



Monthly Report

OCTOBER 2018

Human Resources

HUMAN RESOURCES REPORT – OCTOBER 2018

Human Resources employees were busy assisting departments and processing new and separating employees. Employee performance appraisals, pay adjustments and 273 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.

October was a busy month for the Human Resources staff. Throughout the month Human Resources, staff continued preparing for the Employees and Retirees Luncheon.

The Annual United Way's Day of Caring was October 19. Human Resources representatives Crystal McGhee and Joyce Harris volunteered with other City employees by doing painting at the North Strand Housing Authority. The City's United Way Campaign has collected \$17,700 toward our goal of \$20,000. You can still contribute. Please help us to reach our goal. Employees desiring to donate should fill out their donation form and return it or If you like please call or stop by the Human Resources Office today. United Way helps many agencies and the money collected is used right here in Horry County.

Due to Hurricane Florence, the mandatory Sexual Harassment training classes for all full time employees was rescheduled to October 16, 17 and 18. Other rescheduling includes our Employee & Retiree Appreciation luncheon, November 1, 2018 at the Farmer's Market from 11:00 am until 2:00 pm.

Flu shots for full-time regular employees was during the month of October, with 109 employees receiving a shot. More vaccine is available if you still desire a shot. Employees can schedule an appointment by registering for a flu shot through the link on the intranet, or calling the City's clinic at ext. 3835.

Coming in November, The Health Plan will hold meetings for employees to get information and sign up for a flexible spending account (FSA). Employees will also have an opportunity to ask questions and get information about their health reimbursement account (HRA). The health reimbursement accounts (HRA) credits will be in January for those who participated in the City's Wellness Program.

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

The Employee Advisory Committee will meet on November 6, to discuss upcoming Holidays for the 2019 calendar year and other issues.

New Employees		
Tanesha Diaz	Front Desk Clerk – PT	Parks & Recreation – A&FC
Robert Fuller	PG Special Events Worker – PT	Parks & Recreation
Brooklyn George	Activities Specialist –PT	Parks & Recreation – A&FC
Tyler Gill	Public Safety Officer	Public Safety
Brandon Grom	Public Safety Officer	Public Safety
Dana Hamilton	Engineering Manager	Public Works
Eric Kalkbrenner	Public Safety Officer	Public Safety
Ralph Smith	Communication Tech./Jailer	Public Safety
Jacob Webb	Lifeguard – PT	Parks & Recreation – A&FC
Robert Weber	Wastewater Operator – C	Public Works
Beach Services - Lifeguards		
Separated Employees		
None this month		
Beach Services – Concession Workers (*supervisor)		
Jarrett Lewis*		

Employee (BCBS & SAV- Rx) Insurance Update:		
September	Medical Claims Paid	1,246,662.25
September	Dental Claims Paid	20,580.28
September	Drug Card	58,139.30
TOTAL	September	\$1,325,381.83

WORKER'S COMPENSATION

(Parks & Recreation): DOI 10/01/2018 – An employee tripped over a fire extinguisher laying on the side of the workshop floor causing the employee to fall. Employee complained of a scratches and pain to the nose, lip, left knee and left hand. The City nurse treated the employee in the on-site clinic.

(Parks & Recreation): DOI 10/10/2018 – Two employees were working with trusses to hang Christmas lights. The trusses were resting on 2x4's so they could attach the ends with bolts.

The truss fell and smashed the employee's left hand. The employee complained of pain and laceration to the left ring finger. Access Medical Center treated and released the employee.

(Parks & Recreation): DOI 10/10/2018 – An employee while unloading metal spirals, a metal spiral caught the ground causing the spiral to bounce back and hit the employee in the chin. The employee complained of pain and laceration to the chin. Access Medical Center treated and released the employee.

(Public Safety): DOI 10/16/2018 – An employee while training in a fire simulation and after advancing the fire hose repeatedly felt soreness and pain to the right shoulder. The City nurse treated the employee in the on-site clinic.

(Parks & Recreation): DOI 10/24/2018 – An employee while lifting a pallet the wind blew dust and debris into the employees eyes. The employee complained of pain to the right eye. Access Medical Center treated and released the employee.

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