

Human Resources

61 North Green Street
Brownsburg, IN. 46112

Council Report

Respectfully Submitted April 26, 2012 by:
Vanessa Izokaitis, Executive Assistant / Deputy Clerk-Treasurer

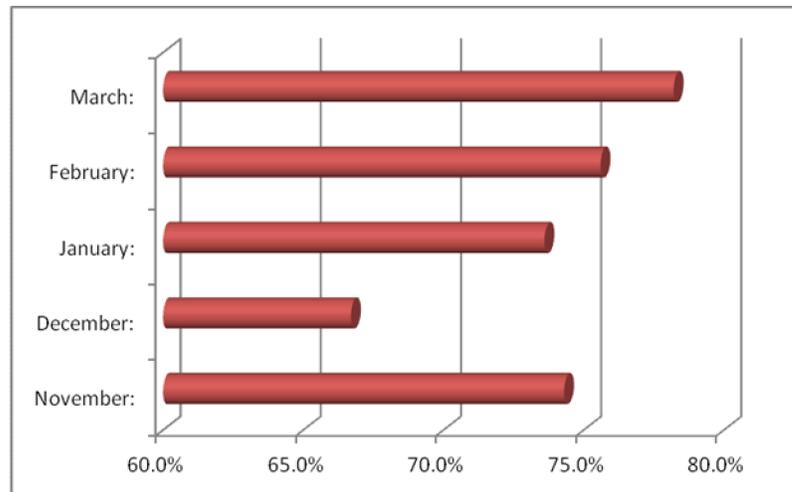
Summary

The second quarter of the Human Resources Department continues to evaluate the needs of employees by continuously striving to provide a safe, private, and motivating organization to work for as well as focusing on training needed in every department as well as utilizing systems to help Department Heads gain better knowledge of the systems we currently have as well as what is to be implemented in the future.

Current Projects and Goals

■ Health Clinic

- The clinic usage has seen an incline from November 2011 of Benefits Enrollment to March 2012, seeing an increase from 74.3%-78.21% currently.



- With the increase of clinic usage at 78.2%, we will be meeting with Hendricks Regional Health to discuss expansion of clinic hours once 80% of usage has been met. Expansion may begin with a “Pharmacy Day” for employees to make their appointments solely that day to pick up their prescription(s).
- Clinic expansion is now complete which includes sound proof walls, a prescription storage area, as well as an area for doctors to work comfortably while waiting on their next appointment.

■ **CompEase and Performance Pro – Performance for Pay – Initial set up in the final stages**

- **CompEase – Compensation Analysis**
 - ◆ Position appraisals based on State by State basis and stays up to date on what general pay for each position is within the organization and surrounding organizations to see that we stay fair and competitive with surrounding municipal government agencies.
- **Performance Pro – Pay for Performance System**
 - ◆ This system will allow for Department Heads/Supervisors to set goals and objectives for their department to better help our organization as a whole. Supervisors will be able to monitor and track progress of set goals as well as track how employees are doing thorough out the year to help alleviate any confusion during completion of year end reviews. This system will allow not only Department Heads to track and give frequent updates, but employees will be able to see what progress they’ve been making throughout the year on their set goals. I will be beginning all webinar trainings to then be able to train each Department Head as well as employees how to use the program. Webinars are anticipated to be complete within the next month.

Appraisal Due			
Select Factor to Evaluate	Score	Weight	Comments
Job Knowledge	0.00	20%	
Productivity	0.00	20%	
Quality	0.00	20%	
Attendance	0.00	10%	
Communication	0.00	10%	
Dependability	0.00	10%	
Teamwork & Cooperation	0.00	10%	

Alert

- [Overview](#)
- [Evaluation](#)

0%

Overall Progress:

0%

Factor Progress:

▼ **Employee Appraisal Info**

Position:

Civil Town Administrative

Assistant/Deputy-Clerk

Appraisal Period:

4-1-2012 - 6-30-2012

Overall Factor Weight:

75%

Appraisers:

Dillon, Kathleen

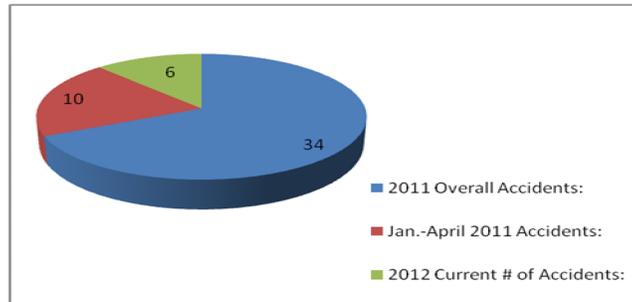
Humpal, David

■ **Departmental Goals**

- In conjunction with the CompEase and Performance Pro Systems, within the next month after completion of webinar training, meetings will be held with each department head to create goals and objectives for each of their personnel to see that their Department as a whole will meet all expectations by the end of each year so that expectations are completed successfully

■ **Workers Compensation**

- 2011 OSHA report has been complete and submitted successfully. In 2011 there were 34 accidents reported. At this time, The Town of Brownsburg currently are 4 workplace accidents less than we were at this time in 2011 which one of the 2012 accidents was a fender bender that was not the fault of the Town employees.



■ **IT Training**

- We are currently preparing to engage in our second quarter of IT courses to ensure our employees have the knowledge they need in order to complete they work successfully.
 - ◆ Upcoming IT Training will consist of Beginning Access, Intermediate Word, Intermediate Excel, and Advanced Excel. Four IT courses will be complete each quarter.

Future Projects and Goals

- Town University (Leadership and Development, Professional Development, etc.)
 - Ongoing IT Training
- Departmental Trainings (Harassment, Customer Service, Safety, Time Management, etc.)
- Ongoing Insurance Research (Cost and Analysis of current Public Risk, Anthem, Disability, etc.)