

City of Kirkwood Personnel Department

Mission Statement

It is the goal of the Personnel Department to provide professional and quality service to the people we serve. The Personnel Department will do this by recruiting an exceptional work force, providing our internal and external customers with support that will foster fairness and equal opportunity for all, and by being an internal resource for all city departments. The Personnel Department is committed to providing excellence in teamwork, administration, and in handling the issues of our customers with confidentiality, respect, and dignity.

The Personnel Department has identified the following performance measurements: Staffing, severances, benefit costs, records retention, training, and safety.

Staffing

The Personnel Department staff includes the Personnel Manager and an Administrative Secretary. The full-time secretarial position was added to the department during fiscal year 2001. It is the responsibility of the Personnel Manager to initiate and oversee the city's personnel recruitment efforts, ensure legal compliance with employment laws, and administer employee benefits.

Training

The Personnel Manager conducts new hire orientations and new employee customer service training as needed. In September 2008, the city changed Employee Assistance Program providers to Personal Assistance Services (PAS). PAS will provide free training to city employees on a variety of topics throughout the next year. The Personnel Manager presents Sexual Harassment training and Violence in the Workplace training throughout the year. Vanguard, the administrator for our pension plans and deferred compensation plans, holds free training sessions through the year on subjects like "Taking Control of Your Financial Life" and "Getting Ready to Retire". Other training available through the Personnel Department includes information on the city's benefit programs, personnel policies, HIPAA and The Family Medical Leave Act.

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Severances

Severances include employee resignations, retirements, disability and involuntary terminations as a result of disciplinary actions.

THE CITY OF KIRKWOOD PERSONNEL DEPARTMENT SEVERANCES BY DEPARTMENT

DEPARTMENT	FY2004	FY2005	FY2006	FY2007	FY2008
Street	6	1	1	5	4
Police	6	5	7	3	6
Sanitation	4				7
Recreation		1			
Finance/Court	2	1	2		
Water	2	1	1	7	1
Fire	2	2	1	2	3
Electric	1	1	2	1	1
Parks			2	2	1
Fleet Services					1
PW-Engineering		1	1		1
Administration				1	
PW-Bldg Comm					
Purchasing	1				1
Personnel					
MIS	1				
Community Dev*			2		
Building Maint		1	1		
TOTAL	25	14	20	21	26

* Community Development was closed in FY2006.

Benefit Costs

The city provides employees with health, vision, and dental insurance among other benefits. Health insurance is the most expensive benefit provided. Two plans are offered for employees to choose from. For the "High Option", a 100/70 plan, the city pays 90% of single coverage plus 50% of the additional cost for dependent coverage. For the "Low Option", a 80/60 plan, the city pays 95% of single coverage and 75% of the total cost of dependent coverage. This year the city added a \$250 per person deductible to the high option. The low option plan has always had a \$250 deductible.

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Average Cost Per Person Expended by City for Health Insurance

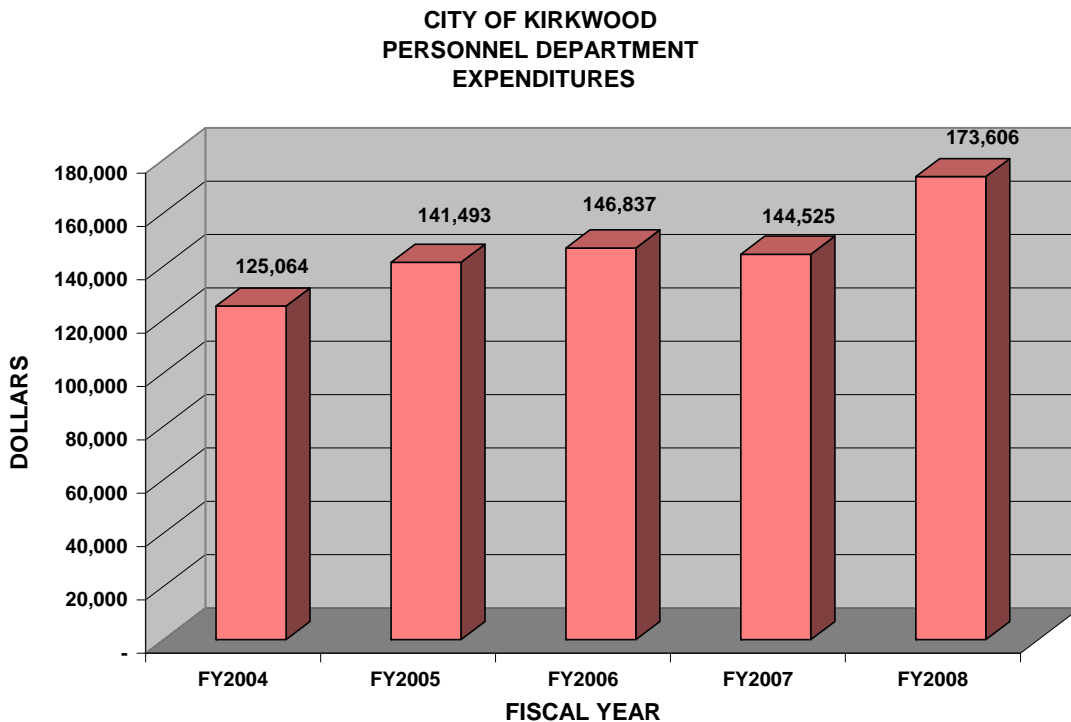
FY2005	FY2006	FY2007	FY2008
\$6,049	\$6,096	\$6,765	\$7,142

Records Retention

Records retention is an important ongoing program. Two years ago, many older records were preserved on microfilm including seasonal records more than 20 years old and records of former full-time and part-time employees that were more than 40 years. The Personnel department continues on a regular basis to sort out older records per the state records retention schedule.

Expenditures

Over the last five-year period the Personnel Department's expenditures have shown increases due to salary increases and recruitment costs. The chart below shows the Personnel Department's five-year history for expenditures.



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Safety

The Personnel Department is responsible for arranging for pre-employment, post-accident, and random drug and alcohol testing. Job specific physical capacity testing through the Work Center now covers all labor-intensive positions. For example: Firefighter/Paramedic, Sanitation Driver and Collector, Lineman and Police Officers. Such testing is performed pre-employment and on a return to work basis following lost time for injury or significant illness.