

Human Resources

Susan Kile, Human Resources Manager

Dawn Krop, HR Generalist / Office Manager

Josh Callander, Safety Coordinator

The Human Resources Department's staff and Safety Coordinator provide personnel services to all Mishawaka Civil City and Utility departments. Services provided include recruiting and hiring, staff development, benefits management and education, policy development, and safety education and training.

In 2019, the City of Mishawaka Activate Health Clinic saw tremendous participation from City employees and their spouses. Among the clinic's 5,404 appointments, 89% of employees and 84% of insured employee spouses visited the clinic at least once in 2019. 9,404 prescriptions were filled on-site at no charge to employees. The clinic has added new procedures which are improving the health of our workforce and helping maintain the City's health insurance costs at reasonable levels.

Workforce

In 2019, Human Resources received 798 applications for employment and hired 45, including 7 police officers, 5 lateral transfers and 5 firefighters, bringing the total workforce to 492. Seasonal employment increased the total by 71 in our Parks and Central Services departments. The workforce was reduced by 43 separations, including 13 retirements. Several key positions were filled through promotions and new hires.

Safety Department

Over the years, employee safety has become an increasingly important priority for the City of Mishawaka. Through continued awareness and education, we have strived to maintain a safe working environment free of recognized occupational hazards. The second half of 2019 was particularly outstanding as the loss ratio dipped to near 25% for only the third time in well over a decade. It has also been over a decade since anyone at City Hall has missed any time due to a work-related injury. It has been more than 5 years since anyone at Water, MU Business Office or Parks Departments have missed any time due to a work-related injury. Additionally, the Wastewater and Sewer Departments experienced improvement, with both exceeding 2 ½ years. The City Safety Committee, consisting of departmental representatives, will begin its 14th consecutive year of meeting to discuss safety enhancement and saw particularly positive trending in 2019 with various implementation procedures. The increasingly proactive approach to safety by our employees has been evident, and we will continue to be innovative when it comes to the overall safety of the employees of the City of Mishawaka.