

City of St. Joseph Human Resources Annual Report



2020

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Purpose

We have prepared this annual report for the Mayor and City Council as required by the Code of Ordinances, Section 2-1051.

The following pages present a statistical perspective of the status of City employees and events that shaped our workforce as of December 31, 2020.

Introduction

City of St. Joseph Human Resources Department



Director: Amy Cohorst

HR Consultant: Amanda Hunter

Payroll Coordinator: Janice Doro

Senior HR Consultant: La'Sha Shepheard

Human Resources Summary

The Human Resources Department serves as a steward of the city's workforce. HR staff provides support in the areas of policy administration, recruitment, testing and hiring, new employee orientation, training and development, labor relations, wage and salary administration, coordination of employee benefit programs, and payroll operations. The department provides staff support to all other department directors on a wide variety of personnel related issues. HR handles a variety of work products to create and process several different documents.



Human Resources Summary Administration

The Human Resources Department works hand-in-hand with all 11 departments within the city. The department plays a major roll in ensuring the personnel manual is followed and updated as needed.

Human Resources is involved with each employee from the time they are hired until they leave the city. The department is in charge of posting all current vacancies and promotional positions. Once the employee is hired, HR is there for orientation, evaluations, transfers/promotions, termination and retirement. In 2020, there were 486 Personal Action Forms (PAF) processed through the HR department.

Along with discussing the benefits offered by the city to the employees in orientation, the department handles contract renewals for the different companies that we use for each of the different benefits. Human Resources also reconciles the monthly invoices to ensure accuracy.

Training and development of employees is important. The department adds every employee's email to our training portal Target Solutions so they have access to an array of training opportunities. In this portal, supervisors can also assign courses to their employees. The courses vary from those that will keep employees current on certifications that are required for their position to ones about how to manage employees. All courses that are on the portal are free for all city employees to take at anytime.

Human Resources Summary Payroll Processing

The Payroll Coordinator processes 26 bi-weekly pay runs for all city employees. This process contains many steps starting with entering all employees into the payroll portal of our accounting software, and ends with files sent to the bank for deposit into all city employee's individual bank accounts. Final checks for employees who have resigned, retired or are terminated are processed following each bi-weekly payroll.

The Payroll Coordinator's job continues on once everyone is paid. Payroll reporting and payments must be made. Both federal and state taxes, garnishments and pensions all are processed and payments made.

At the end of the year, Payroll is also in charge of ensuring all W-2's are processed and sent out. In 2020, 992 W2's were processed. Along with the W2's, 1095's have to sent to each employee. This is something that happens every year in January.

Human Resources Summary Recruitment

Recruitment for the city is handled through NEOGOV. Through this website, all jobs are posted, both vacancies and/or internal promotional vacancies. When jobs are posted on the NEOGOV website, they are also posted on the city's website. The same process is followed for every job with the city, whether it is a full time position or a seasonal temporary position.

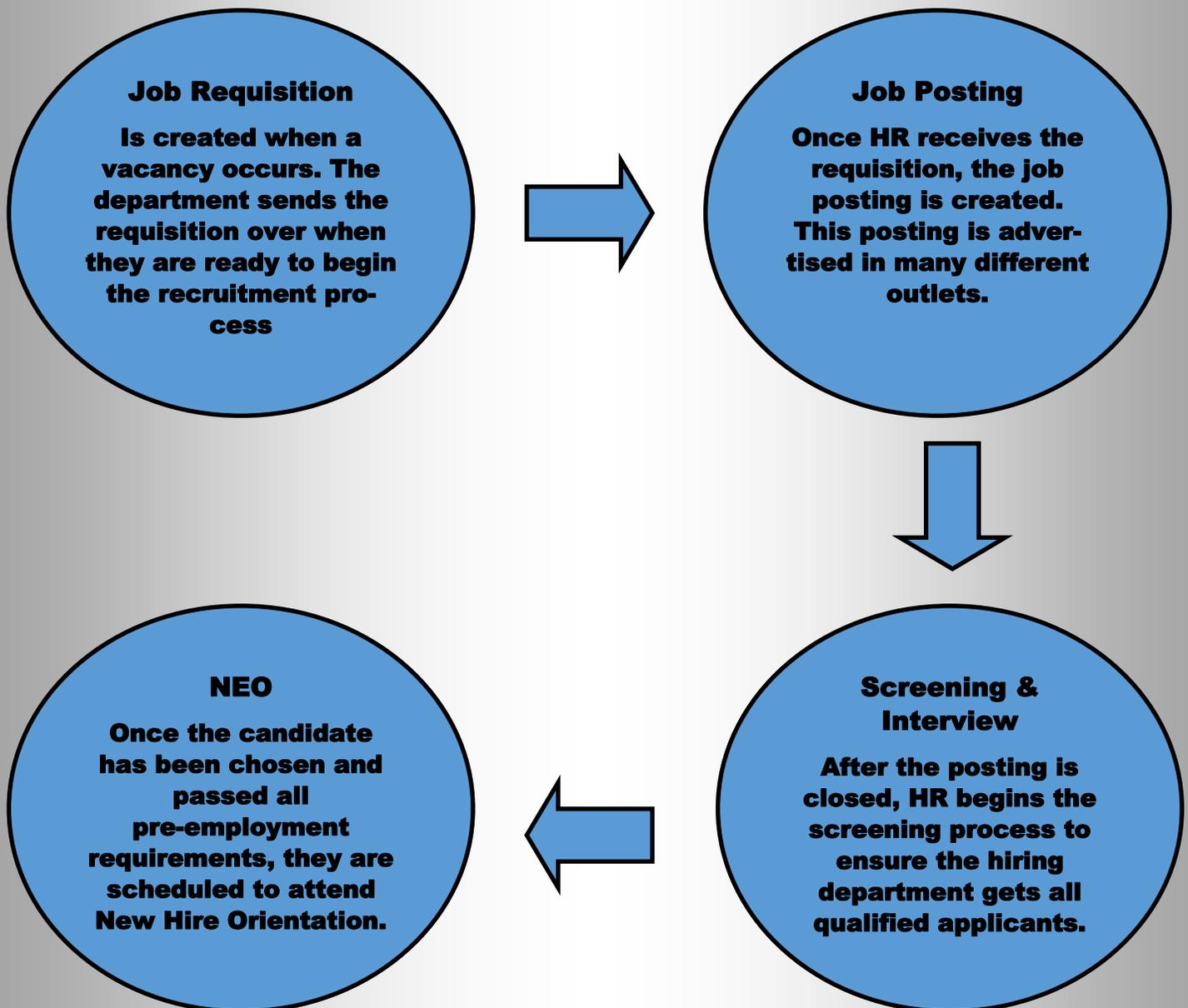
The city had 151 job postings in 2020. We received a total of 2,005 applications.

We had an average of 167 applications each month.

There were 129 new employees processed.

109 Regular Full Time employees and 20 seasonal employees.

Human Resources Summary Recruitment Process



Human Resources Summary

New Hire Orientation – NEO

New Hire Orientation is held on the first Monday of the payroll period. All full time employees are required to attend with some part time employees attending as well. During the orientation, the employee will complete all necessary paperwork and forms to begin employment. The orientation lasts about three hours. Once the orientation is complete, the employees are ready to start their new positions with the city.

Orientation begins with the new employees watching a short informational video about the city and the city's background. It provides information about what the city has to offer to the community and how it is run. The City Manager often comes in to welcome new employees to the city.

During orientation, the employees will complete all required training in the areas of Discrimination & Sexual Harassment Awareness, FMLA, Risk Management & Workers Compensation, and our Drug & Alcohol Policy.

Employees will also receive information and enrollment forms for the benefits that the city offers to employees. All the benefits offered are reviewed in detail to ensure the employees have a good understanding of what they are receiving and the different options they have.

Summary of Benefits

Blue Cross Blue Shield

We renewed our health insurance plan with Blue Cross Blue Shield of KC. The City continues to offer two different plans for employees to choose from. The plans offered are a PPO Base Plan and a Qualified High Deductible Health Plan (QHDHP). Both plans are offered to employees at no cost. If the QHDHP is elected, the employee can elect to have the city deposit \$43.84 per month into the employee's HSA account at Nodaway Valley Bank. If employees elect to add coverage for a dependent and/or their family, they pay 100% of the cost.

CIGNA Dental

The City's dental plan continues to be provided by CIGNA. Dental insurance is offered to employees at no cost. Employee's dependent or family can be covered through CIGNA but the employee pays 100% of the cost. The dental plan includes a Wellness Plus program. This program rewards members for getting preventive care each year.

Superior Vision

The City's voluntary vision plan continues to be provided by Superior Vision. City employees pay the full premium amount for themselves and any dependent that they elect to add to their plan.

Minnesota Life

The City's group life insurance plan continues to be provided by Minnesota Life. City employees are provided with two times their annual salary of Basic Life Insurance coverage. Supplement Life Insurance coverage is available to employees with the additional premiums paid by the employee. Employees can elect to have an additional two times their salary in coverage. They can also purchase Dependent Life coverage.

CIGNA LTD

The City's long-term disability (LTD) coverage continues to be provided by CIGNA. There were no changes to our group LTD plan during 2020.

Summary of Benefits

LAGERS

The City participates in the Local Government Employees Retirement System (LAGERS) program. Every full time employee is a member of LAGERS as well as part time with benefits. For General employees, early retirement with reduced benefits is available at age 55 after five years of service. Full retirement is available at age 60 after five years of service. Firefighters and police officers are eligible for early retirement with reduced benefits at age 50 and full retirement at age 55.

ICMA-RC 457 & Nationwide Deferred Compensation Plans

Our 457 plan representatives continue to make themselves available for individual meetings for employees.

United Consumers Credit Union

United Consumers Credit Union (UCCU) continues to offer city employees a variety of products. Some of the products offered are discounted loan rates, bonus rates on certificates of deposit, waived fees on various products, and local entertainment tickets at a discounted price.

CBIZ

CBIZ Benefits & Insurance Services continues as our Employee Benefits Consulting & Broker. They have continued to provide great service as our consultant/broker. CBIZ also provides monthly newsletters regarding employee benefits as well as regulatory affairs.

Human Resources Summary Testing – Fire Department

The Human Resources Department assists the Fire Department in administering their entry level testing and their promotional testing. Before candidates are allowed to test, they must apply for open positions that are posted on the NEO-GOV website and meet the minimum requirements. HR assists with getting the candidate list over to appropriate supervisors in the department. They will then order the testing materials and arrange for the testing.

The entry level testing is conducted as often as the Fire Department deems necessary. In 2020, testing took place on August 5. There were 30 applications submitted for the testing. Of the 30 applicants, only 13 tested, and of the 13 that tested, 12 passed the test and were placed on the eligibility list.

Fire promotional testing is completed in January each year. There are five positions that firefighters could apply to test for each year. Each different position has its own set of requirements to be eligible to test. In 2020, testing was conducted for 4 of the positions, Captain, Driver/Engineer, Fire Inspector and Training Officer. There were 22 exams given between the 4 positions.

Human Resources Summary Testing – Police Department

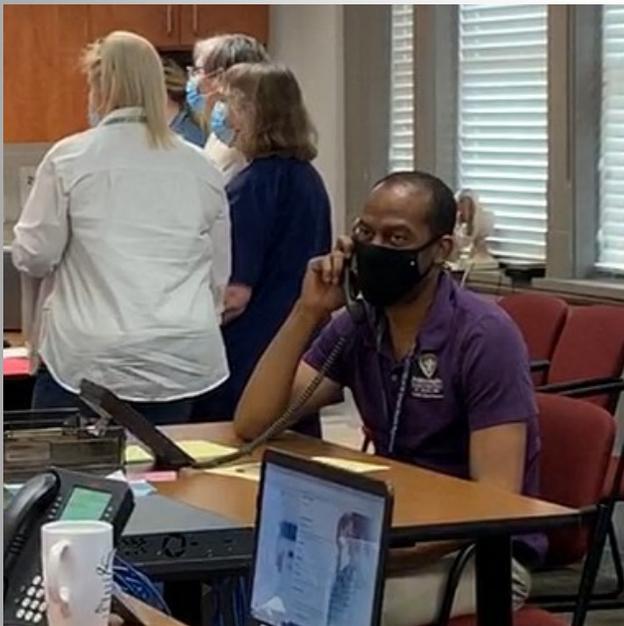
The Human Resources Department assists the Police Department in administering their entry level testing and their promotional testing. Before candidates are allowed to test, they must apply for open positions that are posted on the NEO-GOV website and meet the minimum requirements. HR assists with getting the candidates list over to appropriate supervisors in the department. They order the testing materials and arrange for the testing.

Entry level is conducted as needed at the direction of the Police Department. The entry level testing consists of two sessions. Candidates must first pass a written test. After the completion and passing of the written test, candidates are invited to take part in the physical agility testing. Both tests are completed in one day, written test in the morning and agility in the afternoon. In 2020, testing at the entry level was conducted twice, once in August and then again in December. In August, there were 20 candidates that tested and 19 of them passed. In December, there were 6 candidates that tested with 5 of them passing. After the testing is complete, the Police Department continues with their recruitment process.

Promotional testing was held in October for the Police Sergeant vacancy. There were 4 candidates that tested for this position.

City Flu Shots

The St. Joseph Health Department once again held flu shot clinics for city employees. The clinics were held in October at various city department locations for employees and their spouse/dependents on the group medical insurance plan. There were no out-of-pocket expenses for the flu shot, but it was processed through the employees BCBS health insurance. Employees were able to select the location and date that best fit their schedule. There were a total of nine different times and seven different location options for the employees to choose from. During the clinics, there were 181 flu shots administered.



Employee Appreciation Week

Employee Appreciation Week was held October 19-23, 2020. There were many different activities held for employees to take part in during the week. Employees from various departments received awards for their years of service with the city.

50 & 40 Years of Service

Robert Alders- 50

Jim Danbury- 40

30 & 35 Years of Service

Steve Dalsing- 35

Clyde Alders- 30

Chad Hiserote- 35

Rob Mattson- 30

Janice Doro- 35

Wanda Burks 30

Don DePriest- 35

Ron Gordon- 30

Darryl Lehman- 35

Jennifer Protzman- 30

Larry Quimby- 35

Cindy McDermott- 30

Chuck Beaty- 30

Mark Townsend- 30

Tommy Brummett- 30

Casey Crockett- 30



25 & 20 Years of Service

Doug Duncan- 25

Matt Biggs- 20

Doug Plowman- 25

Roy Hoskins- 20

Art Bergonzoni- 25

Shane Luikart- 20

Andy Clements- 25

Jamie Walker- 20

Mary Robertson- 25

Kitty Karr- 20

Gary Murphy- 25

Dawn Lanning- 20

Jimmy Williams- 20

Jamey McVicker- 20

Gregg Ezzell- 20

Jeff Jauhola- 20

Jami Guck- 20

Wesley Jones- 20

Jean Wyatt- 20

Steve Schroeder- 20

Aaron Beene- 20

Craig Williamson- 20



The COVID Pandemic

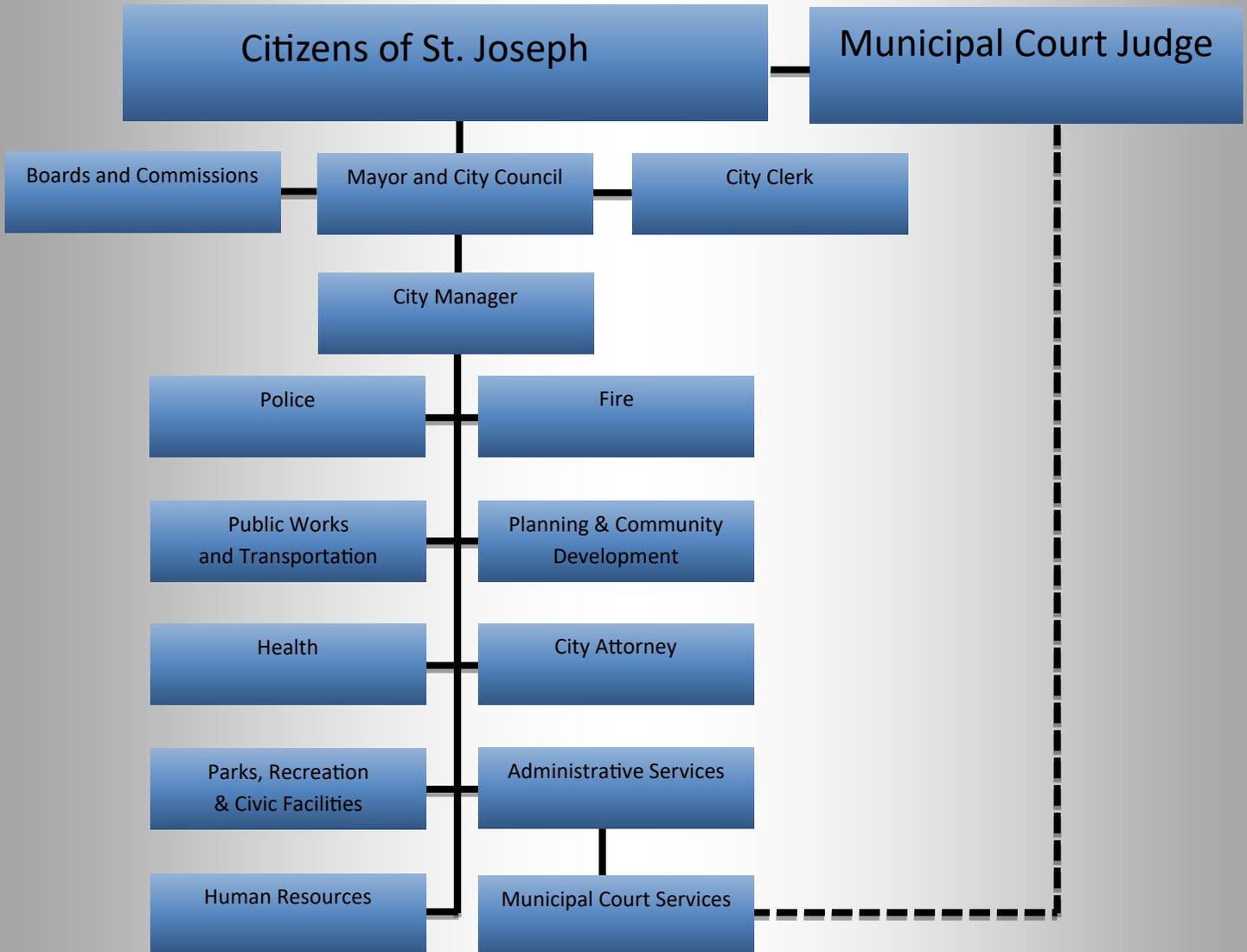
The HR Department distributed information, provided forms and answered many questions concerning COVID-19 throughout the year. The city followed all Families First Coronavirus Response Act (FFCRA) Guidelines enacted through the federal government.

- * 2 weeks of paid COVID Sick Pay was provided to all employees who tested positive for the virus.
 - Paperwork was provided, tracked and processed .
- * 2/3 pay was provided to employees whose children had daycare or school closings and they were needed to provide care.
 - Paperwork was provided, tracked and processed.
- * Supplementary Time Off was awarded to employees whose work involved direct contact with the public.
 - 40 hours of time was awarded to police officers, Fire Department employees who respond to emergencies and Health Department staff members who have regular interactions with the public.
 - 20 hours of time was credited to Police, Fire or Health department employee who didn't receive the 40 hours, along with wastewater staff and Property Maintenance inspectors.
 - All hours must be used no later than June 30, 2022.

519 employees used at least one of the programs available.

The cost of the paid time off \$256, 745.32

City of St. Joseph Organization Chart



Departmental Statistics

**The City of St. Joseph has 11 different departments.
City of St. Joseph Departments and Directors**

Administrative Services – Tom Mahoney

***Three Divisions *28 Employees**

City Clerk – Paula Heyde

***One Division *3 Employees**

Fire Chief – Mike Dalsing

***One Division *127 Employees**

Health Department - Debra Bradley

***One Division *43 Employees**

Human Resources – Amy Cohorst

***One Division *4 Employees**

City Manager – Gary Edwards

***One Division *7 Employees**

Legal – Bryan Carter

***One Division *7 Employees**

Parks, Recreation Civic Facilities – Chuck Kempf

***Seven Divisions *92 Employees**

Planning & Community Development – Clint Thompson

***Three Divisions *28 Employees**

Police Chief – Chris Connally

***Two Divisions *168 Employees**

Public Works & Transportation – Andy Clements

***Ten Divisions *172 Employees**



Conclusion

For additional information or if you have any questions, please contact:

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