

HUMAN RESOURCES 2018 ANNUAL REPORT

Human Resources Manager – Warrington Township established its first ever Human Resources Department in September of 2017 when we hired the first ever Human Resources Manager (part-time). The Human Resources Manager will transition to a full-time position as the Human Resources Director on June 1, 2019. The Human Resources Department has accomplished the following in 2018:

- ✓ Created, developed and implemented a Recruiting and Onboarding process and New Hire Orientation
- ✓ Organized and implemented a new training program for Warrington Township employees
- ✓ Reviewed and updated the Employee Handbook (Board of Supervisors adopted)
- ✓ Participated on the Retirement Savings Plan committee to add a new 457 plan provider (employee retirement savings plan)
- ✓ Facilitated in the hiring of a new short-term and long-term disability company (Board of Supervisors adopted)
- ✓ Member of and worked with the Safety Committee to ensure employees are working in a safe and healthy environment by implementing safety measures
- ✓ Created and implemented a competitive salary structure (Board of Supervisors adopted)
- ✓ Coordinated a successful team building event with the Department Heads and Senior Management
- ✓ Worked with the police regarding issues, questions and concerns with the Collective Bargaining Agreement