

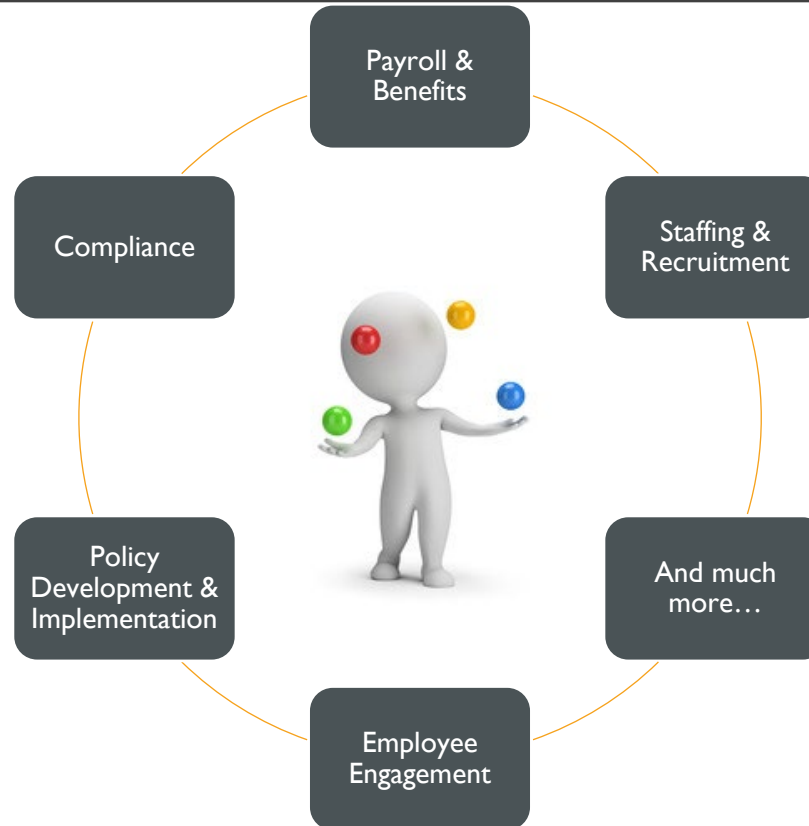


HUMAN RESOURCES

WHO ARE WE?

- Naomi Schmitt – Director of Human Resources
- Lisa Price – Human Resources Representative II

WHAT IS HR?



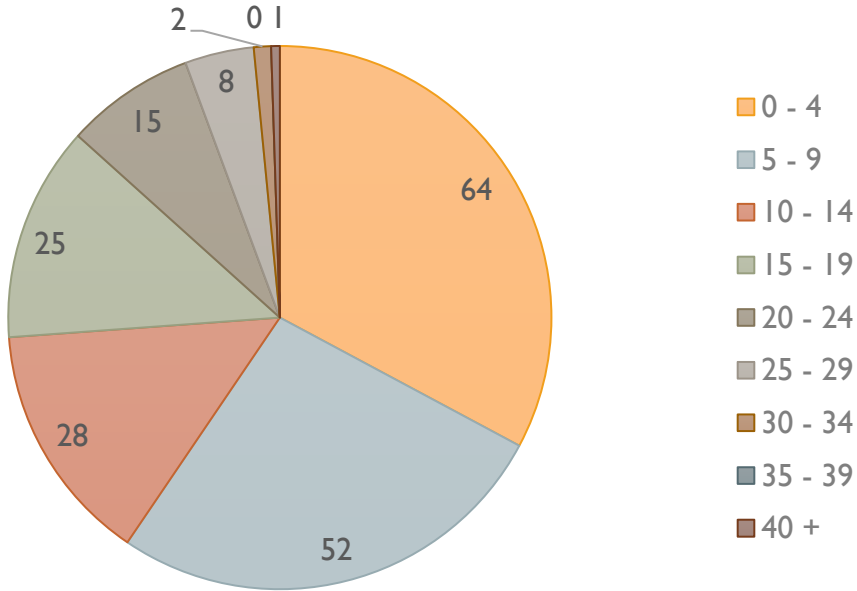
NID DEMOGRAPHICS

Active Employees = 195
Average Tenure: 9.80 years
Longest Years of Service = 40 years
Longest Ever = 44 years
Average Age = 44.9 years

Seasonal / Temporary Employees = varies depending on the time of year

165 Retirees

Active Employee Years of Service



HR STATISTICS

- 2023 - YTD

- Personal Action Forms = 130
- IT Requests = 46
- Leave of Absence (LOA's) = 7
- Workers Compensation = 10
- Vehicle Accidents = 7
- Performance Evaluations = 102

- 2022

- Personal Action Forms = 289
- IT Requests = 102
- Leave of Absence (LOA's) = 27
- Workers Compensation = 21
- Vehicle Accidents = 21
- Performance Evaluations = 194

RECRUITMENT

- 2023 - YTD

- 24 Recruitments
 - 10 Promotions/Transfers
 - 6 Temporary
 - 8 New Hires
 - Seasonal
- 7 Separations
 - 3.7% Turnover Rate

- 2022

- 32 Recruitments
 - 19 Promotions/Transfers
 - 5 Temporary
 - 17 New Hires
 - Seasonal
- 22 Separations
 - 11.6% Turnover Rate

NEW HIRE JOB OFFER

Name: _____ # _____

| | | | |
|-----------------|--|----------------------------|--|
| Position Title: | | Manager: | |
| Offer Date: | | Date Accepted or Declined: | |
| Range: | | Step: | |
| Compensation: | | Start Date: | |
| Date Drug Test: | <input type="checkbox"/> Clear <input type="checkbox"/> No Pass | Date Background Sent: | <input type="checkbox"/> Clear <input type="checkbox"/> Concern |

| Date | Initial | Pre-Employment Checklist |
|------|---------|--|
| | | Email Job Offer Request Form to Manager/Supervisor for review and approval. |
| | | Contact candidate and extend offer. |
| | | Prepare offer letter, benefits summary and pre-employment documents (drug testing authorization). |
| | | Arrange Safety Training. |
| | | Set up ESS Background check. (Expanded Quick w/Motor Vehicle Report) |
| | | Send fax to Dr. Patt to arrange drug screening date/time. |
| | | Once drug screen & background check have cleared, create New Employee Benefits letter and packet and mail or arrange for pick up prior to first day of employment. |
| | | Create rehire memo (if rehired less than one year from separation). |
| | | Create IT Request Form and send to IT Department prior to start date. |
| | | Create PAF Form |
| | | Send email to NID union rep & cc Ronald Slaven (ronald.slaven@ca.afscme57.org) notifying Union of New Hire (only if new hire position is represented). Per Article 1, Section 7 in the MOU, this must be done 5 days in advance of start date. |
| | | Email Manager the schedule for the first day |
| | | Send New Hire email to employee w/ schedule for the first day |
| | | Prepare New Hire Binder for orientation on first day. |

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| Date | Initial | Onboarding Checklist |
|------|---------|--|
| | | Enter into E-finance. Follow procedure manual located at: F/Human Resources/New Hire Orientation/New Hire Input E-finance Procedures |
| | | Enter new employee into <u>CalPERS Retirement System and CalPERS Medical</u> . CalPERS ID located on top right of screen. CalPERS ID# _____ |
| | | Send PERS Pre-Retirement Beneficiary Form to CalPERS via mail or fax |
| | | Email Statement Concerning Your Employment in a Job Not Covered by Social Security to sssa@calpers.ca.gov |
| | | Enroll in <u>bSwift (ACWA/JPIA)</u> - Marriage and birth certificates required for dependents. |
| | | Enroll in <u>Mutual of Omaha</u> life/LTD. |
| | | Enroll employee (and eligible dependents) online into WageWorks (Dental/Vision Cobra). |
| | | Enter new employee into EDD website. |
| | | Enter new employee into A-Check Global. |
| | | <u>Datco</u> paperwork (if currently has Class A or B license). |
| | | Enter into Air Ambulance census. |
| | | Enter new hire enrollment information on Master Change Form: (for all below): <ul style="list-style-type: none"> • In tab of month hired • In tab of the month following hire date (to indicate medical enrollment) • In tab of the third month following hire date (to indicate dental/vision enrollment) • In tab of the fourth month following hire date (to indicate life, LTD, STD, Voluntary Life) |
| | | Enter new hire into Benefits Reconciliation Worksheet in appropriate month. |
| | | Send Communications Specialist email to add new employee to Pipeline. (<u>include</u> name & email address) |
| | | Send email to Central Files with employee's name, department and title. |
| | | Email payroll if employee should receive boot allowance (if applicable). |
| | | Print timesheet(s). |
| | | Fill out CA Form 700 (if subject). See list F:\Human Resources\Conflict of Interest Form 700 |
| | | Create HRA spreadsheet for initial contribution after probation: <ul style="list-style-type: none"> - Human Resources → HRA → <u>YYYY HRA Active</u> → YYYY New HRA Recipients |

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BENEFITS

- Medical
- Dental
- Vision
- Short Term / Long Term Disability
- Employee Assistance Program (EAP)
- Basic & Voluntary Life
- Air Ambulance
- Health Reimbursement Arrangement (HRA)
- Flexible Spending Account (FSA) / Dependent Care Spending Account (DCFSA)
- 457 Retirement Plan
- Tuition Reimbursement

COMPLIANCE

- Annual Posters
- Reporting
 - ACA (1094/1095-c)
 - EEO-4
 - CalPERS Out of Class
- Cobra/Cal Cobra Administration
- On-going Training
 - ABI825 – Discrimination & Harassment Prevention
 - Managers / Supervisors – 2 hours every 2 years
 - Employees – 1 hour every 2 years
 - Reasonable Suspicion
 - Managers / Supervisors – 2 hours every 2 years

POLICY DEVELOPMENT, IMPLEMENTATION & MAINTENANCE

- Personnel Policies
- Employee Employer Relation Policy
- Memorandum of Understanding
- Benefit & Compensation Plan

EMPLOYEE ENGAGEMENT

Engagement Surveys

- #1 – Benefits, Recognition & Rewards – December 2022
- #2 – Retention, Growth & Satisfaction – June 2023
- #3 – Engagement – TBD
- #4 – Communication – TBD
- #5 – Safety – TBD

EMPLOYEE ENGAGEMENT

Survey #1 – Benefits, Recognition & Rewards – Results

- 189 employees provided survey - 98 Respondents = 50% participation rate
- 11 Questions
- 63% non-supervisory / 37% supervisory
- Longevity breakdown:
 - 0-3 years = 20%
 - 4-7 years = 26.5%
 - 8-11 years = 18.4%
 - 12+ years = 34.7%

EMPLOYEE ENGAGEMENT

Survey #1 – Benefits, Recognition & Rewards – Results

- Recognition for work contribution – 67% agree they are properly recognized
- Educating workforce about current benefits – 89% in agreement categories
- Familiarity with benefits – 8 of 11 benefits known to over 90% of respondents & 2 benefits at the top of the 80th percentile.
- Satisfied with District benefits – 82% in agreement categories
- Additional benefits employees would like to see – 43 skipped this question. 5 top responses included 457 contribution or match, Certification pay, Longevity pay, pay increase, higher HRA contribution.

EMPLOYEE ENGAGEMENT

Survey #1 – Benefits, Recognition & Rewards – Results

- Top three ways employees like to be recognized:
 - opportunity for promotion (58), extra time off (45), verbal affirmations (42), Money (24).
- What do employees want to be recognized for (top three):
 - Going Above and Beyond, Noteworthy Performance, Length of Service/Loyalty.
- Frequency of recognition – Quarterly 40%, Annually 28%, When deserved 12%.

FUTURE HR

- Internship Program
- Training Programs
- Employee Engagement

THANK YOU!