

## **Human Resources**

Bonnie Bonham, MS, Director

The Human Resources Department's three dedicated staff and Safety Coordinator primarily provide service and assistance to all City of Mishawaka and Utility departments. Some of these services include staff development for employees and managers that includes training for sexual harassment awareness, attendance / payroll and safety.



This year's Health and Wellness Event resulted in 118 participants receiving free flu shots and biometric screenings. This is an increase of 8% from 2010. Participation was incentivized by the offer of a \$50 gift card from United Health Center for participation in wellness qualified events. Fifty-eight employees qualified for the wellness incentive.

The City continues its participation in the IACT Medical Trust for health care insurance. With healthcare costs continuing to increase, the city must remain diligent in reviewing the cost effectiveness of its health care programs.

## **Workforce**

In 2011, Human Resources received 402 applications for employment and hired 33, including 7 Fire and 4 Police employees, bringing the total workforce to 489. Seasonal employment increased the total by 64 for summer and winter in our Park and Central Services departments. The workforce was reduced by 14 resignations. An additional seven employees retired translating to a loss of 190 years of service and experience for the City. We thank them for their dedication to the citizens of Mishawaka in each of their very important roles.

## **Safety Department**

Josh Callander, Coordinator

A safe working environment free of recognizable hazards is maintained through continued awareness and education. This is evident by the injury frequency which has been on a downward trend since 2008. Training of all Departments and inspection of job sites have been effective tools in minimizing workplace injuries. The Utilities Business Office, Water, Wastewater and City Hall exceeded 1,000 days without a lost-time work injury. The Sewer Department reached 750 days while the Park Department eclipsed 500 days. Additionally the Electric Department was on target to hit the one-year mark in early 2012. These are impressive numbers for work environments that are known to be prone to workplace hazards.

A formal Return to Work Policy was in its first full year of existence and brought positive changes by bringing injured employees back to work within the physician's restrictions.

Training has continued for all City and Utility employees. A new initiative has begun to train each employee in CPR and the use of an AED. Job specific training, such as work zone safety, personal protective equipment, electrical safety, forklifts, fire protection, confined space and chemical safety continued to occur routinely.

The City Safety Committee, with Department representatives, met bi-monthly to discuss City safety enhancement. A new Hearing Conservation Program was introduced that will annually test affected employees for hearing loss.

The Human Resources Department will continue its goal of showing appreciation to all City and Utility employees; and also provide them with the service and resources to encourage and maintain a healthy work-life balance.