Resources Director acts as the City's EEO Officer. Ongoing monitoring of cultural diversity sensitivity, EEO compliance, reporting and cultural diversity training requirements.
3. Human Resources Director maintains a liaison with the Thurston Council on Cultural Diversity and Human Rights.
4. The Human Resources Department has been designated as the responsible party for Title VI Non-discrimination compliance within the City of Tumwater.

Safety Coordination, *ongoing work:*

1. The Human Resources Director acts as the City's Safety Coordinator.
2. Made arrangements and completed documentation pertaining to mandated drug and alcohol testing for commercial drivers. Training for supervisors was offered during this period as well.
3. Processed all incident and injury reports for the period.
4. Convened Central Safety Committee and provided staff support for monthly meeting.
5. Consulted with City staff on various safety issues, identified safety resources and made recommendations for compliance.
6. Managed worker's compensation issues and coordinated with service provider, Sedgewick/Comp Management.
7. Debbie Lund continues to serve on the AWC RETRO Advisory Committee.
8. Coordinated the annual hearing testing conducted by Washington Audiology with their mobile van.
9. Scheduled the annual heat stress training.

Telecommunications, *ongoing work:*

1. Right of Way Use Issues: Remain active in WATOA organization.
2. Hears and responds to all complaints regarding cable television.
3. The HR Director has participated with staff from Olympia, Thurston County and Lacey in a joint franchise renewal process. During this quarter, numerous meetings were held by phone and in person with the partners and our consultants. A final, 10 year franchise agreement with Comcast was signed and implemented.

Tumwater TV, *ongoing work:*

1. Coordination of programming continues. Ongoing coordination with TCTV to improve the variety of programming available on our channel. TCTV has acquired a new readerboard system for our channel. Staff has been trained and will be able to manipulate the messages from City Hall. The system has been launched and is being used to convey some City and school district updates.

Appendix:

2009 Recruitments
1st Quarter

No.	Title	Dept.	Reason for Vacancy	Date Opened	Status of Recruitment	Outcome
09-001	Firefighter/Paramedic	Fire	Medic One Merger	12/12/08	Complete	Hired John Foster
09-002	Firefighter/Paramedic	Fire	Medic One Merger	12/12/08	Complete	Hired Douglas Meier
09-003	Firefighter/Paramedic	Fire	Medic One Merger	12/12/08	Complete	Hired Ben Wilburn, Jr.
09-004	Firefighter/Paramedic	Fire	Medic One Merger	12/12/08	Complete	Hired Tammy Raffelson
09-005	Golf Range Worker	Golf Course	Seasonal	1/1/09	Complete	Rehired Kassandra Heinrich
09-006	Golf Range Worker	Golf Course	Seasonal	1/1/09	Complete	Rehired Thomas Hitchman
09-007	Golf Range Worker	Golf Course	Seasonal	1/1/09	Complete	Rehired Zachary Monroe
09-008	Golf Range Worker	Golf Course	Seasonal	1/1/09	Complete	Rehired Eric Robertson
09-009	Seasonal Grounds Worker II	Golf Course	Seasonal	1/1/09	Complete	Rehired Jeffrey Pratt
09-010	Seasonal Grounds Worker II	Golf Course	Seasonal	3/1/09	Complete	Rehired: Scot Gallup
09-011	Water Quality Technician	Public Works	2008 resignation	3/1/09	Complete	Internal promotion of Dennis Ashe
09-012	Maintenance Worker	Public Works	Internal transfer	3/1/09	Complete	Transfer of Development Services Employee Gary Allison
09-013	Seasonal Parks Worker	Facilities	Seasonal	3/2/09	Complete	Rehired: Robert Rodarte
09-014	Seasonal Parks Worker	Facilities	Seasonal	3/2/09	Complete	Rehired: Dennis Jones
09-015	Seasonal Parks Worker	Facilities	Seasonal	3/2/09	Complete	Rehired: Kylene Osberg
09-016	Golf Shop Worker	Golf Course	Seasonal	3/5/09	Complete	Rehired: Stephen Frost
09-017	Seasonal Range Worker	Golf Course	Seasonal	3/5/09	Complete	Hired: Joshua Jones

Page 7
Human Resources Quarterly Report
 April 15, 2009

No.	Title	Dept.	Reason for Vacancy	Date Opened	Status of Recruitment	Outcome
09-018	Seasonal Grounds Worker	Golf Course	Seasonal	3/5/09	Complete	Rehired: William Bartlett
09-019	Seasonal Grounds Worker	Golf Course	Seasonal	3/5/09	Complete	Rehired: James Cashman
09-020	Golf Shop Worker	Golf Course	Seasonal	3/6/09	Complete	Rehired: Chuck Johnson
09-021	Seasonal Grounds Worker	Golf Course	Seasonal	3/17/09	Complete	Rehired: Marvin Marshall
09-022	Seasonal Grounds Worker	Golf Course	Seasonal	3/17/09	Complete	Hired: Jeff Bingham
09-023	Spring Daycamp Supervisor	Parks and Recreation	Seasonal	3/24/09	Complete	Rehired: Gregory Johnson Jr.
09-024	Accounting Assistant	Finance	Internal Transfer	3/24/09	Complete	Transferred: Tami Petterson from Court Clerk
09-025	Seasonal Parks Worker	Facilities	Seasonal	3/2/09	Complete	Rehired: Melynda Cortez
09-026	Spring Daycamp Counselor	Parks and Recreation	Seasonal	3/26/09	Complete	Rehired: Janice Ramsey
09-027	Spring Daycamp Counselor	Parks and Recreation	Seasonal	3/26/09	Complete	Hired: Christina Wichman