

Human Resources

Joanne LePauloue, Human Resources Director
& Members of the Culture Crew



HAPPY HUMAN RESOURCE PROFESSIONALS DAY



THANK YOU TO OUR HR TEAM!



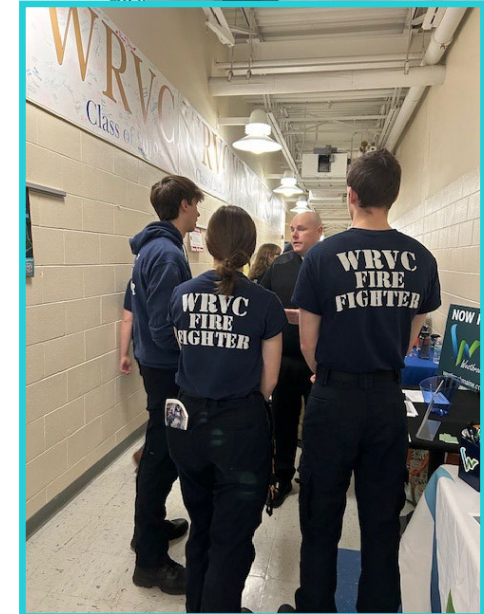
Statistics: 7/1/24 – to date

Employee Base	New Hires	Promotions/ Transfers	Terms	LOA / Worker's Compensation
194 - Full-Time 15 - Part-Time 7 - Per Diem Fire & Dispatch 10 - Call Fire 49 - Variable Hour Community Center 64 - Election Workers 37 - Board Members incl. Councilors	6 - Public Services 4 - Fire & Rescue 7 - Police 2 - Dispatchers 1 - Community Center 5 - Non-Union: Asst. Project Manager, Asst. Clerk/License Administrator, CSR, Deputy ED Director, Payroll Administrator	Planning & Code Enforcement Office Coordinator City Clerk Assistant City Administrator Code & Assessing Specialist Police Corporal – 4 Equipment Operator II Equipment Technician Lead	3 - Public Services 1 - Fire & Rescue 3 - Police 1 - Dispatch 1 - Planning & Code Enforcement 2 - Finance 2 - Economic Development	5 - Full-Time FMLA 1 - Military Leave 1 - WC Lost Time 10 - WC Restricted Duty



HR Budget

- Stable as a Department
- Annual Salary Adjustments
- Continue to Invest in
 - Professional Development,
 - Recruitment / Advertising,
 - Employee Engagement, and
 - Wellness & Safety –
 - Using Budget Funds



Year in Review

- Career Appreciation Days
- Total Compensation Statements
- HR Newsletter
- Pride Parade
- Hire-A-Vet Medallion
- Employee Engagement



HAPPY NATIONAL PUBLIC WORKS WEEK



**THANK YOU Westbrooke
services for all you do!**



**Westbrooke
Wire**

Keeps everyone plugged into the latest employee news.

February 2025



TOTAL COMPENSATION STATEMENT



What's To Come

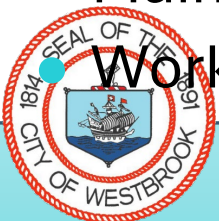
- Employee Handbook
- Annual Training – Required
- HRIS Configuration
- Employee Engagement
- Workforce Community Roadmap Goals



Employee Benefits



- Medical Insurance – 11% increase in premiums effective 1/1/25
 - The MMEHT drew down \$6 million from reserves to keep the rate adjustment low
 - Projected 10% increase for January 2026
 - Loss Ratio
- Dental Insurance – renews in July 2025, self-funded, based on claims paid + admin fee
- Vision, Life, and Income Protection Plans – no change in premium
- Social Security/Medicare – 6.2% of employee salary
- ICMA – Employer Matching
- MainePERS – City contribution change in July 2025
- Workers' Compensation – MOD Rate Stable, 10% Discount





Workforce Community Roadmap

- **Culture Crew** – November 2022, 10 members, monthly meetings
- **Vision Statement** - Our vision is to create a workplace where differences are celebrated, fairness is upheld, and everyone feels welcomed. We aspire to create a culture within the City of Westbrook where diverse perspectives are embraced, voices are heard, and opportunities are equally accessible, ensuring that all employees contribute to their fullest potential.
- **Core Values** – Honesty & Transparency, Quality & Competence, Accountability & Commitment, Equity, Fairness, & Justice, Growth & Learning
- **Mission Statement** - At the City of Westbrook, our mission is to cultivate a workplace where every employee feels valued, respected, and encouraged to bring their authentic selves to work. We are dedicated to creating a sense of belonging among all team members, ensuring that equity is a fundamental principle of our workplace culture, and empowering individuals to thrive and contribute meaningfully to our collective success as an organization.



Workforce Goals



- Goal 1: Team Support:** The City will strengthen support for the Culture Crew by integrating core values into the organizational culture, supporting advocates within each department and promoting the vision and business case by taking actions to boost diversity and equity in the workforce, all while maintaining an inclusive workplace.
- Goal 2: Structure & Processes:** The City will enhance organizational effectiveness by reviewing HR structure and processes, focusing on HR policies and procedures to ensure fairness, transparency, and inclusion in all aspects of employment.
- Goal 3: Feedback Systems:** The City will augment its employee feedback systems to encourage a culture of employee development and strengthen communication. This will facilitate regular, constructive feedback exchanges between employees and managers, and ensure that positive feedback is acknowledged and integrated.
- Goal 4: Communication Protocols:** The City will establish effective employee communication protocols to ensure clear, timely, and inclusive communication across all levels and departments. This will enhance information sharing, improve transparency, and strengthen employee engagement, fostering an informed workforce.
- **Goal 5: Training & Development:** The City will enhance employee training and development programs to support its employees' continuous growth and enrich employee satisfaction, cultivating a more effective and empathetic workforce to meet the needs of diverse departments and roles.





Workforce Goals FY 2025

- **Support of Team:** Task assignments for team members, decision-making process, allocate budget/resources, accountability
- **Structure & Process:** Employee Policy Handbook and Job Descriptions
- **Feedback Systems:** Confidential Feedback Pathway and Annual Engagement Survey
- **Communication Protocols:** Accessible communication tool
- **Training & Development:** Standardized Onboarding Experience and Training Curriculum (Regulatory and voluntary)





Workforce Goals FY 2026

- **Support of Team:** Updates from the Team
- **Structure & Process:** Recruitment & Hiring Efforts
- **Feedback Systems:** Accessing Feedback, Employee Recognition Program, Performance Reviews
- **Communication Protocols:** Centralized Intranet System
- **Training & Development:** Integrate Specialized Training Topics & Management/Leadership Training Plan



Thank You

Questions?

