

City of Weslaco
Addendum No. 3
RFP No. 2015-16-17
Questions for Workers Compensation
August 26, 2016

- Business operations (include a description of specific operations by describing various processes; include out of state operations if applicable): Not Applicable

- Employee/workforce characteristics (number, type, various departments, hiring process/controls, substance abuse policy, subcontractors used, part time/temporary workers used, etc.)

Employee count: 300

Full-time: 281

Part-time: 5

Seasonal: 20 (approx.)

List the departments:

City's Secretary
Finance
City Manager's Office
Library
Human Resources
IT
Planning and Code Enforcement
Parks
Police
Fire
Airport
Public Works
Court

Hiring process/controls: Pre-employment - Background, Drug Test & Driver's License Check

Substance Abuse Policy – The City has a Substance Abuse Policy

- Safety program elements – The City has a safety and accident prevention committee and also recently contracted a risk management consultant.

- Injury & illness exposures and controls – The City has a Safety and Accident Prevention Manual, Safety Talks, etc.
- Transportation operations (if any) – Not Applicable
- Analysis of employee accident causes/trends – See loss runs.