Monthly Report

December 2023
Human Resources

HUMAN RESOURCES REPORT – DECEMBER 2023

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 312 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 December, Human Resources finalized the 2023 FSA open enrollment process. These efforts resulted in 99% participation in the open enrollment process, a complete success and testament to the benefits of the new NeoGov product.

In December, Human Resources, in partnership with the City's Health Clinic, started 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.

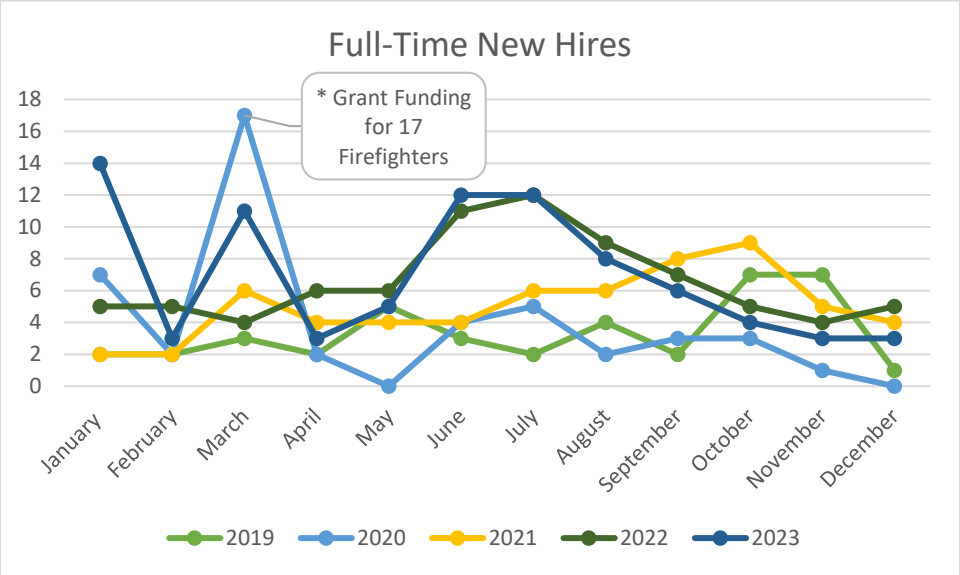
Also in December, Human Resources welcomed our EAP representative, Ron Cassidy, back onsite. Ron met with the Public Works department and provided valuable insight on the benefits of the EAP to its employees.

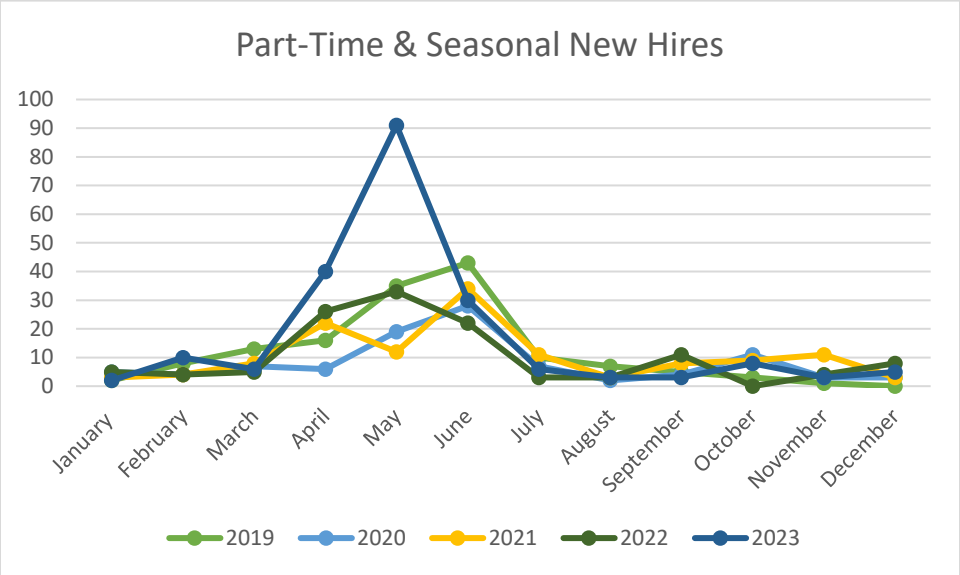
In January, due to a merger, the City's Vision provider will change from Physicians Eyecare Plan (PEP) to Community Eye Care (CEC). Human Resources will be providing all covered employees and retirees with the necessary information to assist them in the transition between providers.

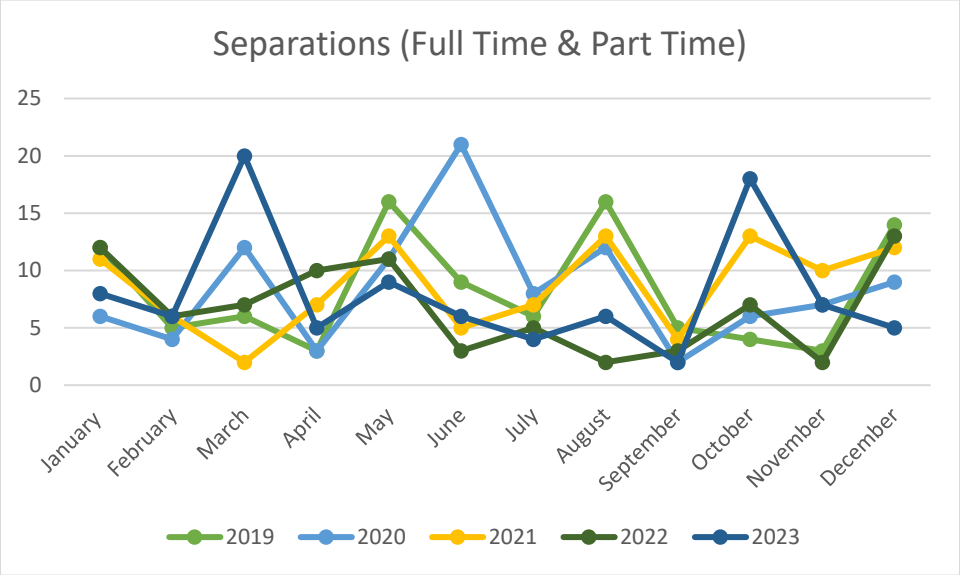
In January, employees will be able to meet with Daisy Jones from Mission Square to ask any questions they have about the differing retirement plans the City offers.

Employees in January will be able to celebrate the New Year 1/1 and Martin Luther King Jr. 1/16 as the City will be closed those days.

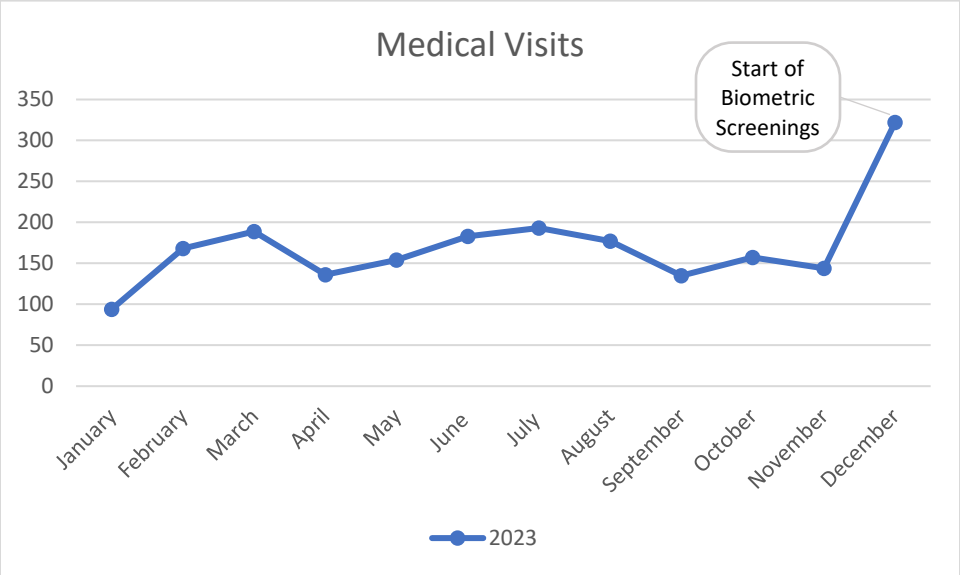
Employment Statistics

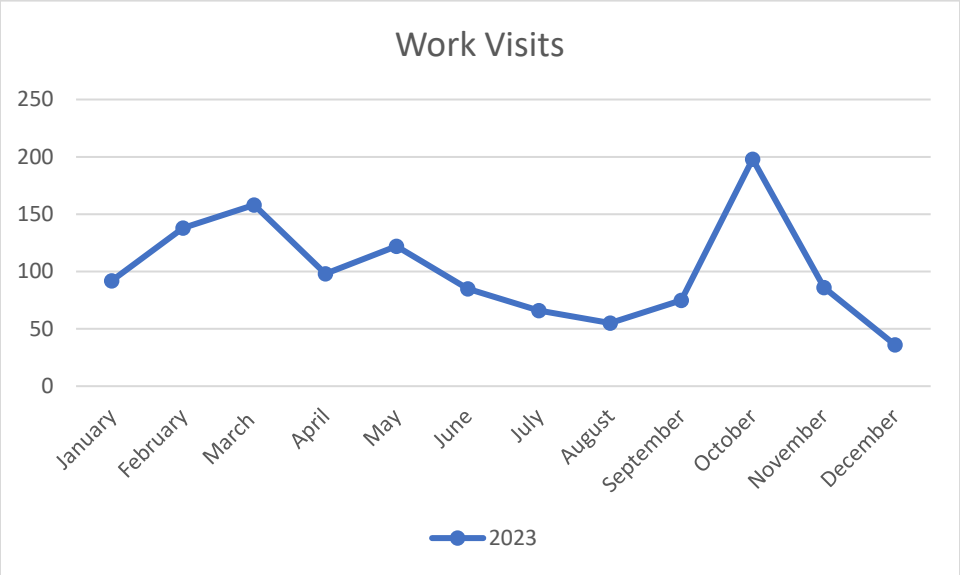


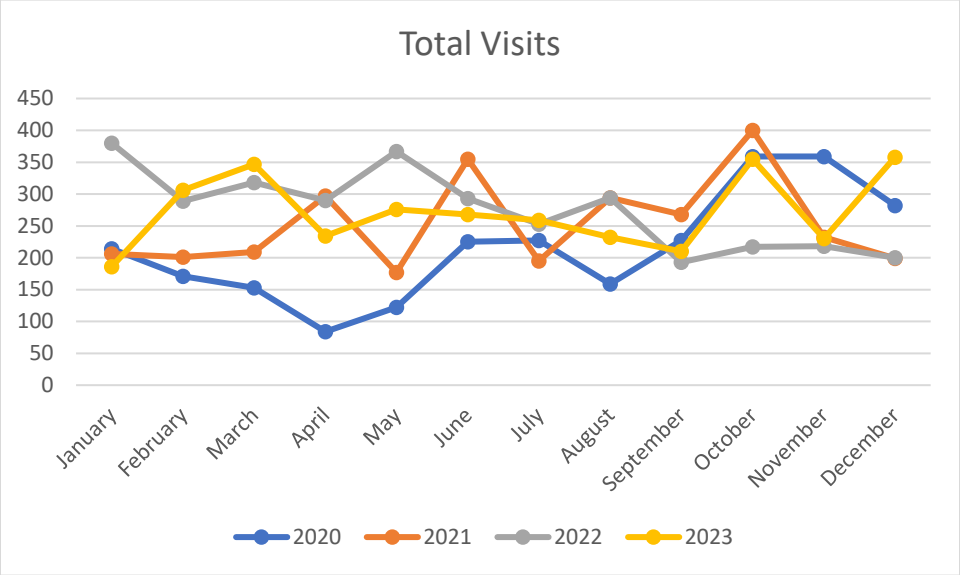


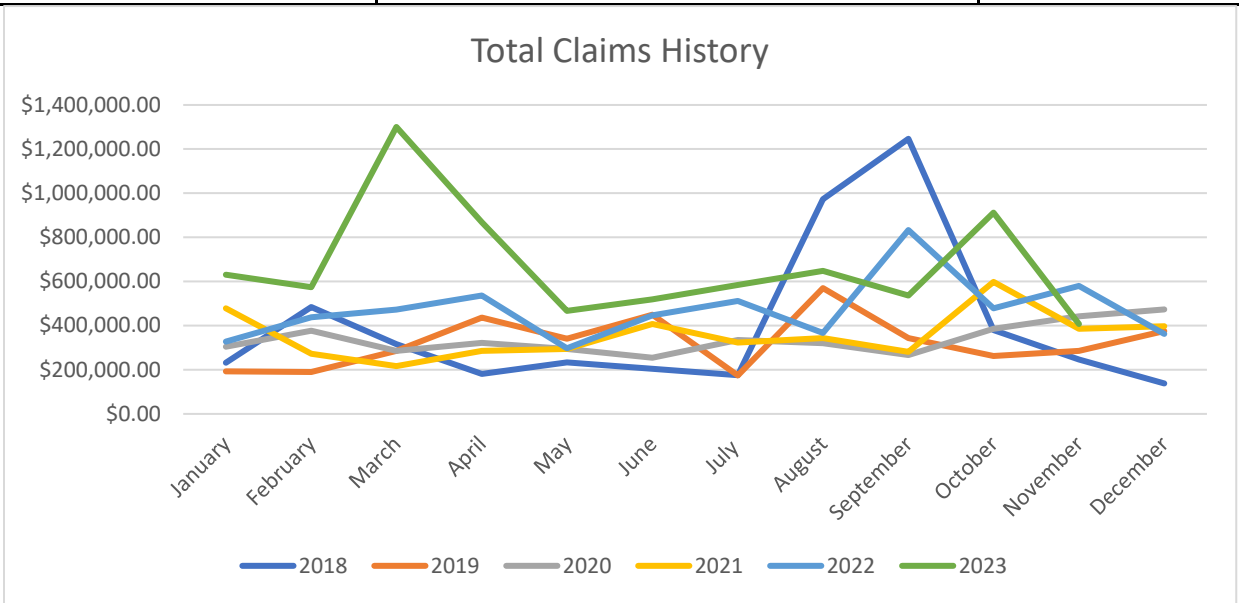
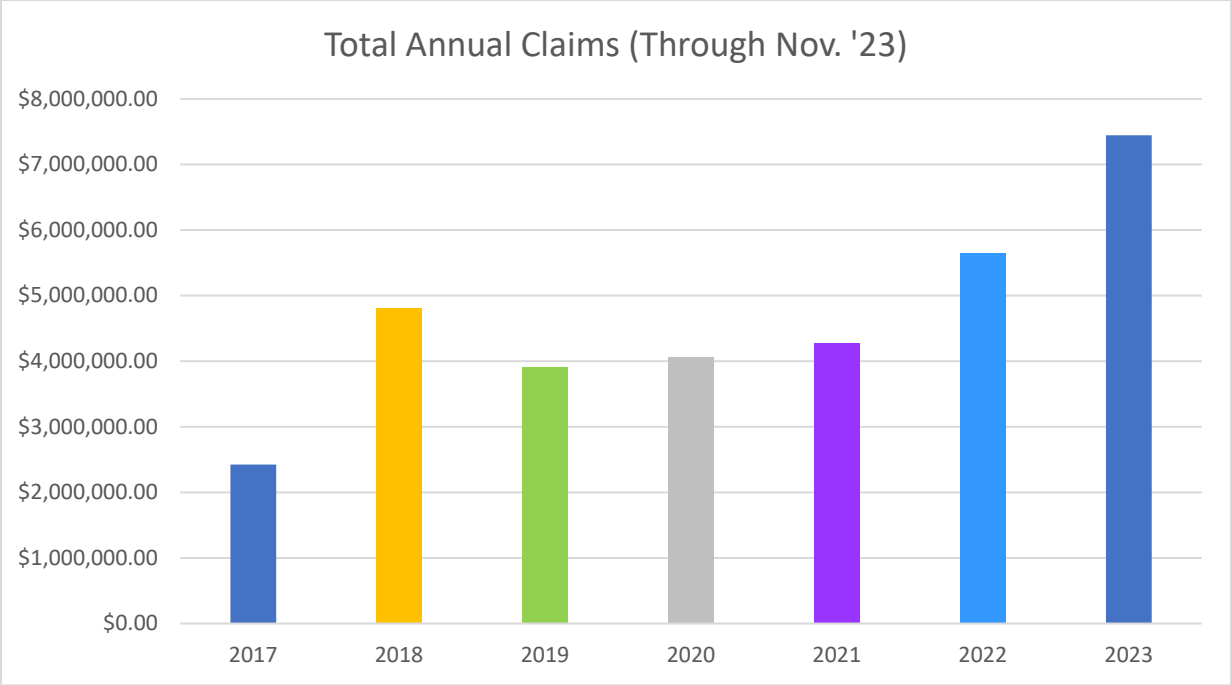


Clinic Statistics







Benefits Statistics

Employee (BCBS & SAV- Rx) Insurance Update:		
NOVEMBER	Medical Claims Paid	$327,322.51
NOVEMBER	Dental Claims Paid	$23,045.80
NOVEMBER	Vision Claims Paid	$3,606.76
NOVEMBER	Drug Card*	$53,347.72
TOTAL	**November**	$407,322.79