



Monthly Report

*January 2024
Human Resources*

HUMAN RESOURCES REPORT – JANUARY 2024

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 517 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 January, due to a merger, the City's Vision provider changed from Physicians Eyecare Plan (PEP) to Community Eye Care (CEC). Human Resources provided all covered employees and retirees with the necessary information to assist them in the transition between providers.

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

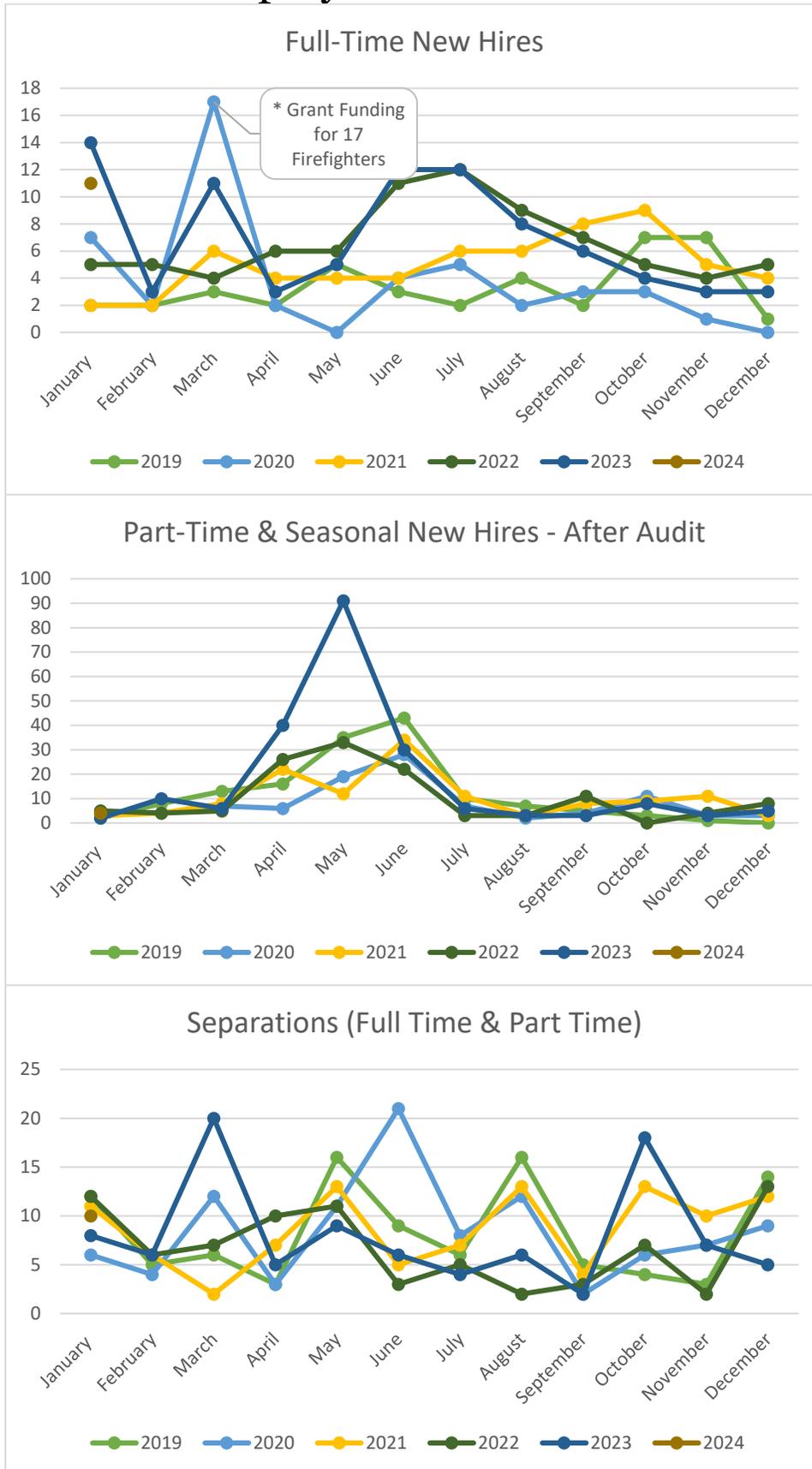
Employees in January were able to celebrate the New Year 1/1 and Martin Luther King Jr. 1/16 as the City was closed on those days.

In February: Police, Police Spouses, and Fire Spouses are asked to complete their wellness consultation. The wellness consultation is the third step in the Wellness Incentive Plan, completing this third step will allow them to earn the insurance premium discount for 2025.

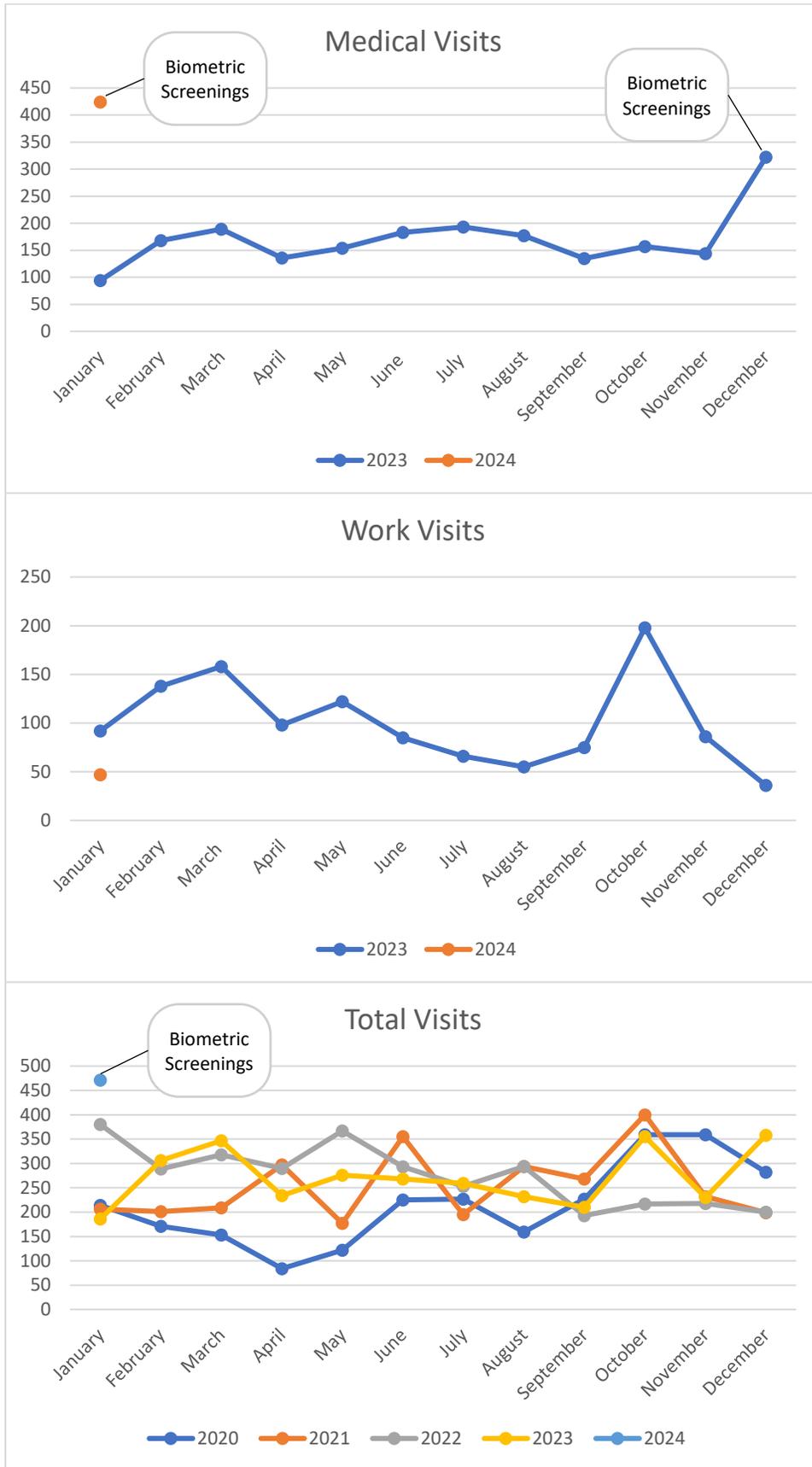
February 28th is the deadline for employees to complete the second step of the Wellness Incentive plan (the biometric screening) if they choose to use an outside physician.

All full-time and part-time employees will be asked to complete compliance training in February. The training consists of three videos that focus on the topics of recognizing workplace harassment, understanding retaliation, and disrupting our unconscious bias.

Employment Statistics



Clinic Statistics



Benefits Statistics

Employee (BCBS & SAV- Rx) Insurance Update:		
<u>DECEMBER</u>	Medical Claims Paid	\$578,133.13
<u>DECEMBER</u>	Dental Claims Paid	\$19,703.00
<u>DECEMBER</u>	Vision Claims Paid	\$2,838.44
<u>DECEMBER</u>	Drug Card*	\$108,832.11
TOTAL	December	\$709,506.68

