



Monthly Report

SEPTEMBER 2018

Human Resources

HUMAN RESOURCES REPORT – SEPTEMBER 2018

Human Resources employees were busy assisting departments and processing new and separating employees. Employee performance appraisals, pay adjustments and 137 applications/resumes were processed. We continue to provide assistance to departments on personnel matters including job postings, announcements, job descriptions, evaluations and change of status forms. Assisted employees with health/life insurance, retirement issues and other personnel-related matters.

New employees received one-on-one orientation sessions throughout the month. Employees received information about the City and their benefits and we enrolled them in the City's Health and Wellness Program and other supplemental benefits.

September was a busy month for the Human Resources staff. Throughout the month Human Resources, staff continued processing seasonal employees. OSHA physicals for eligible employees continued throughout the month and will continue through October.

The Annual United Way Campaign has started. Employees desiring to donate should fill out their donation form and return to Human Resources. United Way helps many agencies and the money collected is used right here in Horry County. It is all about teamwork, so join the team of caring individuals dedicated to helping people build better lives.

HR Staff and the American Red Cross sponsored a two-day blood drive event with 48 units of blood collected. This can possibly save up to 144 lives. Thank you for giving the gift of life.

Sexual harassment training will be September 18 - 20. Our Employee & Retiree Appreciation luncheon will be October 11, 2018.

Flu shots for full-time regular employees will be on October 8 and 10th, 2018. Employees must schedule an appointment by registering for a flu shot through the link on the intranet.

Daisy Jones, ICMA Representative will be here on November 1st, 2nd, 6th, and 7th, to speak with employees regarding their retirement accounts.

New Employees		
Denzel Anthony	Aquatic intern	Parks & Recreation – A&FC
Casey Chase	Activities Specialist – PT	Parks & Recreation - A&FC
Frankie Farmer	PG Special Events Worker –PT	Parks & Recreation
Jeremy Higgins	Custodian – PT	Parks & Recreation
Tanner Horne	Lifeguard – PT	Parks & Recreation
Gregory Johnson	Parks Custodian – PT	Parks & Recreation
Dennis Lefmann	Custodian – PT	Parks & Recreation

Bryan Lewis	PG Special Events Worker –PT	Parks & Recreation
David Trussell	Firefighter – EMT	Public Safety
Beach Services – Concession Workers		
Beach Services - Lifeguards		
Separated Employees		
Angela Barwick	Communication Technician/Jailer	Public Safety
William Dewitt	Construction Maint. Supervisor	Public Works
Layla Lowder	Childwatch Specialist – PT	Parks & Recreation - A&FC
Kyle Post	Fire Lieutenant	Public Safety
Beach Services Lifeguard		
Peter Chalmers	Carrie Daniels	Brian Gennarelli
Andrea Jezlova		

Employee (BCBS & SAV- Rx) Insurance Update:		
August	Medical Claims Paid	973,671.53
August	Dental Claims Paid	23,152.08
August	Drug Card*	41,971.18
TOTAL	August	\$1,038,794.79
*Drug card totals for August \$70,954.21 includes BCBS run-out claims of \$364.70 minus Rebate of \$29,347.73		

WORKER'S COMPENSATION

(Parks & Recreation): DOI 09/05/2018 – An employee stepped off the curb and left foot turned over. The employee fell on black top and landed on the employee’s right knee and right hand. Employee complained of pain to the right Knee and right hand. Access Medical Center treated and released the employee.

(Public Safety): DOI 09/29/2018 – An employee while trying to escort a prisoner to jail, the prisoner resisted. While the employee held the prisoner down, the prisoner bit the employee on the upper left thigh. Employee complained of pain to the left thigh. Sea Coast Medical Center treated and released the employee.

There are no other report of employees treated under Workers' Compensation for the month of August at this time.