



Human Resources 2015 Annual Report



The Human Resources Department had another very busy year! The Department faced numerous challenges associated with improving and enhancing employee benefits while maintaining the highest level of customer service. During the 2015 year, the Department experienced the retirement of an Office Associate and the hiring of a new Office Associate through an internal recruitment process. The new Human Resources team has continued to support the organization in a variety of ways each and every day, striving to successfully achieve the Department goals: to serve as advocates for employees and retirees, to provide a positive, healthy work environment and to assist all department in recruiting and retaining successful employees.

In 2015, the Department achieved the expansion of the Employee Group Insurance program from one PPO health plan to three options, including the traditional plan, a PPO with slightly higher deductible and a high deductible health plan/HSA plan. Transition to a three plan system affords employees the opportunity to select a health plan that best meets their needs. When implementing these plan design options, the Department, with the support and consent of the City Council, also introduced a benefit administration system. The implementation of online benefit enrollment was achieved with the assistance of the Town's Information Technology Department and our insurance broker, The Horton Group. We believe these changes to the employee benefit system demonstrates our ability to adapt to changes, implement system improvements and set the Town up as an employer of choice.

Additionally, as in recent years, significant attention was dedicated to recruitment. The Town continues to be a preferred employer, regularly receiving hundreds of applications for many posted positions. We are very proud of our employee group and know that our reputation for excellence in customer service and professionalism in our employees plays a key factor in our recruitment efforts.

In regard to wellness, the Department again supported the hugely successful Health Risk Appraisal process. We have been extremely proud of the Town's participation rates, achieving over 98% participation by all eligible employees, retirees and spouses since 2013. Both 2014 and 2015 participation were over 99%! This program is successful in large part due to our partnership with Advocate BroMenn and Wellness Specialist Krista White.

Personnel Status	
2015	372 Regular Full Time Employees
2014	369 Regular Full Time Employees
2013	366 Regular Full Time Employees
2012	366 Regular Full Time Employees
2011	363 Regular Full Time Employees
2010	356 Regular Full Time Employees

Regular Positions Filled in 2015	
Accountant	Maintenance Specialist I (Public Works-3)
Administrative Secretary	Maintenance Supervisor (Parks & Rec)
Aquatics & Special Events Supervisor	Office Associate (Facilities Management)
Asst. Director of Parks & Rec of Business Operations	Office Associate (Human Resources)
Asst. Director of Parks & Rec Maint. Operations	Office Associate (Police Department)
Assistant Water Distribution Supervisor	Office Associate (Water Department)
Building Maintenance Specialist (3)	Part-time Police Service Rep
Database & Systems Administrator	Plant Operator
Director of Parks & Recreation	Police Officers (6)
Education Manager	Recreation Supervisor
Firefighters (2)	Theater/Civic Arts Manager
Fiscal Clerk (2)	Treatment Plant Supervisor
IT Support Technician (1)	Utility Worker (3)
Maintenance Specialist I (Parks & Rec)	



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New Hires (regular full/part-time employees only)				
Year	Sworn Police	Sworn Fire	Regular Classified	Total
2015	6	2	29	37
2014	8	5	14	27
2013	3	0	17	20
2012	11	1	20	32
2011	2	1	13	16
2010	2	1	10	13

Health / Dental Enrollment	
Description	2015
Employees in Group Health Insurance Program	369
Employees in Group Dental Insurance Program	362
Retirees in Group Health Insurance Program	118
Total Covered Lives in Group Health Program	859
Total Covered Lives in Group Dental Program	819

	Sworn Police	Sworn Fire	Regular Classified
2015 Employment Applications Received	300	0	1281
2014 Employment Applications Received	329	111	781
2013 Employment Applications Received	148	0	571
2012 Employment Applications Received	253	83	995
2011 Employment Applications Received	127	0	680
2010 Employment Applications Received	200	44	753
2015 # of Recruitment Processes	1	0	26
2014 # of Recruitment Processes	1	1	15
2013 # of Recruitment Processes	1	0	13
2012 # of Recruitment Processes	2	1	14
2011 # of Recruitment Processes	1	0	11
2010 # of Recruitment Processes	1	1	10