



Human Resources BUDGET PRESENTATION

FY 2020-2021

➤ THERESA BUCHANAN

- Appointed the Director of Human Resources on July 20, 2020.
- Background includes both broad based municipal and private sector experience. Also served adjunct professor teaching undergraduate business studies
- Ms. Buchanan is a member of Human Resource Association of Central Connecticut, a chapter of Society for Human Resource Management. Additionally, she has been active with CT Energy Marketing Association (CEMA) speaking to students of Connecticut's Vocational High Schools developing career skills for their future. Other volunteer activities have include participating in career programs with Connecticut's Future Business Leaders of America (FBLA)
- The University of Hartford, achieving a B.A. in Legal Studies
Master's degree in Organizational Leadership from Quinnipiac University.
- Two certificates in human resources: PHR and SHRM CP





Human Resources Director

- *Contract negotiations
- *Manage grievances and arbitrations
- *Employee Relations
- *Investigations
- *Training programs

Human Resources Assistant

- *Administer testing
- *Recruiting across all departments
- *Budget and accounts payable
- *New Hire Orientations
- *Maintain department and personnel files

Benefits Administrator

- *Participates in pension and contract negotiations
- *Pension calculations
- *Benefits Administration
- *Manages town retirees
- *Administer Town Drug and Alcohol Policy



➤ DEPARTMENT DESCRIPTION & SERVICES



The mission of the Human Resources Department is to provide quality human resource management, benefits administration, and labor relations services to all Town departments in order to provide a productive and responsive workforce to meet the needs of the community and Town employees. These services are built with strategic partnerships with the Town's directors.



➤ ACHIEVEMENTS & ACCOMPLISHMENTS

- Managing impact of COVID
 - Additional cost of medical testing
 - Managing leaves under the CARES Act
- Harassment training for employees
- Recruitment – 46 open and promotional:
- Expand sourcing sites for new hires
- Training – Employee Development
- Review General Order 35 for Police



➤ BY THE NUMBERS (FISCAL YEAR 2019-2020)



45 New Hires



23 Resignations



37 Retirements



33 Death Benefits



30 FMLA Requests



**37 Federal Drug &
Alcohol Tests**



**704 Open Competitive
Applications**



38 Grievances

➤ NEW INITIATIVES

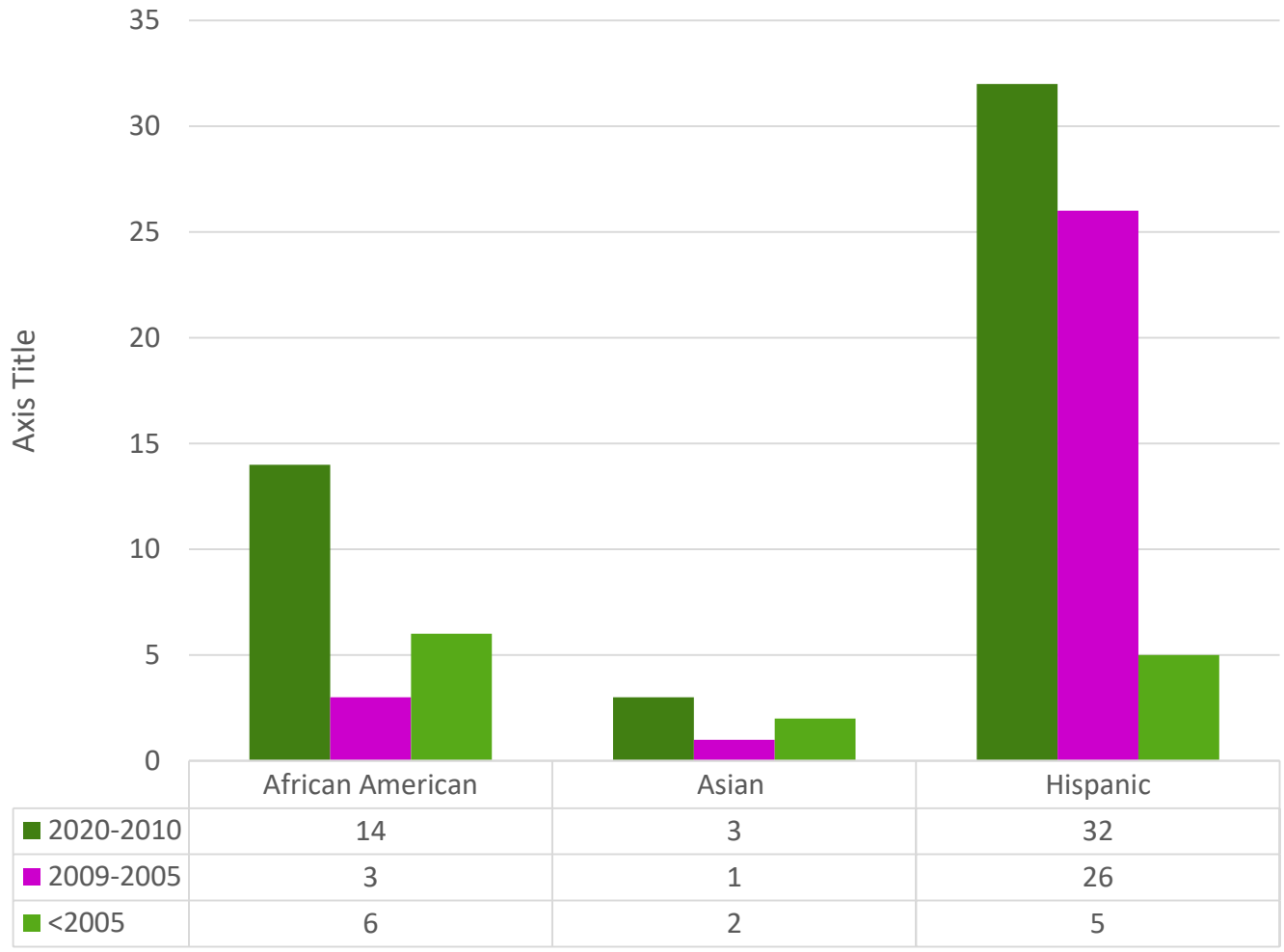
- Negotiate union contracts: Police, 1174, CSEA
- Recruit for Public Works, Fire, Police, Senior Services
- Promotions – police sergeants and detectives
- Transition to digital platforms for file storage
- Lower recruiting times for open positions



DIVERSITY



Number of Hires



➤ DIVERSITY

SHAPING A DIVERSE WORKFORCE FOR THE FUTURE

- Recruiting
 - Attrition brings the ability to hire and shape workforce
 - Expanding the sources for the public to be aware of open positions
 - Indeed
 - CT New Hires
 - College Career Services
 - Trade Publications
- Training
 - Mayor's Initiative – Director's Diversity Training with Rosario Associates



➤ DEPARTMENT CHALLENGES



- Recruitment and retention of employees
- Keeping up with State and Federal mandates
- Managing the impact of COVID -for East Hartford personnel
 - Keeping abreast of changes state – federal
 - Contact tracing with employees positive for COVID virus
 - Increase in medical and FMLA leaves; CARES Act
 - 107 Submissions for EFMLA (2/3rd pay)
 - 11 employees used EFMLA hours
 - 191 employees applied for EPSL (80 hours of paid sick time)
- Policy development for safety protocols



➤ BUDGET CHANGES

ORG	OBJECT	DESCRIPTION	REASON	\$ CHANGE
G2300	60110	Permanent Services	Contractual	\$3,820.00
G2300	62213	Dues and Subscriptions	Increase cost to HR organizations: SHRM, CONNPelra, HRACC	\$550.00
G2300	62216	Professional Development	Costs for webinars and training sessions, escalated with COVID mandates	\$409.00
G2300	63214	Advertising	Increased cost to recruiting for higher rate of attrition seen across all departments	\$1,350.00





THANK YOU!