



# Monthly Report

JULY 2019

## Human Resources

## HUMAN RESOURCES REPORT – JULY 2019

Human Resources employees were busy assisting departments and processing new and separating employees. Employee performance appraisals, pay adjustments and 288 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.

The City's onsite Health Clinic is open to employees, retirees and their dependents. Throughout the month of June, the clinic had 140 work related visits and 28 personal health visits for a total 168 visits for the month.

Participants of the City's Wellness Program received information on how to sign up for appointments to have their wellness screening performed. Employees with birth month in July received notices to schedule their wellness physicals.

Sexual harassment training will continue in the month of August for our seasonal and part-time employees. There will also be classes for employees that missed the sessions in September of 2018.

New Employees		
Sarah Clayton	Revenue Supervisor/Risk Manager	Finance
Marcus Edge	Food & Beverage Cook – PT	Parks & Recreation – Sports Park
Roberta Filer	Front Desk Customer Services – PT	Parks & Recreation – A&FC
Taylor Fineberg	Food & Beverage Cashier – PT	Parks & Recreation – Sports Park
Mark Howard	Electrician's Helper	Public Works
Autumn Jacobs	Food & Beverage Cashier – PT	Parks & Recreation – Sports Park
Nathan Petit	Pub Grounds Maintenance Worker – PT	Parks & Recreation
Keith Robbins	Custodian – PT	Parks & Recreation – A&FC
Nyasia Stevenson	Food & Beverage Cashier – PT	Parks & Recreation – Sports Park
Lorena Villa	Food & Beverage Cashier – PT	Parks & Recreation – Sports Park
<i>BEACH SERVICES – CONCESSION WORKERS</i>		
Robert Carsh	Collin Hanna	

<i>OCEAN - LIFEGUARDS</i>		
Savanah Gill	Alaina Hellofs	
Separated Employees		
Tamara Bowers	Front Desk Customer Services - PT	Parks & Recreation - A&FC
Jewell Hilbourn	Aquatic Instructor - PT	Parks & Recreation - A&FC
Kate Miller	Communication Tech/Jailer	Public Safety

Employee (BCBS & SAV- Rx) Insurance Update:		
June	Medical Claims Paid	\$ 449,677.39
June	Dental Claims Paid	27,303.38
June	Drug Card	63,766.65
TOTAL	June	\$540,747.42

#### WORKER'S COMPENSATION

(Public Works): DOI 07/02/2019 – An employee was injured after walking through tall grass to set up barricades when the employee received a tick bite to the lower right leg. The employee's initial treatment was referred out with a follow-up with the City nurse to treat and release the employee.

(Public Safety): DOI 07/03/2019 – An employee was injured while performing physical training by pulling a weight using a rope in a resistance training exercise when the employee tripped on the weight. The employee complained of laceration and pain to the right ankle. The City nurse treated and released the employee.

(Public Safety): DOI 07/04/2019 – An employee was injured after picking up a medical bag and when trying to put it away felt a pinch and tightness to the employees lower back. The employee complained of pain to the lower back. The City nurse treated and released the employee.

(Public Safety): DOI 07/04/2019 – An employee was injured while performing physical training by running in the ocean. The employee complained of soreness to the right foot. The City nurse treated and released the employee.

(Public Safety): DOI 07/11/2019 – An employee was injured while performing in a lifeguard event. Employee was running in the soft sand, dove for an object, and the employee's own jewelry cut the employee's skin. The employee complained of strain and pain to the right ankle. The City nurse treated and released the employee.

(Public Safety): DOI 07/12/2019 – An employee was injured while walking in the sand, and stepping on seashells in the ocean. The employee complained of laceration and pain to the bottom of the left foot. The City nurse treated and released the employee.

(Public Safety): DOI 07/13/2019 – An employee was injured while loading turnout gear into a vehicle and hitting elbow on the C post of the vehicle. The employee complained of swelling and pain to the left elbow. McLeod Seacoast treated the employee and ordered follow-up with the City nurse for further treatment and release.

(Public Safety): DOI 07/15/2019 – An employee was injured while working at a fire scene and conducting search and rescue. On scene, the employee became disoriented, overheated and overexerted. EMS evaluated and transported the employee to Grand Strand Medical Center for treatment and release.

(Public Safety): DOI 07/15/2019 – An employee was injured while operating a fire hose, and slipped and fell on broken glass causing multiple lacerations on the right arm. The employee complained of laceration to the right forearm. McLeod Seacoast treated and released the employee.

(Public Safety): DOI 07/17/2019 – An employee was injured while placing the lid on a sharps container. The needle penetrated the lid causing a puncture to the employee's left hand middle finger. McLeod Seacoast treated and released the employee with orders to follow-up with City nurse for treatment and release.

(Public Safety): DOI 07/19/2019 – An employee was injured while removing garbage from the beach. The employee threw a can that cut the employees right index finger. The City nurse treated and released the employee.

(Public Safety): DOI 07/20/2019 – An employee was injured while swimming with a buoy and a wave pushed the buoy in the employee's face causing a laceration. The employee complained of a laceration to the left eyebrow area. North Strand - ER treated and released the employee.

(Public Safety): DOI 07/21/2019 – An employee was injured when the wind caught the employees umbrella tipping the stand causing the water jug to fall unto the employees right foot. The employee complained of pain to the right foot. The City nurse treated and released the employee.

(Public Safety): DOI 07/24/2019 – An employee was injured while swimming during physical training. The employee complained of pain to the right shoulder. The City nurse treated and released the employee.

(Public Works): DOI 07/26/2019 – An employee was injured while emptying an igloo when the igloo fell on the employees back. The employee complained of pain to the back. The employee declined treatment.

(Public Works): DOI 07/29/2019 – An employee was injured while dumping beach trash cans. The employee jumped from the trailer hitting left knee against the trailer. The employee complained of pain to the left knee. The employee declined treatment.

**(Public Safety): DOI 07/31/2019 – An employee was injured while running in the ocean during physical training and the employee’s ankle rolled. The employee complained of pain to the right foot. The City nurse treated and released the employee.**

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