



# HUMAN RESOURCES 2022 ANNUAL REPORT



## **Human Resources Mission:**

To support the growth and well-being of each employee by offering competitive pay and benefits, providing resources for personal and professional development, and championing diversity, equity, and inclusion.

## **Human Resources Vision:**

An innovative organization where wellness is prioritized, continuous learning is encouraged, and employees from all backgrounds are valued and respected.



# City of River Falls Departments

Administration	City Clerk	Finance
Community Development	Recreation	Fire
Library	IT	Human Resources
Utilities	Police	Municipal court
	Public Works	

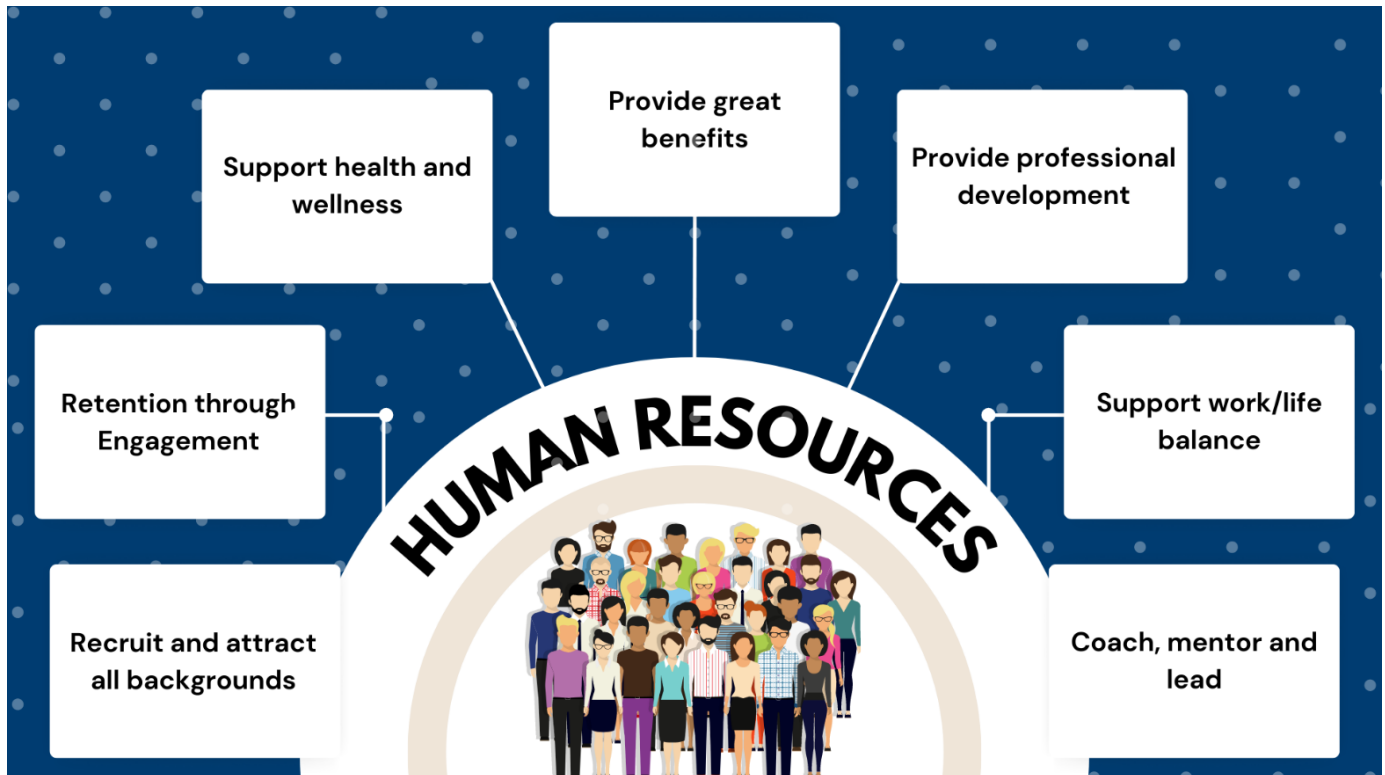
**KAREN BERGSTROM**  
*Human Resources Director*

**JAIME ISAAC**  
*Talent Programs Manager*

**AMANDA HANSON**  
*Human Resources Specialist*

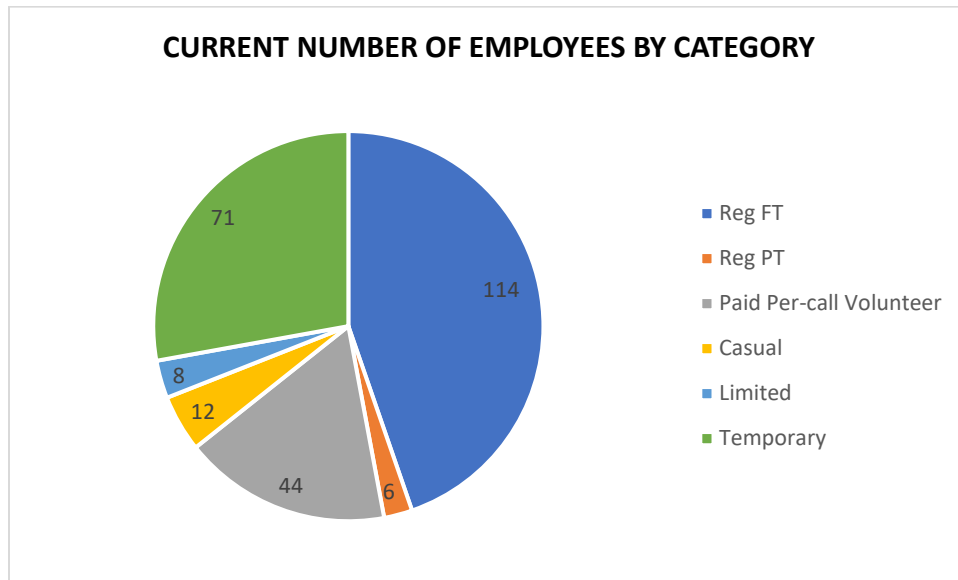
**ANGELINA HELBIG**  
*Safety/Risk Coordinator*

## WHAT WE DO



## City Workforce

The workforce includes both represented and non-represented employees in full-time and part-time capacities. In addition, we have temporary and casual employees and paid-on call volunteers.



## Staffing and Workforce Planning

Recruitments: Calendar year comparison for total job postings. These numbers include all categories.

Year	Total Number of Recruitments	Year	Total Number of Recruitments
2014	15	2019	20
2015	22	2020 *	13
2016	25	2021	28
2017	20	2022	16
2018	23		

\*Hiring freeze due to Covid, lifted in 2021

## Federal/State Reporting Requirements –

The Equal Employment Opportunity Commission (EEOC) requires biannual reports which indicate the composition of the work force by sex and race/ethnic category. In State and Local Government this report is referred to as the **EEO-4**. The EEO-4 survey is conducted biannually in every odd-numbered year. Human Resources filed the EEO-4 report in September 2021.

The statistics listed comply with State and Federal reporting requirements and are a voluntary option for employees to disclose and therefore may not accurately reflect the makeup of the workforce (protected classes).

Job categories reported on; officials/administration, professionals, technicians, protected services workers, paraprofessionals, administration support, skilled craft workers and service maintenance.

<b>Protected Class</b>	<b>(# as reported of total workforce)</b>
Asian	0
Black/African American	1
Native Hawaiian/Other Pacific Islander	0
American Indian/Alaskan Native	2
Two or more races	0
Hispanic/Latino	0
White	297

ACA and OSHA are additional compliance requirements Human Resources is responsible for each year.

### **Training and Development**

The city is committed to a program of staff development based on a goal of creating a climate of and opportunities for employee growth which will benefit the city and the individual.

Human Resources manages compliance and best practice training for all employees. Our safety consultant manages safety/risk management compliance and best practice training. Specific departments such as Police, Fire, Utilities, and Public Works manage other compliance and license required trainings within their respective departments.

### **HR Coordinated Trainings in 2022**

River Falls Leadership Development Training	15 participants from various departments and levels	6 sessions 4 hours each
Mission Square – deferred comp training	All employees invited	March 2022
Diversity, Equity, and Inclusion – Essential Concepts	All employees required	Aug/Sept 2022
Harassment Prevention Training	All employees required	November 2022
Supervisor Drug and Alcohol Reasonable Suspicion Training	All new supervisors	December 2022

### **Onboarding**

The City's Passport Program launched in 2016. Since then, new, and long-time employees have been invited to visit/tour various departments throughout the city over a five to eight-week period.

Participants learn how different departments interact and are dependent on each other, which promotes cohesiveness. Employees get the chance to experience new things such as: getting their fingerprints taken at the PD, learning about the wells and treatment plant, riding in a plow truck, and seeing completed and in-process development at the city.

As part of the program, new hires enjoy a monthly lunch with the City's leadership team from each department. This allows new hires and department heads an opportunity to get to know one another.

## Employee Engagement

While we have many programs/policies and opportunities for engagement, here are a few highlights:

- Quarterly new hire meet and greets with all city staff
- Annual recognition luncheon
- Donuts and coffee
- Ice cream truck
- Stay interviews



## Diversity, Equity, and Inclusion

January 2021

Diversity, Equity, and Inclusion Team established

June 2021

Proclamation Recognition of Pride Month 2021

Diversity and Inclusion Training for Executive Team – Led by Ellie Krug

September 2021

Gray Area Thinking Training for Executive Team and DE&I Team – Led by Ellie Krug

December 2021

City Council adopted a resolution which supports DE&I through an endorsement of the DE&I framework

Martin Luther King Jr Day was officially recognized as a city holiday beginning in 2022

Belonging and Inclusion Survey sent to all employees

March 2022

Finalized DE&I team logo and City website page

Sent results from Belonging and Inclusion Survey to employees with action items

August 2022

All employees were trained on Essential Concepts – DE&I provided by Compliance Training Group



## **Benefit Management**

- Health/Dental/Vision
- Flexible spending and Health Reimbursement Accounts
- Leave policies (FMLA, WFMLA, Unpaid, PTO, BeWell)
- Life Insurance (Long Term Disability, Short Term Disability, Basic Life and Supplemental Life)
- Retirement (Pension, 457 deferred Compensation)

## **Safety and Risk Management**

The City has a contract relationship for Safety and Risk Management services. We strive and work to assure a safe and healthy work environment for all employees. We continue to develop and implement programs, policies and procedures for the recognition and identification of hazards and to ensure compliance with applicable state and federal health, safety, and environmental regulations. Highlights from 2022.

### Occupational Safety and Industrial Hygiene

- Completed environmental, health and safety compliance audits of existing buildings and construction sites and made necessary corrections.
- Conducted an industrial hygiene and indoor air quality survey of the Public Works building.
- Conducted required and periodic trainings for staff.
- Conducted annual Tornado and Fire Drills. Updated Emergency Action Plan policies for various departments.
- Completed crane/hoist inspections, ladders, fire extinguisher and eye wash station inspections.
- Continued to update SDS online inventory of chemicals.
- Worked with contractors to ensure safety and compliance while working on our job sites.
- Updated Bloodborne Pathogen Cleanup procedures.

### Occupational Medicine

- Maintained files for OSHA medical respirator clearances and conducted fit tests for staff wearing respirators.
- Maintained files to ensure Hepatitis B vaccination records are on file for new and existing employees.
- Completed annual audiometric testing for employees through the UW-RF Audiology Department and Hudson Occupational Clinic.
- Updated 1<sup>st</sup> Aid kits and added new Zoll AEDs in buildings and vehicles.

### Ergonomics

- Conducted ergonomic workstation assessments for employees.

### Environmental

- Assisted staff with proper PPE needs/requirements/protocols/concerns/building equipment.

EHS Training

<b>Safety Compliance Training</b>	<b>Number of Employees Trained 2022</b>	<b>Required Frequency</b>
Confined Space Entry – Rescue/Refresher	32	Annual
Diggers Hotline, Trenching and Excavation Refresher Safety Training	34	Annual
Excavation Competent Person Training	26	Periodic
Digger Derrick Crane Certification Training	7	Every Five Years
Audiograms/Hearing Conservation Training	64	Annual
Flagger Training	3	Every Three Years
1 <sup>st</sup> Aid/CPR/AED/Downed Powerlines	24	Every other year
BBP	66	Annual
New Zoll AED 3 training	13	Periodic
Hazcom/Hazwoper/Downed Power Lines	50	Periodic
Electrical and Low Voltage Safety Training	2	Periodic
Mobile Elevated Work Platforms	13	Every Three Years
Fork Truck/Heavy Equipment Task Training	13	Every Three Years
Fire Extinguisher Training	64	Annual
Drug Awareness Training	33	Periodic
Respirator Training and Fit Testing	12	Annual
JTS - Electrical Pole Top Rescue, Basket Rescue Training, and Underground and Tool Safety	16	Annual
New Employees Safety Orientation Training	18	Upon Hire
Seasonal Employee Safety Orientation Training	33	Seasonal

**Challenges**

- Added 60 election workers to the payroll
- Continue to cultivate our new norm (remote/hybrid) office environment when some positions are un-able to have this flexibility

**Top accomplishments**

- The City Administrator approved an internal promotion opportunity moving the HR Coordinator into a Talent Programs Manager and adding FTE for a Human Resources Specialist.
  - With this change came an opportunity to shift focus on employee training and development, enhance our recruitment and onboarding and roll out new health and wellness initiatives.
- Be Well – Family Medical and Wellness leave was implemented enhancing our current leave offerings related to family and medical related leaves. This new policy took our existing extended FMLA account and transitioned it into Be Well – Family, Medical and Wellness leave. Qualifying events were expanded to include non-traditional family definitions, and emergency and extenuating circumstances that are not covered under FMLA. All employees were issued 40 hours of leave time at implementation, existing extended FMLA hours were rolled into the account and 160 additional hours are issued to those experiencing qualifying parental leave events.