



CITY OF BURLESON HUMAN RESOURCES

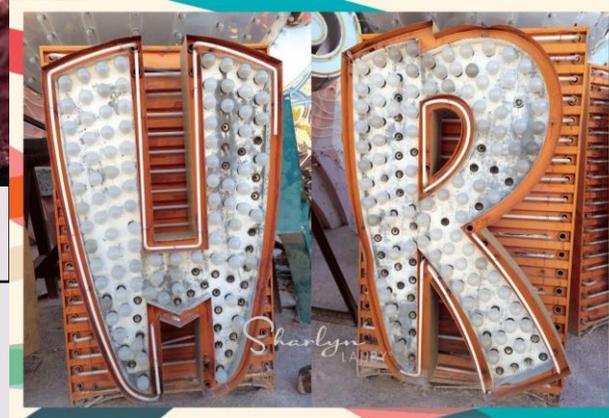
Civic Academy 2026

THE CITY OF
BURLESON
TEXAS

MEET THE CITY OF BURLESON HUMAN RESOURCES TEAM



- **Cheryl Marthiljohni**, Director of Human Resources
- **Wanda Bullard**, Deputy Director of Human Resources
- **Heather Huse**, Human Resources Manager
- **Alex Conner**, Recruitment and Retention Specialist
- **Tasha Gore**, Risk and Claims Administrator
- **Terri Lynch**, Benefits and Wellness Administrator
- **Shelly Nichols**, Human Resources Generalist





The City of Burleson's Human Resources department is responsible for developing and implementing strategies to recruit and retain highly qualified public servants who are dedicated to serving the public with excellence through their expertise, efficiency, and compassion.

To meet our commitments, we function as an innovative, strategic business partner, assisting with recruitment and retention, compensation and benefits, creating a welcoming work environment for all employees, managing and providing services related to employee relations, training and education for the workforce, regulatory compliance, risk management, employee engagement, and organizational development.



For us, it's all about how we take care of our employees, so they can focus and take care of our community.

Let's have some FUN
and learn some ways HR offers support

Welcome to the HR version of



How to Play



- Teams take turns selecting a category and point value
- A question is revealed – answer the question in the form of a question (example: “What is HR?”)
- If correct, that team earns the points and gets to choose the next question.
- If incorrect, another team can attempt to steal.
- Correct answers earn the point value of the question.
- Final Jeopardy – the last round where teams wager points on a final question.
- The team with the highest score at the end wins the game!
- BONUSyou have an HR team member as part of your team - so feel free to “phone a friend”



By the Number	Show me the Money	We're Hiring	Law and Order	More than a Paycheck
<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>
<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>

FINAL JEOPARDY QUESTION



AND THE WINNER
IS



*“TREAT EMPLOYEES LIKE THEY MAKE
A DIFFERENCE, AND THEY WILL.”*

— JIM GOODNIGHT,
CEO AND CO-FOUNDER OF SAS INSTITUTE



CITY OF
BURLESON
HUMAN
RESOURCES

THANK YOU FOR YOUR
TIME!

THE CITY OF
BURLESON
TEXAS

BY THE NUMBER - 100 VALUE

This many employees help keep the City of Burleson running smoothly.

ANSWER: What is 631?

- Full-Time Staff – #422
- Part-Time Staff (Regular) - #142
- Part-Time Staff (Seasonal) – #67 (example: Lifeguards, Camp Counselors, Parks Maintenance Workers)
- In addition, the city has #130 Retirees

Return
to the
Board

BY THE NUMBER - 200 VALUE

*In order to be eligible to retire under the City's retirement plan, Texas Municipal Retirement System (TMRS), an employee must be age 60 with 5 years of service or have 20 years of service at any age. **This many City of Burleson employees** are eligible to retire in 2026.*

Answer: What is 72?

It is important for the City to know this information so we can work with our employees toward their goal of retirement and develop succession plans to share their knowledge and expertise with others to prepare skills when vacancies occur to ensure continuity of service for our community.

Return to
the Board

BY THE NUMBER - 300 VALUE

*The City's 631 employees are broken out between **this many major departments?***

ANSWER: What is 13?

The 13 departments are further broken out into ~30 divisions. The top 4 largest departments are 1.) Parks and Recreation, 2.) Police Department, 3.) Fire Department, and 4.) Public Works.

Return to
the Board

SHOW ME THE MONEY - 100 VALUE

*To encourage employees to learn and maintain valuable skills and knowledge, the city offers this type of **additional pay** for specific certifications or language skills.*

ANSWER: What is incentive or certification pay?

The City of Burleson currently offers certification pay to at least 12 departments for things such as Bilingual English/Spanish, Emergency Vehicle Technician, HVAC Licensed Technician, Paramedic Pay, and Water/Wastewater. These types of pay are common throughout municipal government and help recruit, build, and retain highly qualified employees.

Return
to the
Board

SHOW ME THE MONEY - 200 VALUE

These yearly reviews assess an employee's job performance and are often used to support merit pay decisions and career growth discussions at the City of Burleson.

ANSWER: What are Annual Performance Evaluations?

Employees are evaluated on their performance for our core values, including teamwork, customer service, and leadership. The City of Burleson has a pay for performance model where employee's overall evaluation is tied to their merit pay increase. This helps us reward our employees for their service to the community. Pay for performance models are common in both public and private sector organizations.

Return to
the Board

SHOW ME THE MONEY - 300 VALUE

When making sure that our employees are paid fairly, Burleson does a compensation study that compares our pay rates to at least this number of local cities we call our comparison cities.

ANSWER: What is 14 cities?

Our main comparison cities are based on their location in the DFW area, their size, and their likelihood to draw the same qualified candidates. When we are looking at positions that do not have many comparable positions at our market cities, we do look at other cities, both within and outside DFW to make the best market comparison. These studies help us make sure that we are paying a fair market wage that can recruit and retain employees. The HR department also regularly sends salary data to other cities conducting similar studies.

Return
to the
Board

WE'RE HIRING - 100 VALUE

This document provides a summary of an applicant's professional experience, education, and skills.

ANSWER: What is a resume?

A resume helps hiring managers evaluate the most qualified candidates for vacancies to fill the City's critical roles.

Check out our current job openings at [Job Listings - City of Burleson, TX Jobs](#)

Return to
the Board

WE'RE HIRING - 200 VALUE

This two-word phrase describes an organization's effort to **retain** its employees and maintain a stable workforce.

ANSWER: What is employee retention?

While turnover cannot always be stopped, retaining qualified employees ensures that the City can maintain effective operations, continuity of services, and fosters a positive work environment for its employees.

Check out our current job openings at [Job Listings - City of Burleson, TX Jobs](#)

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the Board

WE'RE HIRING - 300 VALUE

The number of applications received in the past six months.

ANSWER: What is 5,189?

We have an applicant tracking system that is user-friendly for the City and applicants allowing us to fill vacancies more quickly. We are able to attract a high volume of candidates while significantly reducing the time required for each hiring process. We can manage all aspects of recruitment and use tools inside the system that provides good communication between hiring managers, HR, and applicants and handles all customized pre- and post-employment steps.

Check out our current job openings at [Job Listings - City of Burleson, TX Jobs](#)

Return
to the
Board

LAW AND ORDER - 100 VALUE

This important City of Burleson document outlines rules for employees including time off, attendance, conflicts of interest, dress code, and general workplace guidelines and conduct.

ANSWER: What is the Employee Handbook?

The employee handbook includes legal requirements and city determined guidelines, so employees know what benefits they have and the expectations of being an employee with the City of Burleson.

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the Board

LAW AND ORDER - 200 VALUE

The Uniformed Services Employment and Reemployment Rights Act (USERRA) is a law that protects reemployment rights for employees for up to 5 years for this type of service when employees enlist or are called for active duty.

ANSWER: What is Military Service ?

The city provides employees that are members of the armed forces their rights under USERRA and ensures when they return to work that that they are reinstated with their seniority, pay, and benefits while they were on leave serving in the military.

Return to
the Board

LAW AND ORDER - 300 VALUE

Under the Fair Labor Standards Act, what is the type of pay called when employees earn time and half for working over 40 hours in 1 week?

ANSWER: What is Overtime Pay?

HR works closely with our Finance department to ensure that our employees are accurately paid for all hours worked, including overtime pay. As a municipality we have some additional rules to follow when it comes to Public Safety, for example: overtime is calculated for Police over 80 hours in 2 weeks, and for Fire operations it is working over 212 hours in 28 days. In addition, we can allow compensatory time instead of overtime pay, which means employees can bank paid time off.

Return
to the
Board

MORE THAN A PAYCHECK - 100 VALUE

This common workplace benefit allows employees to take time off without losing pay.

ANSWER: What is paid vacation, sick time or paid time off?

Promoting work-life balance is an effective way to support employees and strengthen our community. When employees have the opportunity to rest and recharge, they return to work rejuvenated, leading to increased focus and improved job performance. This not only benefits the employee but also has a ripple effect on the broader community.

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the Board

MORE THAN A PAYCHECK - 200 VALUE

This type of benefit is offered to City employees for coverage to treat personal illnesses and personal injuries.

ANSWER: What is health insurance?

Health insurance offers employees protection against high medical costs, reducing financial stress and allowing them to focus on their work and personal lives. This financial security contributes to higher morale and job satisfaction. It is also important to make sure that we have a benefits plan that is in line with others to make sure we can recruit and retain our exceptional public servants since benefits are a part of the employee's total compensation package.

Return
to the
Board

MORE THAN A PAYCHECK - 300 VALUE

The Family and Medical Leave Act (FMLA) is a federal law that allows eligible employees to take unpaid, job-protected leave for certain family and medical reasons for up to how many weeks in a 12-month period.

ANSWER: What is 12 weeks?

FMLA not only supports employees during critical times but also enables them to return to their roles with renewed focus and commitment. This support translates into a more productive workforce that can effectively contribute to their workplaces and the community.

Return
to the
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FINAL JEOPARDY



The City of Burleson's Human Resources team focuses their attention on supporting our _____ to help support our community.

ANSWER: What are Employees?

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