

Monthly Report

FEBRUARY 2020

Human Resources

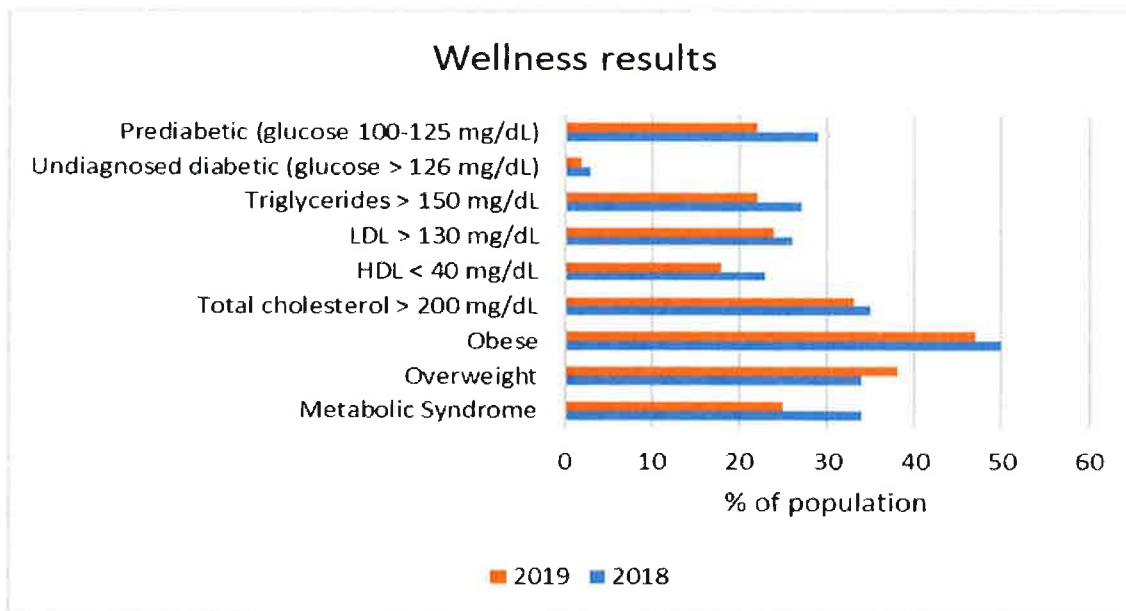
HUMAN RESOURCES REPORT – FEBRUARY 2020

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 500 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 a new applicant tracking software, NeoGov. Many job postings have already been transferred to the new system, and hiring managers are in the process of being 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 63 work related visits and 108 personal health visits for a total 171 visits for the month. The Health Center also welcomed a new nurse practitioner, Dorothy "Dody" Fullex.

The Human Resources department worked on making changes to improve the Wellness Incentive Plan. In 2019, we recorded overall improvements in many areas as are shown in the chart below. With the improvements to the plan, it is our goal to reach even better numbers in 2020.



Human Resources has also organized for a mobile mammogram unit to be on site on April 9, 2020 for individuals interested in scheduling a 3D mammogram. Employees or spouses are encouraged to preregister and schedule an appointment by calling central scheduling at 843-234-5474.

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		
Melvin L. Creighton	Assistant Aquatic Supervisor	Parks & Recreation – A&FC
Shea K. Hardman	Lifeguard	Beach Services
Davis C. Holt	Lifeguard	Beach Services
Michael O. Johnson III	Activities Specialist/BBall Facilitator	Parks & Recreation – A&FC
Alan G. Small	Detention Officer	Public Safety
David L. Snider	Mechanic	Public Works
Robert B. Trammell	Office Technician (Part Time)	Human Resources
Separated Employees		
James A. Hamilton	Firefighter-EMT	Public Safety
Amy M. Seymour-Bard	Customer Service Supervisor	Parks & Recreation – A&FC
Robert E. Turner	Streets & Drainage Superintendent	Public Works

Employee (BCBS & SAV- Rx) Insurance Update:		
January	Medical Claims Paid	\$304,170.17
January	Dental Claims Paid	31,652.43
January	Drug Card*	79,249.99
TOTAL	December	\$415,072.59

WORKER'S COMPENSATION

(Public Safety): DOI 2/8/2020 – An employee was lifting an oversized deceased body, and experienced pain in the right groin area. The employee did not immediately require treatment, but was eventually treated by the doctor on duty at the Employee Health Center on 2/14/2020.

(Parks & Recreation): DOI 2/11/2020 – An employee was drilling a piece of metal at the sports complex, and the drill bit broke and entered the left pointer finger of the employee. The employee's injury was cleaned and bandaged on site.

(Parks & Recreation): DOI 2/27/2020 – An employee was pulling a canopy by a rope at the sports complex, the rope gave away causing employee to fall and twist the left knee. The employee did not require medical treatment.

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