

PERSONNEL AND ANIMAL WELFARE COMMITTEE REPORT relative to the Employee Engagement Survey Program.

Recommendations for Council action:

1. NOTE and FILE the December 18, 2015 Innovation and Performance Commission (IPC) report relative to the Employee Engagement Survey Program.
2. INSTRUCT the Personnel Department to review the survey questions with the City Departments and other relevant entities prior to the administration of any surveys.

Fiscal Impact Statement: Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

Summary:

On February 3, 2016, your Committee considered a December 18, 2015 IPC report relative to the Employee Engagement Survey Program. According to the IPC, the Personnel Department has been working with the IPC to establish an Employee Development Plan that incorporates four key programs: onboarding, learning, performance, and succession planning. A key component of this plan is employee engagement. Engaged employees are more productive, provide better customer service and stay with the organization longer.

The Personnel Department has implemented a program to increase employee engagement by first measuring it via survey, assessing the nature of employee engagement in the City and then providing departments with improvement recommendations. This engagement survey process is now voluntary for all departments. The City would greatly benefit if all city departments participate in the survey program, which will provide comparative data to analyze across the city family and enable data-based, innovative solutions to improve metrics. While some Departments have expressed concern in a survey of this nature, the IPC believes that the resulting data will be of great value to the city to address turnover and performance.

Representatives from the Personnel Department and IPC presented an overview of the Program and answered questions from the Committee members. After consideration and having provided an opportunity for public comment, the Committee moved to note and file the December 18, 2015 IPC report and further recommend instructing the Personnel Department to review all proposed survey questions with each Department prior to conducting any surveys. Additionally, for employees covered by collective bargaining agreements, any proposed survey questions would have to be reviewed by relevant labor organizations. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

PERSONNEL AND ANIMAL WELFARE COMMITTEE



<u>MEMBER</u>	<u>VOTE</u>
KORETZ:	YES
RYU:	YES
HARRIS - DAWSON:	YES

ARL

2/3/16

-NOT OFFICIAL UNTIL COUNCIL ACTS-