

Human Resources Annual Report

Town of Granite Falls



2023 Town of Granite Falls Statistics

Staffing:

- 64 Full-Time Employees
- 4 Part-Time Employees
- 40 Seasonal Employees
- 7 Elected Officials

New Hires: 12 Full-Time

Terminations/Retirements: 13 Full-Time

Open Positions: 7

- Firefighters (4)
- Police (2)
- Street Maintenance Worker (1)

2023 Town of Granite Falls Turnover Report

Month	Number of Separated Employees	Department	Average Number of Employees	Monthly Turnover Rates (Percentage)	Quarterly Turnover Rates	Annual Turnover Rate	
January	2	Police (Resignation); Fire (Resignation)	68	2.9%			
February	0		67	0.0%			
March	3	Administration (Retirement); Wastewater (Unable to Return to Work); Electric (Resignation)	69	4.3%			7.3%
April	0		68	0.0%			
May	0		69	0.0%			
June	0		70	0.0%			0.0%
July	0		71	0.0%			
August	1	Public Works (Resignation)	71	1.4%			
September	1	Fire (Resignation)	70	1.4%			2.8%
October	2	Admin (Resignation); Police (Resignation)	71	2.8%			
November	1	Public Works (Resignation)	70	1.4%			
December	3	Fire (Resignation); Police (Retirement); Fire (Retirement)	72	4.2%			8.4%

2023 Turnover Data

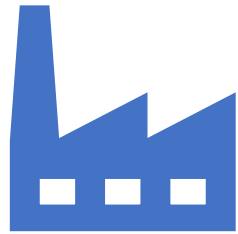
9 Voluntary Resignations

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graph TD; A[9 Voluntary Resignations] --> B[3 Retirements]; B --> C[1 Unable to Return to Work after Leave];
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3 Retirements

1 Unable to Return to Work after Leave

Turnover Information



National Turnover All Industries

2020: 57%
2021: 47 %
2022: 47%
2023: 38% (Estimated)



National Turnover Government

2020: 24%
2021: 18%
2022: 20 %
2023: 18% (Estimated)



Key HR Statistics and Trends in 2024 by Forbes Advisor

- A structured onboarding plan increases retention by 58%
- Cost of Turnover is a minimum of 38% of Annual Salary
- Average Tenure of an Employee is 4.1 years
- Nearly 38% of Employees quit in the first year of employment
- 30% of new hires leave within the first 90 days
- Employees are three times as likely to explore their options if they don't feel supported
- Employees who don't receive recognition are two times as likely to look for a new job.
- Government jobs have the highest retention rates

Updates (Since October)

Personnel Policy Manual Updates (sent for NCLM review)

Pre-Hire Process Updated to include drug screen and background check acknowledgement forms prior to processing

Refreshed Orientation to include specific training for harassment and bullying

New Employee Safety Training (in coordination with Chief Bennett)

Internal Job Application Initiated

Job Transfer Procedure Developed

2024 Employee Engagement Calendar Developed

2024 Areas of Focus:

Updating Job Descriptions

Development of Human Resources
Processes for Consistency and Compliance

Hiring

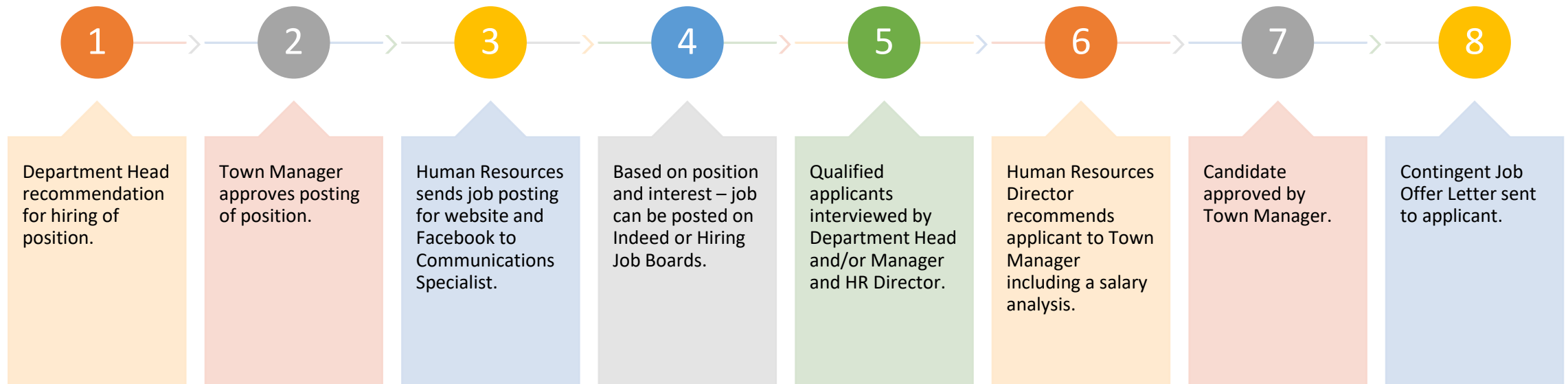
Employee Engagement

Employee Demographics into Tyler
Software

RECRUITMENT



Onboarding



Onboarding

Applicant signs contingent job offer.

Applicant receives drug screening policy and acknowledgement form as well as background screening acknowledgment.

Human Resources schedules drug screen.

Police Chief completes background check.

**Some positions require additional screening based on job requirements.

Onboarding

- Orientation Packet to Include:
 - Policy Review to include Personnel Policy Manual, Motor Vehicle Policy, Conflict of Interest, and 9 other applicable policies
 - Tax Forms
 - Direct Deposit Form
 - I-9 Employment Eligibility Verification
 - NC Retirement Information
 - Benefit Guide
 - Hepatitis B Vaccination Information
 - Employee Assistance Program
 - LGFCU information

Onboarding

- Orientation Scheduled
- Safety Orientation Scheduled
- Employee Demographics loaded into benefit portal
- Employee receives email to enroll in benefits
- Probationary Period Begins

Onboarding

Employee attends orientation with Human Resources Director – approximately 1 to 1 ½ hours.

Employee attends orientation with Fire Chief Bennett – Safety Orientation (new for 2024) 2 to 3 hours

Employee then begins on the job orientation

Human Resources must then develop files, send information to payroll, E-Verify, Confirm Benefit Enrollment, NC Hire Reporting, Roster Updates



2024 Employee Events

- ✓ January 18, 2024: National Popcorn Day. Staff and Council Members shared popcorn and hot chocolate.
- ✓ January 21, 2023: Thank you note mailed to all full-time and part-time employees.
- February 20, 2024: Village Inn Pizza Truck – Employees and Council Members invited to this event (GF Recreation Department)
- April 16, 2024*: Litter Sweep Event and Taco Tuesday Truck Day (Tentative Date)
- June 20, 2024*: Employee Appreciation Lunch; details to come (Tentative Date)
- August: Ice Cream Truck (Date TBD)
- September: Watermelon Day & Litter Sweep (Date TBD)
- October: Coffee Truck and Immunization Clinic (Date TBD)
- December: Employee Christmas Celebrations