



THE CITY OF
TAKOMA PARK
MONTGOMERY COUNTY, MARYLAND

DEPARTMENT ROUNDTABLE

HUMAN RESOURCES DEPARTMENT

Feb 2014

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Mission



- **Mission**
 - The Department provides effective and responsive human resources related services and support in the areas of compensation & benefits, employee relations, legal compliance, recruitment & retention, risk management, and training for the City's employees and management to foster a positive work environment and accomplishment of City departmental and overall strategic goals.

Measures of Success



- **Measures of Success**

- Length of time to complete recruitments from requisition to hire for non-revolving positions
- Level of staff participation in optional training, health and wellness programs
- Reduction in the frequency and severity of incidents and days away from work, thereby reducing workers' compensation costs over time
- Staff response to programs provided by the Department
- City staff turnover rates

Key Recent Projects & Achievements



- **Key Recent Projects/Achievements**

- Staff Morale has improved
 - Improved relations between staff and Human Resources Department forging a sense of reliable information to and from the Department
 - Development of the Wellness Committee which has held multiple events for staff including healthy potluck/recipe exchange, brown bag seminars on retirement planning, healthy eating, employee assistance program and other topics
 - Employee Appreciation Week
- HR Systems and Processes are More Efficient
 - Completion of personnel file and office organization overhaul
 - Implementation of online recruitment program
 - Improvement in completion and timeliness of staff annual performance appraisals
 - Benefits open enrollment season resulted in 100% staff participation and full enrollment for all staff wishing to do so
- Rolling out Programs to Save City/Employees Money and Improve Performance
 - Introduction of a Health Savings Account option for medical coverage
 - Development of active Safety Committee to strengthen safety culture
 - Harassment and Bullying Prevention training for staff and supervisors
 - Option for electronic payroll check stubs for staff

Trends



- **Trends & Best Practices**

- Reliance on electronic communication to relay information
- Use of employee self service systems
- Balance between work and personal life
- Employee wellness
- Flexible work environments
 - Job sharing
 - Telework
 - Flex-time
- Compliance with changing legislation and requirements
 - I-9's
 - Affordable Care Act
 - Family & Medical Leave Act
 - Workers' Compensation/OSHA
 - Fair Labor Standards Act
- Reduction of health care costs

Opportunities & Challenges Going Forward



- **Challenges Going Forward**

- Cost of medical and other related insurance programs competing with City's desire to provide excellent benefits to staff
- The City's current workers compensation modification rate has increased the cost of Workers' Compensation insurance
- City's current policy regarding Workers' Compensation does not support light duty and return to work initiatives

- **Opportunities Going Forward**

- Staff and Management desire for increased training opportunities
- Compensation survey expected to result in a solid pay structure allowing the City to remain competitive with the market