



Monthly Report

NOVEMBER 2018

Human Resources

HUMAN RESOURCES REPORT – NOVEMBER 2018

Human Resources employees were busy assisting departments and processing new and separating employees. Employee performance appraisals, pay adjustments and 314 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.

November was a busy month for the Human Resources staff. Throughout the month, Human Resources staff held meetings for employees to discuss their FSA/HRA accounts and enroll them in the FSA plan. All Flexible Spending Account election forms must be in to the Human Resources Office by Friday, December 7, 2018. Each employee must sign a form to either enroll in the plan or decline to join the plan.

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.

Our Employee & Retiree Appreciation luncheon was a success. The weather was lovely and so was the comradery. Logan's Restaurant again served a delicious lunch enjoyed by all.

Flu shots for full-time regular employees are still available in the nurse's office. Stop by and request one today. Employees must schedule an appointment by registering for a flu shot through the link on the intranet.

Daisy Jones, ICMA Representative came out to speak with employees on November 1st, and 2nd regarding their retirement accounts. She will also return in December.

New Employees		
Kristin Blair	PG Special Events Worker - PT	Parks & Recreation
Gerald Fowler	Master Building Inspector	Planning & Development
Thomas Gause	Group Fitness Instructor - PT	Parks & Recreation
Rachael McSharry	Lifeguard - PT	Parks & Recreation - A&FC
Connor Steele	Lifeguard - PT	Parks & Recreation - A&FC
Adreanna Wilson	Recreation Leader - PT	Parks & Recreation

Separated Employees		
Sarah Bishop	Database Administrator	Information Services
Jeremy Clark	Seasonal Litter Collection - PT	Public Works
William Delaney	Facility Supervisor - PT	Parks & Recreation
Erica Hertzner	Sports Tourism Coordinator	Parks & Recreation
Christopher Nash	Fire Lieutenant	Public Safety
Brian Renaud	Firefighter/EMT	Public Safety
Heather Smith	Activities Director	Parks & Recreation A&FC
Joseph Sutherland	Aquatic Instructor - PT	Parks & Recreation A&FC

Employee (BCBS & SAV- Rx) Insurance Update:		
October	Medical Claims Paid	380,209.61
October	Dental Claims Paid	18,513.23
October	Drug Card*	76,505.03
TOTAL	October	\$475,227.87

WORKER'S COMPENSATION

(Public Works): DOI 11/05/2018 – An employee, while assisting to load asphalt in a backhoe bucket, mashed the ring finger and the middle finger of his right hand. The employee complained of pain to the right finger and right hand. The City nurse treated and released the employee.

(Public Safety): DOI 11/08/2018 – An employee was attempting to stop a fleeing felon on foot patrol. The employee tripped over an irrigation line and fell onto the asphalt. The employee felt pain to the right elbow, right knee and left hand. The employee declined treatment.

(Privacy Case): DOI 11/14/2018 – An employee was spit in the face while guarding an inmate who was receiving medical attention. North Strand –ER treated and released the employee.

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