



# Monthly Report

*November 2023  
Human Resources*

## **HUMAN RESOURCES REPORT – NOVEMBER 2023**

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 393 applications/resumes were processed. We continued to assist departments on human resources 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.

New employees received orientation sessions throughout the month. Part-time orientations were completed online. Full-time employees attended in-person orientations to receive information about the City and were enrolled in the City's Health and Wellness Program and other benefits.

In November, eligible City employees received their Holiday Bonus on 11/17.

The City closed 11/23 & 11/24 for employees to spend Thanksgiving with their loved ones.

Human Resources hosted Annual Employee Meetings (11/28 – 11/30) where employees were updated on any changes to Flex Spending Accounts and other important information including the roll out of the Benefits and Open Enrollment capabilities of NeoGov. Employees had from 11/28 – 12/15 to make their FSA, DCFSA, and Sick Leave Bank enrollments. Human Resources provided open enrollment support sessions for employees to receive in-person support with the new online open enrollment process and access to IT support if needed. These efforts resulted in 99% participation in the open enrollment process, a complete success and testament to the benefits of the new NeoGov product.

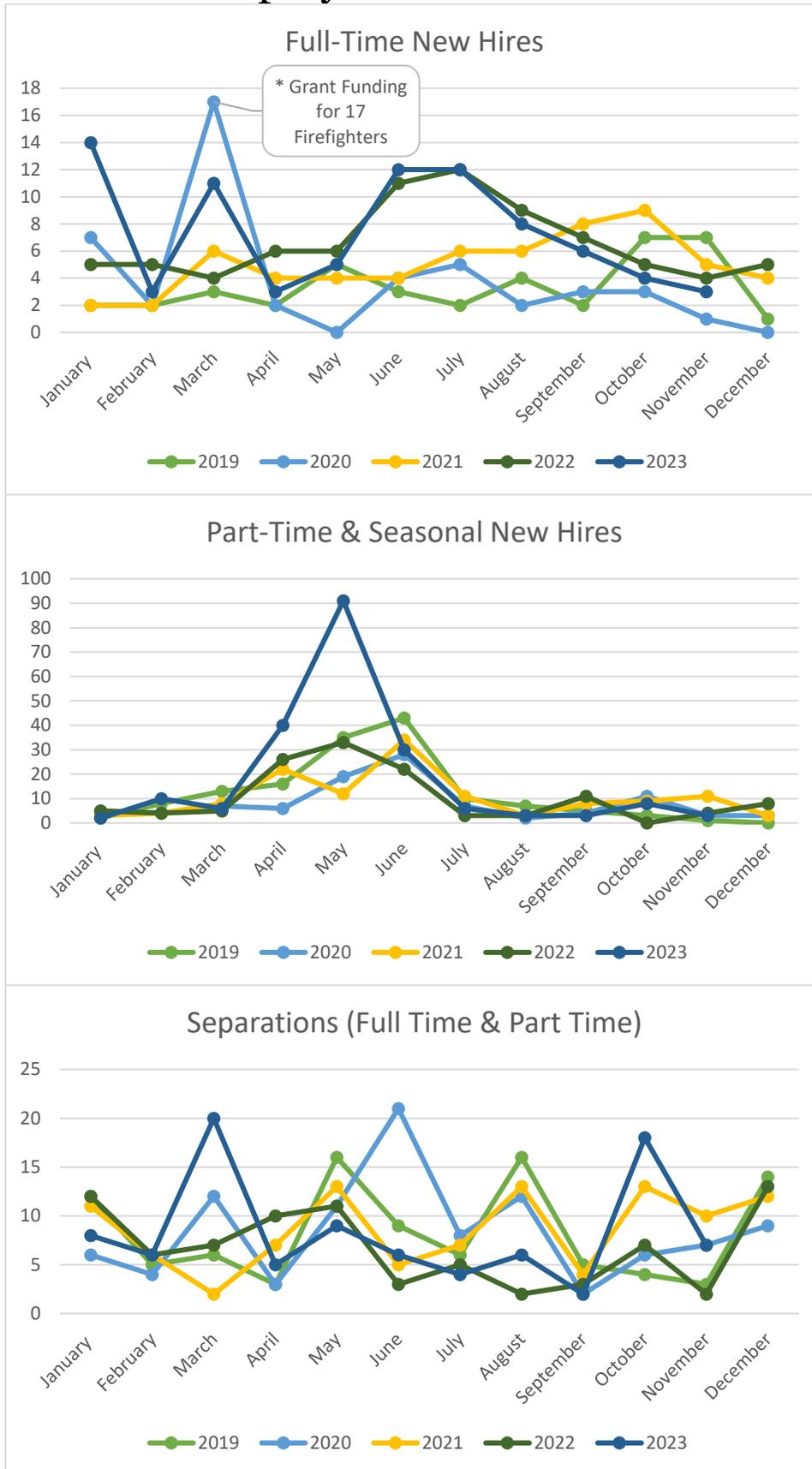
Coming up in December, Human Resources will finalize the 2023 FSA open enrollment process.

In December, Human Resources, in partnership with the City's Health Clinic, will start administering Biometric Screenings for all employees participating in the Wellness Incentive Program. Employees will have until 1/26 to complete their screening with the City's Health Clinic or until 2/28 to complete their screening elsewhere.

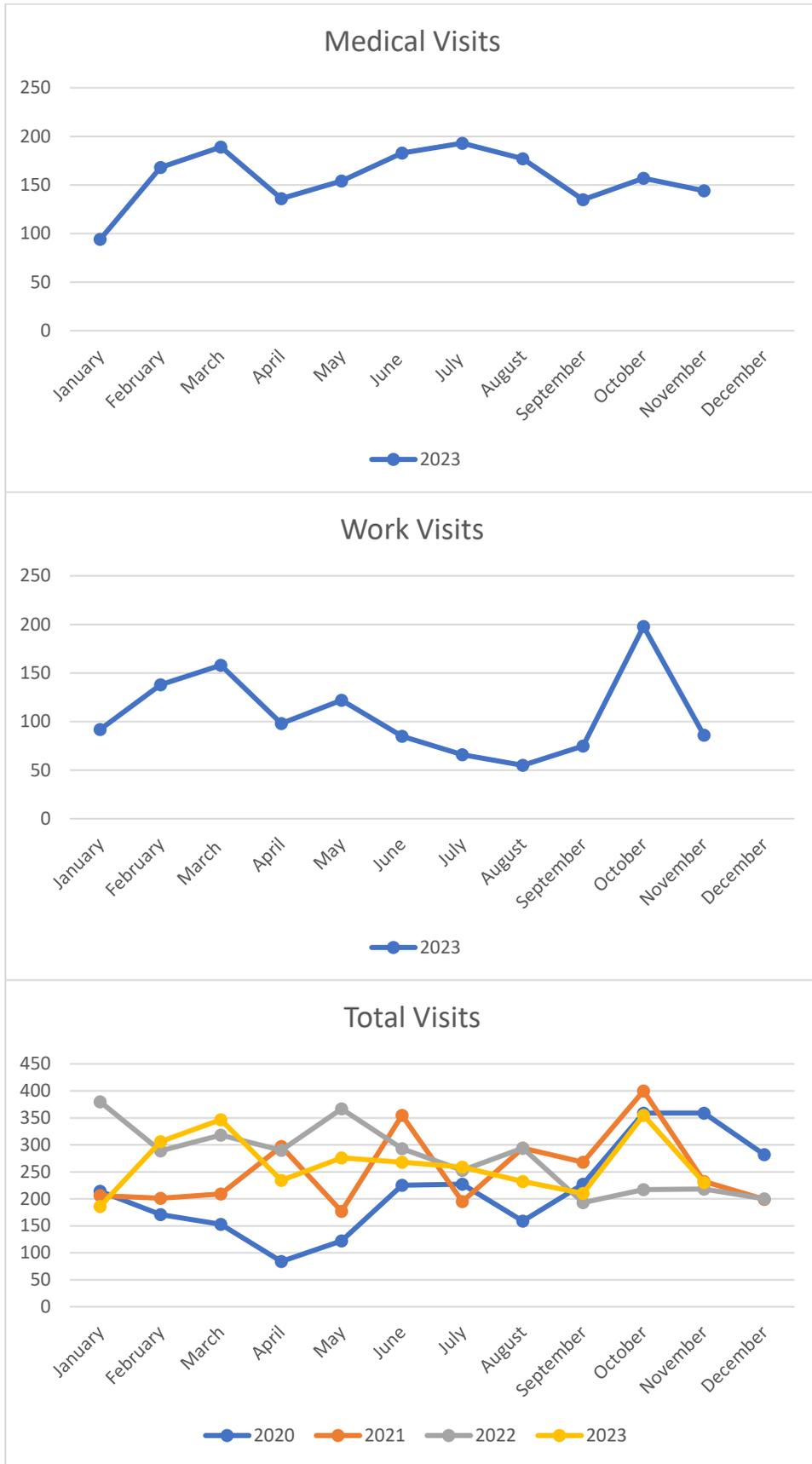
Also in December, Human Resources will welcome our EAP representative Ron Cassidy back onsite. This visit he will meet with the Public Works department and provide valuable insight on the benefits of the EAP to its employees.

The City will close for 12/25 & 12/26 for employees to spend the holidays with their loved ones.

# Employment Statistics



# Clinic Statistics



# Benefits Statistics

## Employee (BCBS & SAV- Rx) Insurance Update:

<b><u>OCTOBER</u></b>	Medical Claims Paid	\$761,645.42
<b><u>OCTOBER</u></b>	Dental Claims Paid	\$31,521.86
<b><u>OCTOBER</u></b>	Vision Claims Paid	\$3,046.98
<b><u>OCTOBER</u></b>	Drug Card*	\$115,965.24
<b>TOTAL</b>	<b>October</b>	<b>\$912,179.50</b>

