

TO: Council
Mayor Kneeland

FROM: Abby Cochran
Human Resources Director

DATE: February 5, 2016

SUBJECT: Human Resources Council Report for February 8, 2016

Action Item #1 – Ordinance - Addendum – On Boarding & Perform - NEOGOV

NEOGOVS provides on-demand human resources software for public sector entities. The City currently utilizes their product, Insight, for recruiting and hiring processes. We respectfully request legislation to authorize the Mayor to sign an addendum to add NEOGOV's **Perform** and **On Boarding** modules to our existing contract.

Human Resources employees and managers will spend less time on the administrative aspects of these functions, so they may focus time and energy on more value-added tasks. We will also be able to ensure that important tasks related to onboarding and performance management are completed, well-documented, and with a smaller margin of error. Automated workflows will allow employees and managers to be notified of their responsibilities and kept on task, independent of reminders from Human Resources.

The **Perform** module will allow managers to track employee performance electronically, which will ease the administrative burden for both managers and human resources staff handling a paper process. We can create and assign performance objectives that tie directly to the ongoing goals of the City. We believe that this will help our employees see a clear connection between their daily work and the overall mission of the City.

The **On Boarding** module will allow the City to automate and streamline our on boarding process. Automating these activities will free valuable time and resources for Human Resources and department managers. Additionally, this ensures that new employees are quickly equipped with all the tools they will need to successfully contribute to the City. This will be extremely valuable during seasonal hiring, when large numbers of new employees must be on-boarded together, and many are unfamiliar with the City's processes.

The total cost for the additional two modules in 2016 is \$13,100. This cost includes the annual licensing fees, implementation, and training. The annual ongoing cost of the two products will be \$7,100. The agreement term is 12 months.

No supplemental will be required and the cost will be paid for through the Information Technology Department's tech maintenance account (101348.5251). No waiver or emergency is requested.