



Human Resources provides essential assistance, direction, and support to city elected officials, department heads and supervisors, ensuring the effective management of the city's workforce. Key responsibilities include maintaining personnel files for all city employees, administration of benefits, including workers' compensation, injury leave, medical, dental, vision, and life insurance, overseeing 4 collective bargaining agreements, facilitating disciplinary hearings, and management of the pre-employment and employment process to fill city positions. Human Resources, in collaboration with the Mayor and Law Director, serves as a strategic partner in supporting the city's overall operations. By fulfilling these critical functions, our goal is to promote a positive and productive work environment, foster employee engagement, and drive the city's success.

<b>Human Resources Department Activity</b>			
<b>Workers Compensation</b>	- 9 medical only claims, 6 days of work missed - 0 lost time claims		
<b>Negotiations and Employee Relations</b>	<u><b>OPBA</b></u> -Contract Dates: 1/2024 - 12/2026 2025 & 2026 wage re-openers -LMC meetings: 0 -Vehicle Review Boards: 0 -Grievances: 0 -Promotions: 3 -MOU/MOA: 0 -Point of contact for OACP Promotional testing for Chief of Police	<u><b>NUEO</b></u> -Contract Dates: 5/2024 – 5/2026 -LMC meetings: 2 -Vehicle Review Boards: 0 -Grievances: 1 -Promotions: 0 -MOU/MOA: 1	<u><b>IAFF</b></u> -Contract Dates: 1/1/2022 – 12/31/2024 **IN NEGOTIATIONS** -LMC meetings: 0 -Vehicle Review Boards: 0 -Grievances: 1 -Arbitration: 1 -Promotions: 1 -MOU/MOA: 0
	<u><b>Non-Union Employee Compensation Plan</b></u> -New compensation plan revised and effective 1-1-2024 through 12-31-2026 -Positions added in 2024: Planner, Payroll Clerk, Utility Office Manager, Legal Assistant (0 new hires)		
<b>Random Drug and Alcohol Testing Program</b>	-44 Quarterly random drug and alcohol tests - Federally mandated CDL Clearinghouse queries for all CDL drivers.		
<b>Family and Medical Leave</b>	-24 Requests -16 Designations		
<b>Employee Benefits</b>	<u><b>Health</b></u> -Renewal eff. 1-1-2025 – 12-31-2025 -4.9% premium increase	<u><b>Dental</b></u> -Renewal eff. 7-1-2024 – 6-30-2025	<u><b>Vision</b></u> -Renewal eff. 7-1-2024 – 6-30-2025
	-5 internal job postings - 20 external job postings - 48 interviews conducted		
<b>Annual Computer Based Training</b>	-Family and Medical Leave Policy -Unlawful Discrimination and Harassment -City Employment Handbook -Cyber & Email Security	-Ohio Ethics -Drug Free Workplace -Employee Work Rules/Supervisor Work Rules	
<b>Annual Reporting Completed</b>	-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)	
<b>Miscellaneous</b>	-Offered Mammogram Bus opportunity to employees. -Prepared, attended and issued agendas and meeting minutes for 12 Circleville Civil Service Commission meetings		



<b>Employee Information</b>								
New Employees		Resignations (RS), Retirements (RT), Terminations (T)				Employee Count (as of 12/31/2024)		
			RS	RT	T		Full-Time	Part-Time
Mayor's Office	0	Mayor's Office	0	0	0	Mayor's Office	1	1
<b>Department of Public Safety</b>		<b>Department of Public Safety</b>				<b>Department of Public Safety</b>		
Safety	2	Safety	1	0	1	Safety	1	0
Fire	3	Fire	3	0	0	Fire	24	0
Police	3	Police	2	1	2	Police	27	1
<b>Department of Public Service</b>		<b>Department of Public Service</b>				<b>Department of Public Service</b>		
Service	2	Service	3	0	0	Service	14	0
Utilities	4	Utilities	0	1	0	Utilities	28	0
<b>Municipal Court</b>	2	<b>Municipal Court</b>	0	0	1	<b>Municipal Court</b>	17	14
<b>Auditor's Office</b>	1	<b>Auditor's Office</b>	0	0	0	<b>Auditor's Office</b>	4	1
<b>Treasurer</b>	0	<b>Treasurer</b>	0	0	0	<b>Treasurer</b>	0	1
<b>Civil Service</b>	0	<b>Civil Service</b>	0	0	0	<b>Civil Service</b>	0	3
<b>Council</b>	3	<b>Council</b>	1	1	1	<b>Council</b>	0	9
<b>HR</b>	0	<b>HR</b>	0	0	0	<b>HR</b>	2	0
<b>Law Director</b>	2	<b>Law Director</b>	1	0	0	<b>Law Director</b>	4	0
<b>Cable</b>	0	<b>Cable</b>	0	0	0	<b>Cable</b>	0	1
<b>Total</b>	<b>22</b>	<b>Total</b>	<b>11</b>	<b>3</b>	<b>5</b>	<b>Total</b>	<b>122</b>	<b>31</b>

### Vacancies as of 12-31-2024

- 1 Safety Director
- 1 Deputy Chief of Police
- 1 Police Captain
- 1 Police Communications Commander
- 1 Maintenance Worker/Service (grant funded)
- 4 FT Police Officers
- 1 FT Secretary (CPD)
- 9 PT Police Officers
- 4 PT Police Communications Officer
- 2 PT Police Clerical
- 1 Fire Captain
- 18 PT Fire Fighters

### 2024 Spotlight on Service Employees

Each month, we shine the spotlight on a deserving employee to get to know them better. This is a wonderful opportunity to learn more about our co-workers' interests, accomplishments, and what makes them unique. Spotlight employees:

- Sheri Theis, Council-At-Large
- Jay Nichols, Public Service Foreman
- Charma Cantrell, Clerk of Court
- Brandon Thompson, Fire Fighter/Paramedic
- Mabel Melson, Communications Officer
- Calvin Eden, Wastewater Lab Analyst
- Kym Dunkle, Utilities Office Account Clerk
- Ryan Mays, Police Sergeant
- Jenn Noble, Legal Assistant
- Justin Rhoads, Public Service Maintenance Worker
- Rhonda Everts, Auditor's Office Payroll Clerk
- Kurt Stewart, Probation Officer



### 2024 Years of Service Awards

We proudly recognize and honor our dedicated employees who have achieved significant milestones in their careers with the City. This program celebrates the commitment, loyalty, and hard work of our valued employees with 5, 10, 15, 20, 25, 30, 35 years of service. Employees recognized in 2024:

• Joni Bussert	Municipal Court	35 years
• Brian Frost	Public Utilities	35 years
• Valerie Dilley	Human Resources	30 years
• Troy Rieder	Public Utilities/Wastewater Operator	25 years
• Matt Noble	Public Service	25 years
• Chris Cupp	Public Service	25 years
• Wanda Gay	Law Director's Office	5 years
• Brian Thompson	Fire Department	5 years
• Danielle Puckett	Municipal Court	5 years
• Stacy Young	Civil Service Commission	5 years
• Matt Toole	Civil Service Commission	5 years
• Amy Elsea	Civil Service Commission	5 years
• Collin Sowers	Public Utilities/Water Distribution	5 years
• Peyton Jones	Public Utilities/Wastewater	5 years
• Travis Willis	Public Utilities/Water Distribution	5 years
• Mabel Melson	Police/Communications	5 years

### 2024 You're a Big Deal! Employee Recognition Program

A simple expression of gratitude can have a profound impact on an employee's sense of value and worth. When supervisors or co-workers take the time to acknowledge and appreciate an employee's contributions, it sends a powerful message. The City is dedicated to fostering a culture of gratitude and recognition. This program empowers supervisors and employees to express their appreciation anytime, for any reason, and say thank you for all that you do. This year the following employees were recognized and awarded with wellness gifts.

- Terry Hamilton, Utilities Maintenance Worker
- Josh Anderson, Water Distribution/Sewer Collections Superintendent
- Jenny Mathes, Fire Fighter/Paramedic
- Kyle Leasure, Water Distribution Supervisor
- Jenn Noble, Legal Assistant
- Brenda Short, Administrative Assistant to the Mayor
- Craig Puckett, Customer Service Technician/Backflow

### Employee Birthday and Anniversaries

Each month, birthdays and work anniversaries are announced and shared.