



Monthly Report

MARCH 2020

Human Resources

HUMAN RESOURCES REPORT – MARCH 2020

Human Resources spent most of our efforts during the month of March preparing for and implementing a Coronavirus response plan. There were over 200 man hours dedicated to helping the City ready its human resources for this pandemic.

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 382 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. We assisted employees with health/life insurance, retirement issues and other personnel-related matters.

Human Resources employees have been working diligently to implement and train hiring managers on a new applicant tracking software, NeoGov. All job postings have now been transferred to the new system, and hiring managers have been trained to use the system. This new system will streamline the hiring process for hiring new employees, and it will make the application process easier for applicants as well.

The City's onsite Health Center is open to employees, retirees and their dependents. Throughout the month of January, the clinic had 44 work related visits and 109 personal health visits for a total 171 visits for the month. The Health Center has implemented processes to phone screen patients for potential flu or COVID-19 symptoms. All patients must call in to the Health Center at 843-281-3845 to schedule an appointment. Patients exhibiting symptoms are screened at a location outside of City Hall in order to prevent the spread to employees working inside City Hall.

Human Resources staff and the American Red Cross sponsored a two-day blood drive on the bloodmobile collecting 68 units of blood. This could possibly save up to 204 lives. Thank you for giving the gift of life.

The 3D mobile mammogram event scheduled for April 9, 2020 has been cancelled. We are working with the provider to reschedule this event for a future date.

New employees received 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.

New Employees		
John P. Baker Jr	Firefighter	Public Safety
JaQuan S. Bellamy	Food & Beverage Cook	Parks & Recreation – Sports Park
Noah F. Bennett	Firefighter	Public Safety
Jared S. Betley	Dispatcher	Public Safety

Courtney A. Caines	Beach Italian Ice Cart Attendant	Beach Services
Ryan M. Carini	Firefighter	Public Safety
Kasey M. Charette	Food & Beverage Cashier	Parks & Recreation – Sports Park
Derek A. DaPonte Jr.	Firefighter	Public Safety
Casey R. DaPonte	Firefighter	Public Safety
Carson D. Dowell	Firefighter	Public Safety
Jenna E. Downey	Beach Italian Ice Cart Attendant	Beach Services
Daniel C. Ferreira	Firefighter	Public Safety
Dallas C. Fields	Concession Supervisor	Beach Services
Christie M. Firestone	Firefighter	Public Safety
Delaney R. Fullum	Beach Italian Ice Cart Attendant	Beach Services
Presley A. Fullum	Concession Supervisor	Beach Services
Allison K. Galbreath	PT City Clerk	Administration
Tamera M. Gore	PT Front Desk Customer Service	Parks & Recreation – A&FC
John A. Green Jr.	Firefighter	Public Safety
Jesse M. Herrera	Lifeguard	Beach Services
Lewis A. Knight	Food & Beverage Cashier	Parks & Recreation – Sports Park
Hayden A. Long	Firefighter	Public Safety
Lauren A. McLamb	Concession Supervisor	Beach Services
Gracelyn S. McLelland	Beach Italian Ice Cart Attendant	Beach Services
Tosha L. Melson	Firefighter	Public Safety
Lena E. Meras	Lifeguard	Beach Services
Eric P. O'Brien	Firefighter	Public Safety
Dorinda B. Ortiz	Business License Inspector	Finance – Revenue
Andrew R. Sheehan	Food & Beverage Cook	Parks & Recreation – Sports Park
Annie V. Sheehan	Food & Beverage Cashier	Parks & Recreation – Sports Park
Victoria M. Suchy	Beach Rental Attendant	Beach Services
Ernest K. Suggs III	Firefighter	Public Safety
Keegan A. Thacker	Firefighter	Public Safety
Separated Employees		
Alexa A. Calder	PT Fitness Specialist	Parks & Recreation – A&FC
Patricia A. Fisher	PT Aquatic Instructor	Parks & Recreation – A&FC
Willie J. Goings	Heavy Equipment Operator	Public Works
John R. Griffin	Public Safety Sergeant	Public Safety
Gregory B. Purden	Chief of Police	Public Safety
Michelle L. Rumbaugh	PT Childwatch Specialist	Parks & Recreation – A&FC
Donald K. Williams	Public Safety Officer	Public Safety

Employee (BCBS & SAV- Rx) Insurance Update:		
February	Medical Claims Paid	\$377,121.59
February	Dental Claims Paid	28,457.27
February	Drug Card*	39,796.03
TOTAL	February	\$445,374.89

WORKER'S COMPENSATION

(Public Safety): DOI 3/1/2020 – An employee was driving a motorcycle when another vehicle struck the front tire of the motorcycle causing the handle bars to twist the employee's wrist and ankle. Employee declined medical treatment.

(Public Safety): DOI 3/7/2020 – An employee was working on a computer and the employee's vision became blurry. Employee was treated at Seacoast Medical Center.

(Public Safety): DOI 3/14/2020 – An employee was arresting a suspect and the suspect fell on top of the employee causing the employee to fall. The employee's elbow hit the floor. Employee was treated at the Employee Health Center.

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