



HUMAN RESOURCES

2023 UPDATE



Services Provided

- Recruitment and Selection
- Benefit Plan Design and Administration
- Pay Equity Administration and Compliance
- Policy Development and Administration
- Training and Development (Safety and Professional Development)
- Ensures Compliance with Federal and State Laws: FLSA, FMLA, COBRA, OSHA, HIPPA, ACA
- Work Comp and Unemployment Administration
- Employee and Labor Relations
- Performance Management

The HR Department consists of 1 Full-Time Human Resources Manager with back-up support from the payroll clerk.



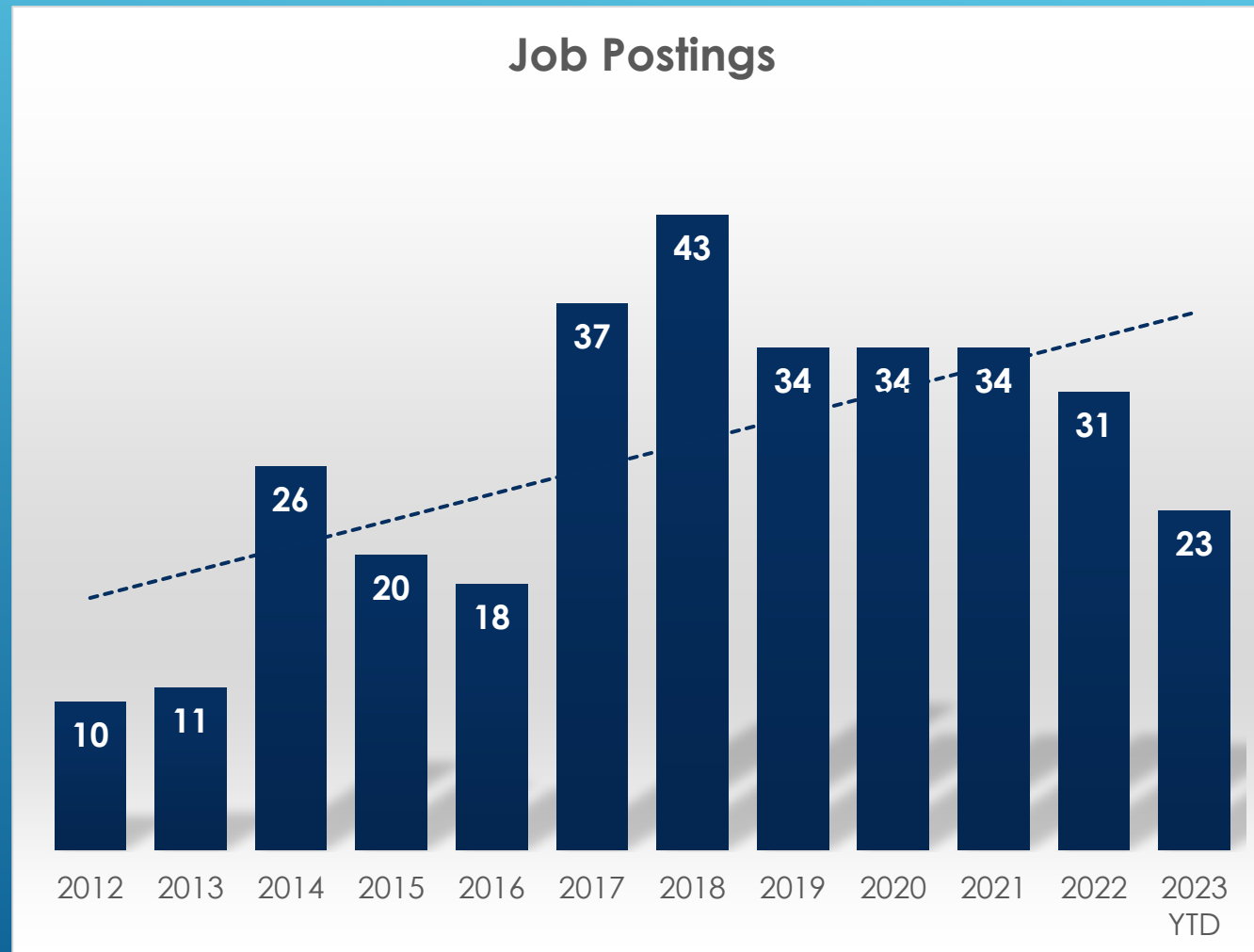
How many employees does the City of Monticello employ?

Employee Count	2019	2020	2021	2022	2023
Full-Time Staff	53	55	56	57	60
Part-Time Staff	153	116	116	114	119
Paid On Call Firefighters	30	30	30	30	30
Seasonal Staff	16	14	18	15	16
TOTAL Staff	252	215	220	216	225

Recruitment Statistics- Job Postings

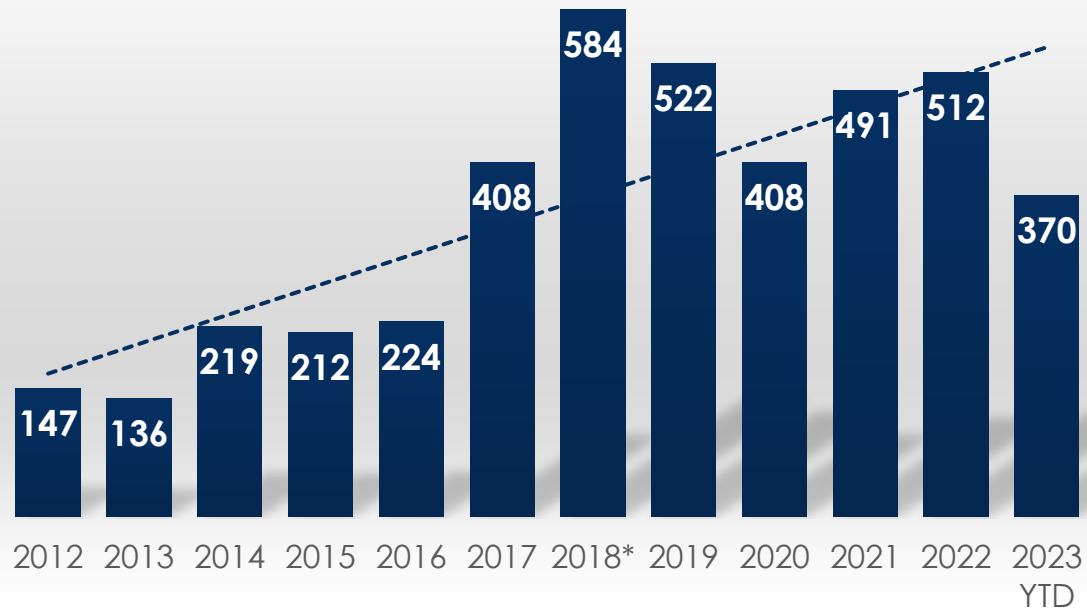
Recruitment:

- FT Positions
- PT Positions
- Boards and Commissions
- Paid On Call Positions

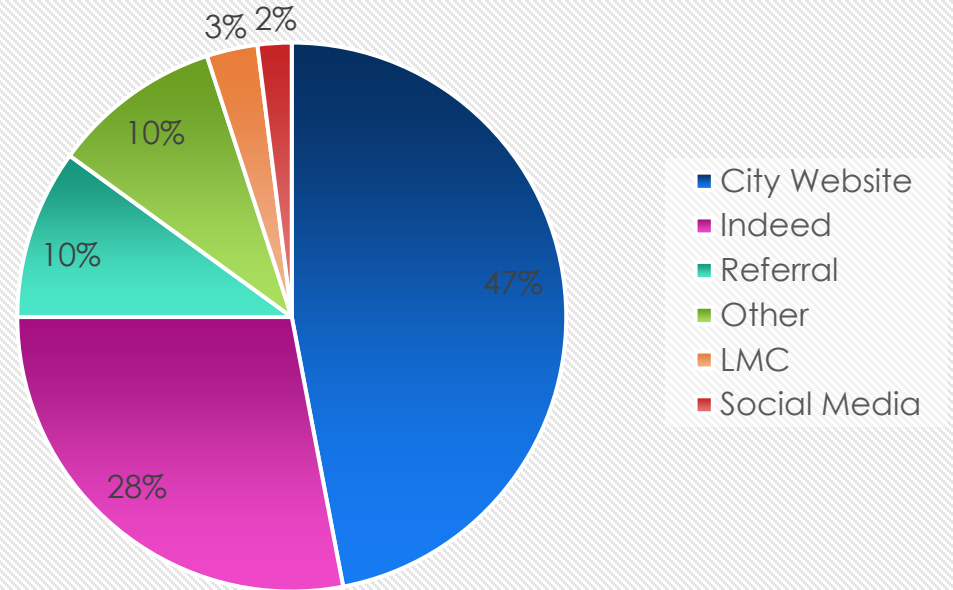


Recruitment Statistics- Applications

Total Applications



Recruitment Sources January-September 2023



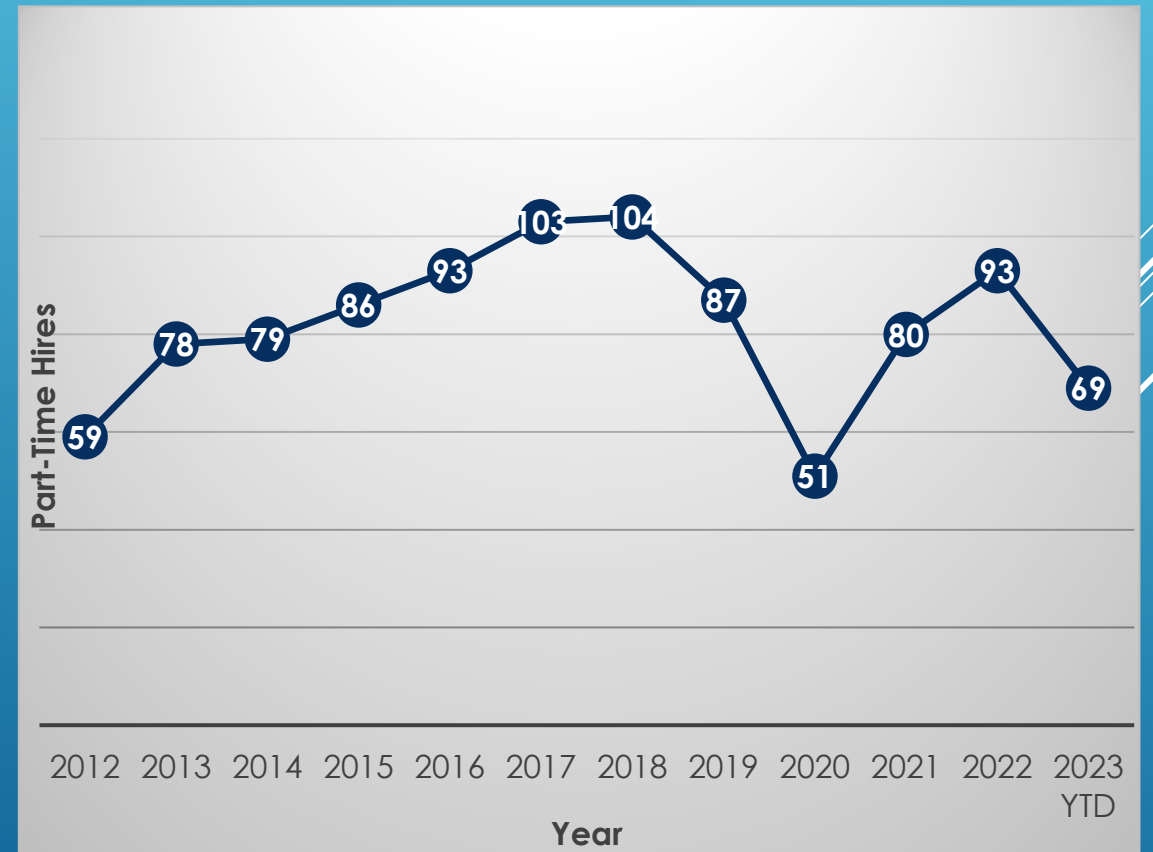
*NeoGov on-line application system added 3/2018

Recruitment Statistics- Annual Hires

Full-Time Hires & Promotions



Part-Time & Seasonal Hires



Voluntary Turnover Statistics

Status/Dept.	2019	2020	2021	2022	2023 YTD
FT- All Staff	6%	10%	4%	9%	9%
PT- DMV Staff	10%	17%	54%	58%	10%
PT- Liquor Store	27%	60%	50%	41%	21%
PT- MCC	41%	55%	88%	44%	19%

What is acceptable turnover?

- Most organizations should aim for 10% employee turnover rate, but most fall into 12%-20%.
- Retail industries average slightly higher than 60% turnover per year.



2023 Project Update: Onboarding Implementation

Set-Up: April-May 2023

Go-Live Date: May 26, 2023

Features of the NEW Onboarding System:

- Online portal to welcome employees and provide important information about our organization and culture.

The screenshot displays the NEOGOV Onboard portal. The top navigation bar includes the NEOGOV logo, an 'Onboard' dropdown menu, a search bar, and a user profile for Tracy Ergen. The main content area is divided into three columns. The left column features a user profile for Tracy Ergen, Human Resources Manager, with links to 'My Dashboard', 'Employee', 'Onboarding', 'Manager', and 'Direct Reports'. The middle column contains a 'WELCOME FROM THE CITY ADMINISTRATOR' section with a letter from Tracy Ergen, a photo of her, and a 'Checklist' section showing a 0% completion rate. The right column includes 'HOW TO USE THIS SITE' instructions and 'TIPS FOR YOUR FIRST DAY' with a list of required documents: 1. Valid U.S. Passport/Passport Card, 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551), and 3. Employment Authorization Document that contains a photograph (Form I-766).



2023 Project Update: Onboarding Implementation

Features of the NEW Onboarding System (continued):

- 19, W4, and customs forms that can be assigned via a checklist for new hires to complete online and sign digitally. Many fields are pre-populated with data from the new hire's application.

Checklist

[Preview Checklist Timeline](#)

77%

Add a Photo of Yourself for the Portal	①	⚠ 1 day past due
New Employee Safety Orientation (1 hr.)	①	⚠ 1 day past due
Workplace Safety: Get AWAIR (20 min)	①	⚠ 1 day past due
Review and Sign Offer Letter	①	✓ Completed
Complete Direct Deposit Form	①	✓ Completed
Complete W-4 Form	①	✓ Completed
Complete New Employee Enrollment Form	①	✓ Completed
Complete Student Exclusion Form	①	✓ Completed
Complete Employee Membership Enrollment Form	①	✓ Completed
Download and Review Employee Handbook	①	✓ Completed

[VIEW ALL \(13\) >](#)

Direct Deposit Authorization Form

Full Name *

I hereby authorize my employer, the City of Monticello, to directly deposit my pay in the bank account(s) listed below in the amounts specified. This authorization is to remain in force until the City has received written authorization from me of its termination or change (or leave employment with the City). Also, I hereby grant the City of Monticello the right to correct any such electronic funds transfer resulting from an erroneous overpayment by debiting my account to the extent of such overpayment.

Primary Account Information

Name of Financial Institution *	Primary Account Number *
<input type="text"/>	<input type="text"/>
Primary Routing Number *	Account Type *
<input type="text"/>	Select... ▼

Secondary Account Information (If applicable)

Name of Financial Institution	Account Number
<input type="text"/>	<input type="text"/>
Routing Number	Account Type
<input type="text"/>	Select... ▼
Dollar Amount or % To Be Deposited	
<input type="text" value="\$0"/>	

Employee Authorization

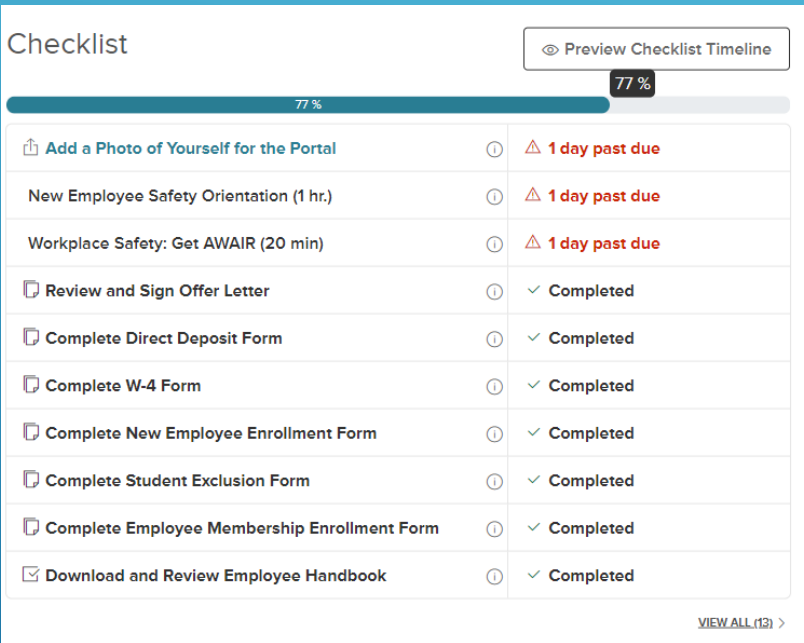
Signature *	Date Signed *
<input type="text"/>	<input type="text" value="08/31/2023"/>

HIGHLY RECOMMENDED: Please attach a voided check or your bank's Direct Deposit/Automatic Payment Information Form by selecting "Manage Attachments" below. If you listed more than one account above, you must submit an attachment for each account.

2023 Project Update: Onboarding Implementation

Features of the NEW Onboarding System (continued):

- Integration with the LEARN training module to complete required safety training online.



Checklist

Preview Checklist Timeline

77%

<input type="checkbox"/> Add a Photo of Yourself for the Portal	<input type="radio"/>	⚠ 1 day past due
<input type="checkbox"/> New Employee Safety Orientation (1 hr.)	<input type="radio"/>	⚠ 1 day past due
<input type="checkbox"/> Workplace Safety: Get AWAIR (20 min)	<input type="radio"/>	⚠ 1 day past due
<input type="checkbox"/> Review and Sign Offer Letter	<input type="radio"/>	✓ Completed
<input type="checkbox"/> Complete Direct Deposit Form	<input type="radio"/>	✓ Completed
<input type="checkbox"/> Complete W-4 Form	<input type="radio"/>	✓ Completed
<input type="checkbox"/> Complete New Employee Enrollment Form	<input type="radio"/>	✓ Completed
<input type="checkbox"/> Complete Student Exclusion Form	<input type="radio"/>	✓ Completed
<input type="checkbox"/> Complete Employee Membership Enrollment Form	<input type="radio"/>	✓ Completed
<input checked="" type="checkbox"/> Download and Review Employee Handbook	<input type="radio"/>	✓ Completed

VIEW ALL (12) >

- Internal approvals and workflow.
- Standard and ad hoc reports.

Earned Sick and Safe Leave (ESSL)

- **Effective Date: January 1, 2024** (Applies to all MN employers regardless of size)
 - MN employers are required to provide 1 hour of ESSL for every 30 hours worked (max 48 hours per year) to all employees who work 80+ hours/yr.
- **Implications for the City?**
 - Effective 1/1/24 all part-time, seasonal, temporary, and paid on-call firefighters who work at least 80 hours/yr. will begin earning ESSL.
 - The current PTO policy in place for full-time staff already meets the requirements under the new law.
 - Staff is currently finalizing a policy for Council to review and approve later this year.

UPCOMING CHANGES:
2024-2026



MN Paid Family and Medical Leave


- **Effective Date: January 1, 2026** (Applies to all MN employers regardless of size)
 - Employees who meet eligibility requirements can begin taking leave and receiving benefits.
 - Employers (and potentially employees) will begin making contributions to the new MN administrative body, which is still being established. In concept, the new administrative body will function much like unemployment.
 - If employees qualify, while on leave, the employee will be paid a portion (Up to 90%) of their lost wages (for up to 12 weeks) by the fund managed by the new administrative body.
 - No length of service requirements to be eligible for benefits.
 - There is a length of service requirement (90 days) for job protection rights.

UPCOMING CHANGES:
2024-2026



Interested in joining the City of Monticello?

Menu > JOB INTEREST NOTIFICATIONS [Sign In](#)



City of Monticello Employment & Volunteer Opportunities

powered by
NEOGOV®

Place a check in the box next to each job category for which you would like to receive email notifications, click the 'Subscribe' button, fill out the information, and then click the 'Submit' button.

For next 12 months after you submit this form, you will receive an email notification each time a position opens with City of Monticello whose category matches one of the categories you've chosen.

[SHOW LESS](#)

0 Job Categories selected

<input type="checkbox"/> Accounting and Finance	<input type="checkbox"/> Administration	<input type="checkbox"/> Administrative
<input type="checkbox"/> Building & Safety	<input type="checkbox"/> Building Maintenance	<input type="checkbox"/> Clerical & Data
<input type="checkbox"/> Communications	<input type="checkbox"/> Community Development	<input type="checkbox"/> Custodial
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Engineering	<input type="checkbox"/> Fire & EMS
<input type="checkbox"/> Human Resources	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Office and Administrative
<input type="checkbox"/> Parks and Recreation	<input type="checkbox"/> Payroll/Benefits Administration	<input type="checkbox"/> Planning and
<input type="checkbox"/> Records Management	<input type="checkbox"/> Recreation	<input type="checkbox"/> Retail
<input type="checkbox"/> Wastewater		



We've made it easier to join the City of Monticello team!

Visit the City of Monticello's website:

www.ci.monticello.mn.us/employment

- View current job openings
- Apply on-line
- Sign-Up for e-mail notifications to be notified of future job openings.

Don't have a smartphone or computer access? Public computers are available for use at the Great River Regional Library and the Workforce Center.

Sign up for job notifications on our website!

Questions?

