

Personnel Department October, 2020

September Activities and Issues:

Activity	Status	Notes
Budget	Completed	2021 Position/ Reclassification Requests, Joint meetings held Presented with functional group
COVID FFCRA Updates	Completed/Ongoing	Updated Policy due to law change Managing a Remote Workforce Training
Ho Chunk Nation Training	Completed/Ongoing	Training Conducted Recording available Nov.
Wellness	Ongoing	Flu Shots Upcoming Wellness Newsletter Stress Management Challenge
Employee Handbook	Ongoing	Legal Review
Timekeeping System	Ongoing	Continued Review scheduled for Oct.
Open Enrollment	Upcoming	Tentatively mid-October
Ordinance Update	Future Project	

Recruitment Update

- Accounting – Accounting Supervisor
- ADRC – Dining Site Coordinator
- Building Services – Custodian LTE
- HCC – CNA
- Health – Health Educator, Health Director
- Highway – Custodian LTE
- Human Services – CPS Social Worker, Psychotherapist
- Sheriff - Jailer

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Benefits and Metrics Update:

Personnel Monthly Report for October 2020						
(Previous Month's Activities)						
FMLA						
Continuous	48	53	YTD Average			
Intermittent	10	12	YTD Average			
Reduced Schedule	1	4	YTD Average			
COBRA						
			YTD Average			
Initial Notification Sent (current month)	3	7	YTD Average			
Qualifying Event Letters Sent	6	7	YTD Average			
COBRA Participants	10	9	YTD Average			
Retirees on Health Insurance	13					
Current Number of Employees on Health Insurance	503					
New Employee Orientation	GENERAL	HWY	LEC	HS	HCC	
Full Time / Part Time (with benefits)	0	0	0	0	2	
Year-to-Date	14	5	18	8	15	
Casual / LTE / Interns / Part Time (without benefits)	6	0	0	4	0	
Year-to-Date	47	0	16	5	3	
Termed Employees	GENERAL	HWY	LEC	HS	HCC	
Retiree	1	0	0	0	0	
Year-to-Date	6	1	1	3	3	
Full Time / Part Time (with benefits)	3	0	1	1	3	
Voluntary	3	0	0	1	3	
Year-to-Date	13	5	11	6	17	
Involuntary	0	0	1	0	0	
Year-to-Date	0	0	1	0	2	
Casual / LTE / Interns / Part Time (without benefits)	9	0	0	0	1	
Voluntary	9	0	0	0	1	
Year-to-Date	16	0	1	0	6	
Involuntary	0	0	0	0	0	
Year-to-Date	5	0	0	0	0	
Unemployment Charges and Adjustment (estimate)	\$9,675.12					

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OUTPUT MEASURES

DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 TO DATE
New employee onboarding and orientation	60 orientations 12 onboarding	74 orientations 15 trainings	60 Orientations 3 trainings
Benefits Administration	388 applications 195 COBRA docs	319 applications 177 COBRA docs	300 applications 130 COBRA docs
Classification and Compensation administrative (JD review and maintenance)	300	325	70
Recruitment and Selection	123 recruitments 2839 applicants 23 postings	2300 applications 75 recruitments 30 postings/shift bids	1519 applications 66 recruitments
Employee Assistance Program (Utilization and Helpline)	100	83	10 141 online visits

GOALS

GOAL	OBJECTIVE	STATUS
Updates to SCCO and Employee Handbook Policies and Procedures	Policy updates to ensure consistency with current practices and applicable employment laws, as well as implement additional safety and security related policies for employees.	Ongoing – Additional review.
Ratification of WPPA L241 collective bargaining agreement (Sheriff's Department)	Ratification of contract while maintaining internal parity as well as competitiveness.	Completed.
Continued incorporation of monthly new employee onboarding process	New employees prepared for new roles and departmental expectations.	Completed – ongoing.
Implementation of wellness committee and exploration of additional health related incentives.	Healthier and more wellness educated workforce and anticipated reduction in health insurance premiums.	Ongoing.
Continued development of management and employee training programs.	Development of training programs for ongoing management related processes and procedures results in more effective staff.	Completed – ongoing.
Continued exploration of additional options for health insurance (plan design, self-funding, and collaboration with other entities).	Anticipated reduction of rates for employees and employer and improved claims experience. Additional options for employees.	Ongoing.