

## **Human Resources**

*Bonnie Bonham, MS, Director*

The Human Resources Department's three dedicated staff and Safety Coordinator provide personnel services to all Mishawaka Civil City and Utility Departments. Services offered include management training, staff development, benefits management and education, policy development and safety education and training.

This year's Health and Wellness Benefits Event resulted in 172 participants receiving free flu shots and biometric screenings. This is an increase of 45% from 2011. Participation was incentivized by the offer of a \$50 gift card from our health insurance



carrier, United Health Care, for participation in wellness qualified events. One hundred employees qualified for the wellness incentive, an increase of 58% from 2011.

The City continued its participation in the IACT Medical Trust for health care insurance and added

dental and vision options within the Trust in 2012. With ever-increasing healthcare costs and changes in plan coverage, we continue to remain diligent in reviewing the cost effectiveness of current health care benefits. We are pleased with the employee's increased interest in health and prevention. Proactive and preventive health maintenance is an important part of keeping employees healthy and reducing healthcare costs. Employee on-site health clinics are being researched and discussed with a variety of providers to offer a more cost-effective alternative for treating non-life threatening medical issues.

## **Workforce**

In 2012, Human Resources received 562 applications for employment and hired 42, including 13 Fire Department and 5 Police Department employees bringing the total workforce to 503. Seasonal employment increased the total by 111 for the summer and winter seasons in our Park and Central Services Departments. The workforce was reduced by 12 resignations. An additional 11 employees retired (averaging 28 years of service each) translating to a total loss of 311 years of service for the City. We thank them for their dedication to the citizens of Mishawaka in each of their very important roles.

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## Safety Department

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. In fact, there was a 54% decrease in claims cost from 2011. Training of all Departments and inspection of job sites have been effective tools for minimizing work place injuries. Four Departments, the Utilities Business Office, Water, Wastewater and City Hall have each exceeded 1,500 days without a lost-time work injury. The Sewer Department reached the 1,000 day mark while the Park

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Department recently passed the 500 day mark.

These are impressive numbers for work

environments that are known to be prone to workplace hazards. Training within each department and job site evaluations have been a constant focal point of the Safety Department. Job specific training, such as work zone safety, forklifts, electrical safety, distracted driving, confined space, fire protection and the new OSHA hazard communication standard have been introduced or repeated per mandated safety regulations.

The City Safety Committee, with Department representatives, met bi-monthly to discuss City safety enhancements. 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.