



October 9, 2008

TO: Doug Baker, City Administrator

FOR: City Council

FROM: Eric Trimble, Human Resources Director

RE: Status Report for Human Resources: **Third Quarter, 2008**

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This Quarter's Highlights:

Civil Service: In the 3rd quarter, the Commission reviewed and adopted a new continuous recruitment protocol for Firefighter / Paramedic openings.

Commute Trip Reduction: We continue to see some increased interest in the commute trip reduction incentive program offered to employees. The incentive amount was also increased from a maximum of \$50 per month to \$60 per month.

Employee Benefits: The Association of Washington Cities presented their retiree insurance options to employees planning for retirement. A representative from the HRA VEBA program presented information about coming changes to the HRA program.

Labor Relations/Negotiations: Negotiations with the Police Guild continued as a number of meetings were held.

Policy Maintenance/Development: The City's HIPAA policy was updated to reflect some staffing title changes. The Commute Trip Reduction program was also changed to increase the incentive amount and deal with some administrative items.

Recruitment/Selection: Recruitments slowed considerably in the third quarter. Major recruitments included Water Resources Specialist and Water Quality Technician.

Safety: City-wide training was conducted for those affected by the new Heat Related Illness regulations.

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.
3. The Police Department reached full staffing levels for this first time in many years.
4. The Commission reviewed and adopted a new continuous recruitment protocol for Firefighter / Paramedics

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.

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 one employee 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. Debbie Lund attended the Northwest Human Resources Management Association annual conference in Kennewick.

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. Continued work on the South Puget Sound Labor Management Committee. The future of this organization is under consideration as the long time director, Cathy Connelly has announced her retirement at the end of 2008.
2. Conducted negotiations with the Police Guild in numerous meetings.

Policy Maintenance/Development, *ongoing work:*

1. Developed and/or coordinated implementation of new and revised personnel and/or administrative policies as needed.
2. The City’s HIPAA policy was updated to reflect some staffing title changes. The Commute Trip Reduction program was also changed to increase the incentive amount and deal with some administrative items.

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:

	2008	2007	2006	2005	2004	2003
1 st Quarter	49	41	34	30	21	18
2 nd Quarter	31	33	37	33	19	34
3 rd Quarter	11	17	21	21	2	18
4 th Quarter		6	17	18	7	8
TOTAL OPENINGS		77	88	83	44	76

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 City-wide training for those affected by the new Heat Related Illness regulations.

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. Negotiations are progressing and the hope is that a new agreement can be completed in 2008.

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 will be launched in the last quarter of 2008.

Appendix:

2008 Recruitments
3rd Quarter

No.	Title	Dept.	Reason for Vacancy	Date Opened	Status of Recruitment	Outcome
08-063	Water Resources Specialist	Public Works	Promotion in 2006	7/18/08	Closes when filled	
08-064	Golf Course Seasonal Grounds Worker	Golf Course	Seasonal	7/17/08	Complete	Hired: Matt Walck
08-065	Golf Course Seasonal Grounds Worker	Golf Course	Seasonal	7/17/08	Complete	Hired: Scot Gallup
08-066	Gym Monitor	Parks and Rec	Seasonal	8/22/08	Complete	Hired: Ronald Glowen
08-067	Gym Monitor	Parks and Rec	Seasonal	8/22/08	Complete	Hired: Carrie Wyatt
08-068	Gym Monitor	Parks and Rec	Seasonal	8/22/08	Complete	Hired: Nicole Peace
08-069	Project Inspector	Public Works	Project employee	08/29/08	Closes when filled	Keeping vacant at this time.
08-070	Gym Monitor	Parks and Rec	Seasonal	9/24/08	Complete	Hired: Ben Klein
08-071	Water Quality Technician	Public Works	Resignation	9/26/08	Closes when filled	
08-072	Harvest Festival Assistant	Planning	Seasonal	9/29/08	Complete	Rehired: April Fisher
08-073	Harvest Festival Assistant	Planning	Seasonal	9/29/08	Complete	Rehired: Charon MacDonald