

Coming Together... Human Resources & Risk Management



“syn·er·gy”

1. synergism; *broadly* : combined action or operation
2. a mutually advantageous conjunction or compatibility of distinct business participants or elements (as resources or efforts)



The synergy.....

- ▶ Drug and Alcohol Policy Administrator
- ▶ ADA Compliance
 - ▶ Interactive Process
 - ▶ Job Descriptions
- ▶ Coordination of pre-employment medical, physical agility and drug screens.
- ▶ Leave Coordination: Centralize “one stop shop” for FMLA & City Medical Leave of absence, modified duty and return to duty
- ▶ Oversight of pre-employment and return to duty assessments
- ▶ Workers’ Compensation
- ▶ Training and Organizational Development





As a result of HR/Risk partnership, your department can strengthen relationships with employees and departments through streamlined processes. A key outcome is improved employee support and absence management.

No one model fits all, this is what works for us.

Drug and Alcohol Program Coordinator

- ▶ Administer Department of Transportation (DOT) Compliance for Commercial Drivers (CDL)
- ▶ Administer Drug Testing Program for DOT and Safety Sensitive Pools
- ▶ Serves as the Designated Employer Representative (DER)
- ▶ Provider Contracts and Oversight
- ▶ Liaison with EAP for supervisory referral and Return to Duty for Self-referrals

Job Analysis / Job Descriptions

- ▶ Are the basis of EVERYTHING!
- ▶ Define duties and responsibilities
- ▶ A key tool to determine what functions an employee must be able to perform for their job.
- ▶ ADA Considerations to address:
 - ▶ Essential Functions
 - ▶ Physical and Non-physical Demands
 - ▶ Frequency
- ▶ Central to communicating return to duty requirements for employees and medical providers.



Recruitment/Hiring Process

- ▶ Driver requirements
 - ▶ Policy
 - ▶ Motor Vehicle Records (MVR) and Computerized Criminal History (CCH)
- ▶ Public Safety: Police Officer and Firefighter physical agility
- ▶ Contracting with medical and drug testing companies for pre-employment testing.
 - ▶ Physicals/Liaison between Physician & Employee
 - ▶ Drug testing
 - ▶ Psychological

Employee Relations



- ▶ Risk is out on the ‘front lines’
- ▶ Interface with employees regarding injuries and safety concerns
- ▶ Provides early intervention strengthens the employer-employee relationship through first line employee interaction and engagement.
- ▶ Interaction with HR that field staff know and view as approachable aids in reducing and effectively resolving workplace conflict.

Leave Coordination



- ▶ Provide accurate and timely information to employees, supervisors and managers.
- ▶ Keep employees apprised of various policy requirements.
- ▶ Facilitate return to modified and/or full duty.
- ▶ Identify meaningful modified duty assignments.
- ▶ Resource working closely with HR Manager and Director in situations where an employee is not able to return to full duty.

Workers Compensation

- ▶ Working with Departments on Timely Reporting
- ▶ Coordinating Medical Care When Needed
- ▶ Liaison Between Physician & Employee
- ▶ Investigation
- ▶ Prevention Measures
- ▶ Analysis and Reporting

Training and Development

- ▶ Unique insights to front line through engagement
- ▶ Safety Coach Leadership Development Program
- ▶ Knowledge on developing compliance requirements
- ▶ Claims and loss information driver training needs

Physical Agility Assessments for Police and Fire



Safety

The only sure way to avoid risk in entities would be to lock the doors and put up a closed sign in the window. Risks are inevitable and organizations have a moral and legal obligation to attend to the safety and well-being of those they serve, those who work for them and others who come into contact with their operations. This is known as "Duty of Care."

- ▶ Do we provide safe working conditions
- ▶ Do we conduct safety checks regularly?
- ▶ Do we provide adequate training for staff?
- ▶ Do we ensure the use of appropriate clothing and safety equipment?
- ▶ Do we have adequate policies, procedures, and committee in place?

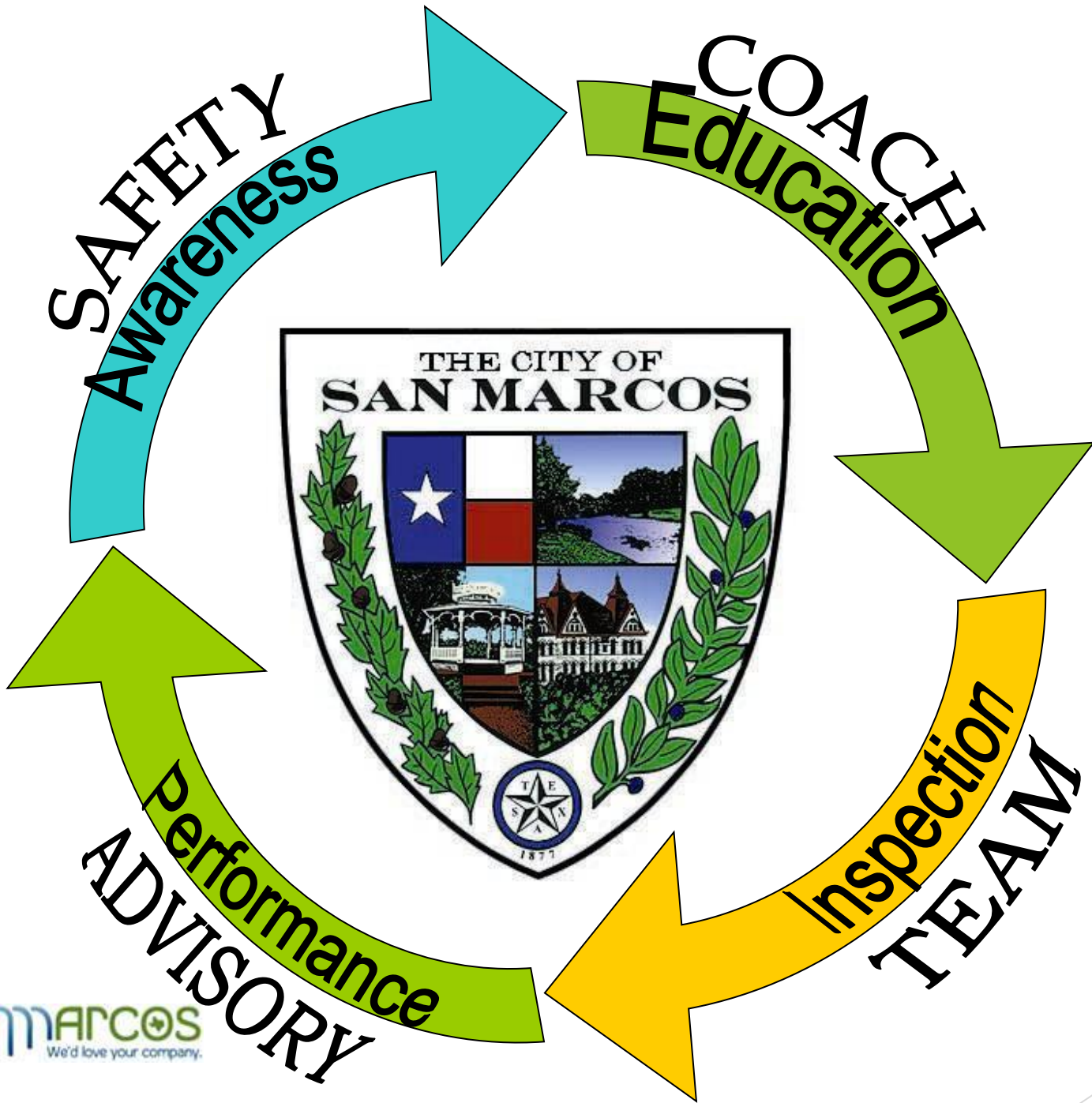
Safety Coach Leadership Program

Provides leadership skills for managers, front line supervisor, and crew leaders. The program also incorporates safety in the workplace.

Level I -Empowerment, Philosophy and Psychology of Safety

Level II -Safety Performance Criteria

Level III-Teambuilding Techniques



Provide the best experience!



Human Resources is the ‘go to’ for the most valuable resource of our entities, our employees. Finding ways to enhance the service provided to our employees and user departments is our number one priority.

Questions?

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Thanks for joining us!