

## **Human Resources**

*Geoff Spiess, Director*

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*Josh Callander, Safety Department 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 its first full year of operation in 2016, the City of Mishawaka Activate Health Clinic saw tremendous participation from City employees and their spouses. Among the clinic's 5,360 appointments, 88% of employees and 92% of insured employee spouses visited the clinic at least once in 2016, and 3,635 prescriptions were filled on-site at no charge to employees. The clinic expanded its hours in 2016 and has added new procedures, all of which is improving the health of our workforce and helping maintain the City's health insurance costs at reasonable levels.

## **Workforce**

In 2016, Human Resources received 425 applications for employment and hired 21, including 7 police officers and 5 firefighters, bringing the total workforce to 494. Seasonal employment increased the total by 122 in our Parks and Central Services departments. The workforce was reduced by 28 separations, including 18 retirees (who averaged 27 years of service). 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. In 2016, we had 8 fewer OSHA recordable injuries and illnesses than the previous year. We have experienced this steady downward injury frequency trend in 7 out of the last 8 years, and 2016 was collectively the lowest injury frequency year in over a decade. It has been over 8 years since anyone at City Hall has missed any time due to a work-related injury. It has also been more than two years since anyone at the Electric, Water or Parks Departments has missed any time due to a work-related injury. The City Safety Committee, consisting of departmental representatives, will begin its 11<sup>th</sup> consecutive year of meeting to discuss safety enhancement. 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.