



CANYON COUNTY HUMAN RESOURCES

Quarterly Report to the Board of County Commissioners

March 2023

FY23 TURNOVER YEAR TO DATE



RECRUITMENTS

- 16 hired in October
- 20 hired in November
- 7 hired in December
- 12 hired in January
- 7 hired in February
- **62 New Employees so far in FY23**

SEPARATIONS

- 9 separated in October
- 1 separated in November
- 5 separated in December
- 11 separated in January
- 5 separated in February
- **31 Employees Separated so far in FY23**



ADP PROCESS IMPROVEMENTS

- 11 new hire and benefit election forms will now be completed online by the new employee instead of with pen and paper. This reduces the chance of data entry error and improves the new employee experience!
- HR is working with Audit and ADP to make improvements for the additional five forms.
- Employee Self-Service Module: In 2021 and 2022 only 13% of the employee information changes that could be done online by the employee, were made in the Employee Self-Service module. So far in 2023, 21% of the changes that could be completed electronically by the employee, have been done online!



PREFERRED PROVIDER FOR OCCUPATIONAL MEDICINE

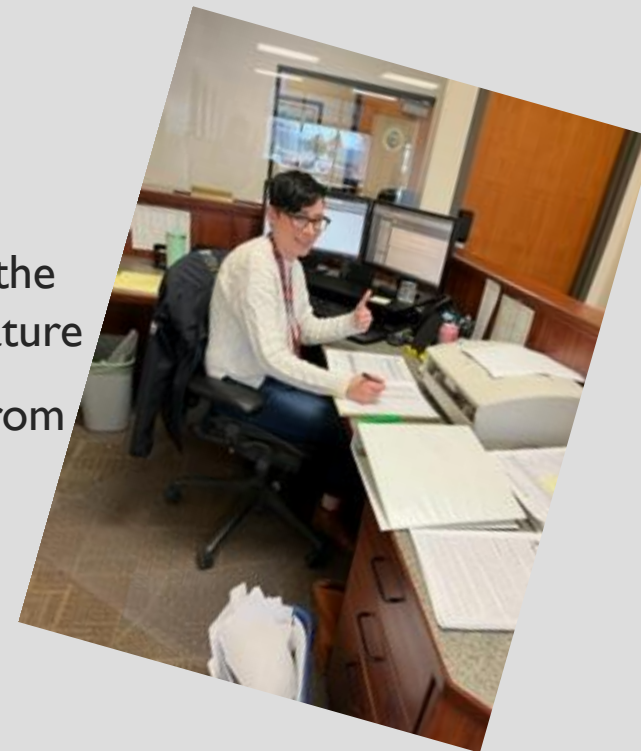
- Primary Health
 - 512 N 21st Avenue, Caldwell
 - 1115 12th Avenue Rd, Nampa
- SIFCare – Nurse Triage for reporting Workers' Comp injuries
- Drug and Breath Alcohol Testing – Randoms, Suspicious Behavior and Post Accident



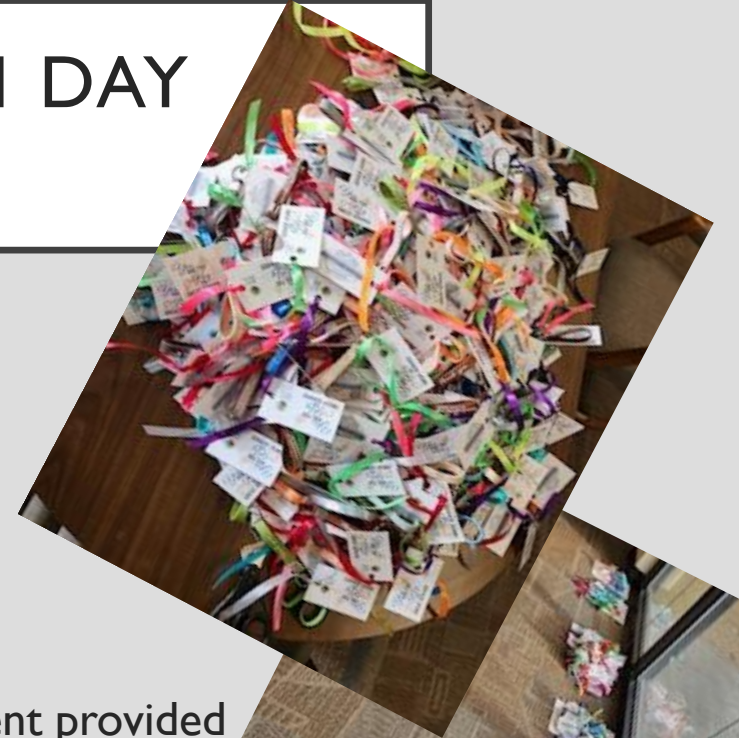
I-9 AUDIT

RESULTS:

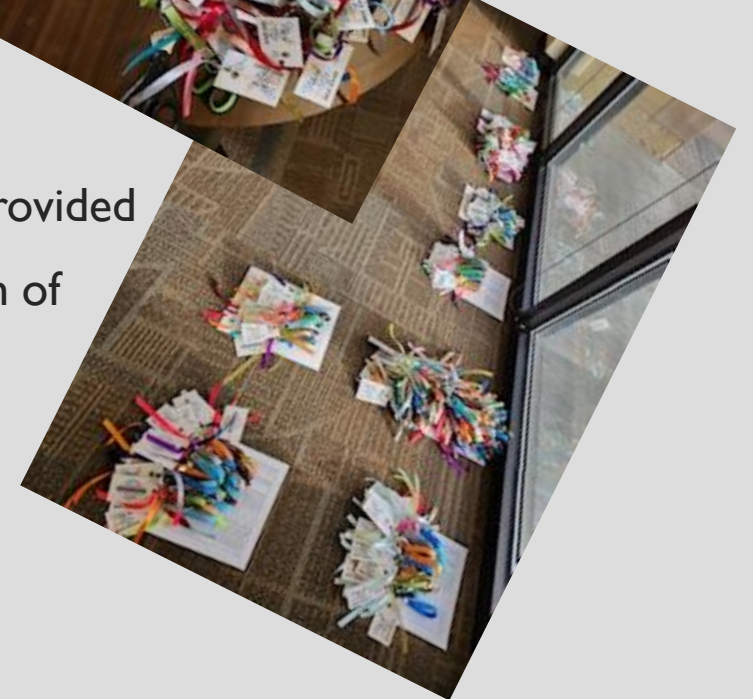
- We are missing I-9's from eight current employees
- We have 40 name changes that haven't been verified
- 14 forms are incomplete: have not been verified, missing the verification page or are missing the employee or HR signature
- Only one employee has an expired Resident Alien card from 08/06/2001. This will need to be reverified.



EMPLOYEE APPRECIATION DAY MARCH 3, 2023

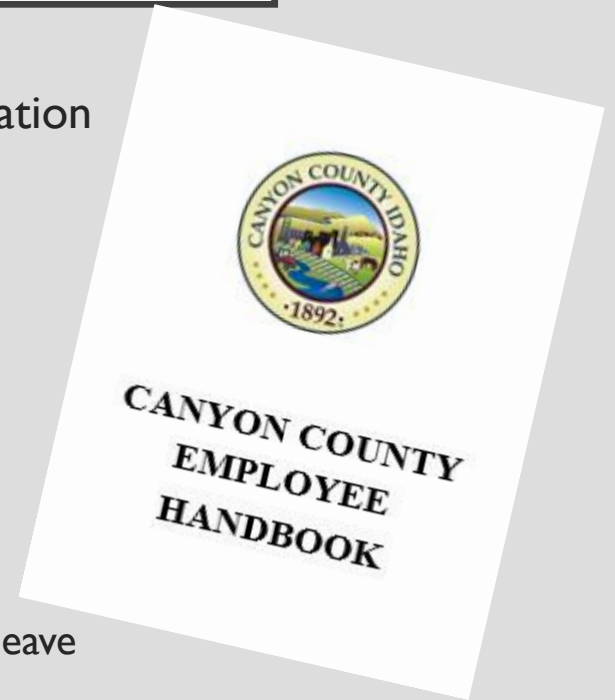


With just 3 days notice and \$500, the HR Department provided Over 900 Canyon County employees a gift in recognition of Employee Appreciation Day 2023. It was a TEAM effort!



CANYON COUNTY EMPLOYEE HANDBOOK UPDATES AND CORRECTIONS

- The Employee Handbook has been updated to correct the information regarding:
 - Current Canyon County Commissioners
 - New Core Values - TRUST
 - Correct the Comp Time accrual allowed
 - Bereavement Leave details
 - What is provided to laid off employees
 - Clarification of Holiday Pay not allowed if an employee is on an unpaid leave



UPDATED VEHICLE USE POLICY & AGREEMENT

- This County wide policy and use agreement has been updated to include clearer definitions of who is eligible to drive a county-owned vehicle or their own vehicle on county business and what to do in case of an accident.
- Each new employee will be expected to review the policy and sign the use agreement.
- The HR Investigator & Fleet Director will oversee the reporting for this program



STEVE JOBS ONCE SAID
'GREAT THINGS IN BUSINESS ARE NEVER
DONE BY ONE PERSON. THEY ARE DONE BY A
TEAM OF PEOPLE.'

YOUR CANYON COUNTY HUMAN RESOURCES TEAM

~ANNA GRAY
~BOSCO BALDWIN
~CINDY LORTA
~DEMI ETHERIDGE
~JENNIFER ALLEN
~KATE RICE
~KENDRA ELGIN
~NICOLE AHLSTROM
~RICH SOTO

Thank you!

