

City of Circleville

Human Resources – 2023 Year-End Report

The Department of Human Resources provides assistance, direction and support to city department heads and supervisors. In addition, the HR office maintains personnel files for all city employees, administers workers' compensation benefits, injury leave and medical, dental, vision and life benefits. The HR office administers all 4 collective bargaining agreements and is responsible for conducting disciplinary hearings as well as recruiting and hiring applicants.

Human Resources Department Activity			
Workers Compensation	- 14 medical only claims, 16 days of work missed - -0 lost time claims		
Negotiations and Employee Relations	<u>OPBA</u> -Contract Dates: 1/2021 thru 12/2023 *FINAL AGREEMENT PENDING* -LMC meetings: 1 -Vehicle Review Boards: 0 -Grievances: 0 -Promotions: 2 -MOU/MOA: 3	<u>NUEO</u> -Contract Dates: 5/2021 – 5/2024 -LMC meetings: 0 -Vehicle Review Boards: 0 -Grievances: 0 -Promotions: 0 -MOU/MOA: 2	<u>IAFF</u> -ContractDates:1/1/2022 – 12/31/2024 -LMC meetings: 0 -Vehicle Review Boards: 0 -Grievances: 0 -Promotions: 0 -MOU/MOA: 0
	<u>Non-Union Employee Compensation Plan</u> -Comp Plan is effective 6-2021 thru 6-2024 -Positions added in 2023: Administrative Assistant/Law Director, PT Police Officer, PT Communications Officer, PT Clerical (CPD)		
Random Drug and Alcohol Testing Program	-25 Quarterly random drug and alcohol testing per policy -Federally mandated CDL Clearinghouse queries on all CDL drivers.		
Family and Medical Leave	-16 Requests/Designations		
Employee Benefits	<u>Health</u> -Renewal eff. 1-1-2024 – 12-31-2024 -4.5% premium increase	<u>Dental</u> -Renewal eff. 7-1-2023 – 6-30-2024 - No premium increase	<u>Vision</u> -Renewal eff. 7-1-2023 – 6-30-2024 - No premium increase
	-11 internal job postings -33 external job postings *Continuous postings for Police Officer and Communications Officer		
Annual Computer Based Training	-Family and Medical Leave Policy -Unlawful Discrimination and Harassment -City Employment Handbook -Cyber & Email Security	-Ohio Ethics -Drug Free Workplace	
HR Programs	-12 Spotlight on Employee Service: An employee is selected monthly and “spotlighted” through a series of questions -Work Anniversaries & Birthdays: Employee work anniversaries & birthdays are shared monthly city-wide. -15 Years of Service awards: Employees are recognized on their 5, 10, 15, 20, 25 and 30 service dates		
Annual Reporting Completed	-SERB Annual Employer Reporting (January) -Public Employer Risk Reduction Program Reporting (February) -SERB Annual Insurance Reporting (March) -State Personnel Board of Review Reporting (Civil Service, April)	-Ohio Civil Service Commission (April) -State Personnel Board of Review Reporting (Civil Service, April) -Federal Clearinghouse Annual Queries (December/January)	
Miscellaneous	-Fire Fighter SAFER Grant allowed for 6 additional fire fighters -The lateral transfer programs for the positions of Fire Fighter/Paramedic, Police Officer, Communications Officer continue to be successful. -Developed and implemented a Police Cadet program with the approval of City Council -Offered Mammogram Bus opportunity to employees. -Promotional testing conducted for the position of Police Sergeant -Prepared, attended and issued agendas and meeting minutes for 12 Circleville Civil Service Commission meetings		

City of Circleville

Human Resources – 2023 Year-End Report

Employee Information								
New Employees		Resignations (RS), Retirements (RT), Terminations (T)				Employee Count (as of 12/31/2023)		
			RS	RT	T		Full-Time	Part-Time
Mayor's Office	0	Mayor's Office	0	1	0	Mayor's Office	0	1
Department of Public Safety		Department of Public Safety				Department of Public Safety		
Safety	1	Safety	2	0	0	Safety	1	0
Fire	9	Fire	4	0	0	Fire	24	
Police	10	Police	6	0	1	Police	30	0
Department of Public Service		Department of Public Service				Department of Public Service		
Service	1	Service	0	0	0	Service	14	0
Utilities	3	Utilities	3	1	2	Utilities	28	0
Municipal Court	3	Municipal Court	0	0	0	Municipal Court	17	13
Auditor's Office	1	Auditor's Office	1	0	0	Auditor's Office	4	0
Treasurer	0	Treasurer	0	0	0	Treasurer	0	1
Civil Service	0	Civil Service	0	0	0	Civil Service	0	3
Council	1	Council	0	0	0	Council	0	10
HR	0	HR	0	0	0	HR	2	0
Law Director	2	Law Director	2	1	0	Law Director	4	0
Cable	0	Cable	0	0	0	Cable	0	1
Total	31	Total	18	3	3	Total	124	29

Vacancies as of 12-31-2023

- 1 Safety Director
- 1 Police Captain
- 1 Police Communications Commander
- 3 FT Police Officers
- 10 PT Police Officers
- 5 PT Police Communications Officer
- 5 PT Police Clerical
- 1 Fire Lieutenant
- 18 PT Fire Fighters
- 1 PT Auditor's Office Account Clerk