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Human Resources & Administration Report

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Director

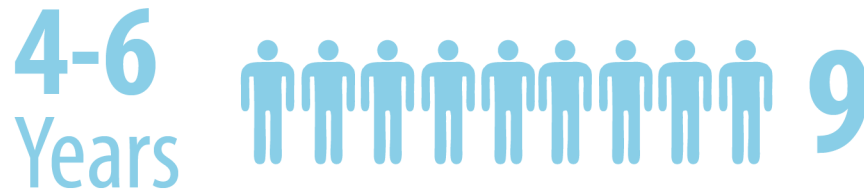
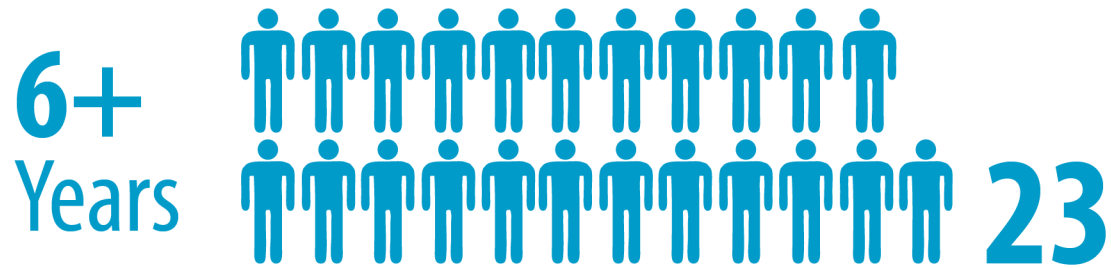
Updates

- HR/Admin Department Team Changes
- Management Team Updates
- Successfully converted contractors to employees
- AC Units installed and work completed
- Salary Survey completed
- Six Month reviews

Employee Stats – 2013

- 57 Employees total
- 11 New Hires this year
- Average Tenure = 6 years
- Retention = 92%

Employee Tenure



Recent Projects

- Company Sponsored Events
 - **Company Socials**
 - **Full Staff Meeting**
 - **Flu Shot Clinic**
- Healthcare Reform
- 401K Trustee Updates & Fiduciary Review

Upcoming Projects

- New review/performance mechanism
- Updating Timekeeping system capability
- Space Planning
- Policy and Handbook revisions
- 401K Education Session
- Harassment Training
- Team Building Activities