



Monthly Report

JANUARY 2020

Human Resources

HUMAN RESOURCES REPORT – JANUARY 2020

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 403 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 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 January, the clinic had 61 work related visits and 153 personal health visits for a total 214 visits for the month.

New Personnel Manuals were distributed to all City employees. The updated Personnel Manuals went into effect on January 1, 2020.

Daisy Jones, ICMA Representative, was in City Hall to meet with employees on January 29th and 30th regarding their retirement accounts.

New Employees		
Lynette J. Bullock	Office Technician (Part Time)	Legal
William C. Cook	Heavy Equipment Operator	Public Works
Colleen A. Enos	Public Safety Officer	Public Safety
Carolina E. Garcia	Cashier/Parking Clerk	Finance
Michael L. Johnson	Firefighter	Public Safety
Virginia G. Knight-Lieberman	Beach Lifeguard (Seasonal)	Beach Services
Roger P. Marques	Wastewater Operator B	Public Works
Steven Perlstein	Public Safety Officer	Public Safety
Dawna P. Rosati	Detention Officer	Public Safety
William B. Sellers	Beach Lifeguard (Seasonal)	Beach Services
Emily F. Tyree	Beach Lifeguard (Seasonal)	Beach Services
Separated Employees		
Jabari L. Bradley	Facility Supervisor	Parks & Recreation
Robert T. Charmello	Motor Equipment Operator	Public Works
Ashlyn G. Elliott	Lifeguard (Part Time)	Parks & Recreation – A&FC
Reginald R. Graham	Facility Supervisor	Parks & Recreation
Matthew S. Racine	Firefighter/EMT	Public Safety
Hannah G. Surface	Lifeguard (Part Time)	Parks & Recreation – A&FC

Employee (BCBS & SAV- Rx) Insurance Update:		
December	Medical Claims Paid	\$375,696.56
December	Dental Claims Paid	18,697.06
December	Drug Card*	65,903.20
TOTAL	December	\$460,296.82

WORKER'S COMPENSATION

(Public Safety): DOI 1/09/2020 – An employee drive through a dust cloud and an object flew in the employee’s right eye. The employee visited the Employee Health Center and the staff was unable to remove the object from the employee’s eye, so the employee was sent to the emergency room. The ER doctor was also unable to remove the object from the employee’s eye, so the employee was referred to a specialist.

(Public Safety): DOI 1/26/2020 – An employee was checking equipment on apparatus and was pulling on Hurst tool and felt a pop followed by pain to the inside left forearm. The employee was treated by the doctor on duty at the Employee Health Center

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