

Monthly Report

*February 2024
Human Resources*

HUMAN RESOURCES REPORT – FEBRUARY 2024

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 362 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 February: Police, Police Spouses, and Fire Spouses were 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. This group will have until the end of March to complete their consultations.

February 28th was the deadline for employees to complete the second step of the Wellness Incentive plan (the biometric screening) if they chose to use an outside physician. Employees who did not complete the second step of the Wellness Incentive plan have been notified of their failure to do so and that their medical insurance payments will increase to the non-compliant rate starting January 2025.

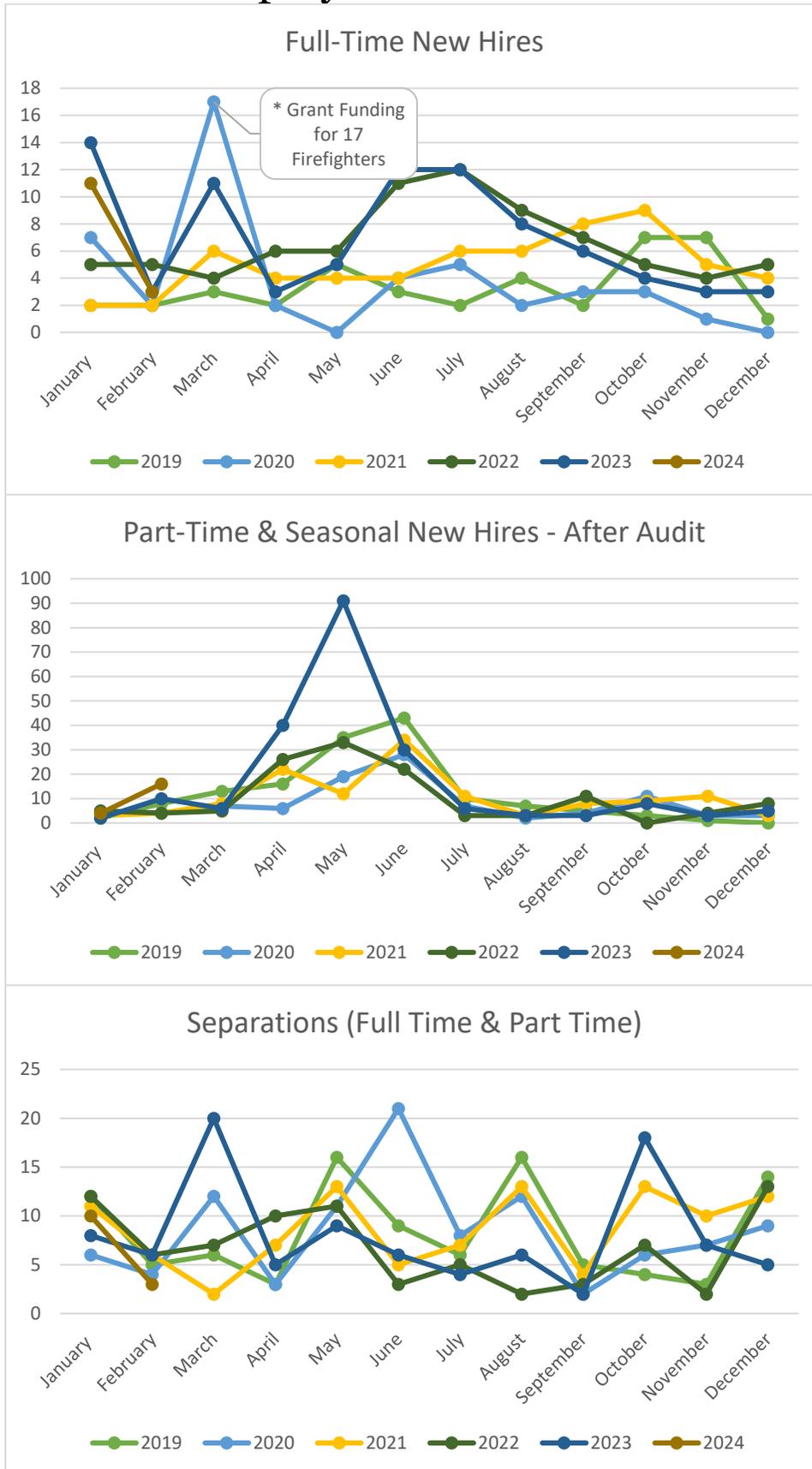
All full-time and part-time employees were asked to complete compliance training in February. The training consisted of three videos that focus on the topics of recognizing workplace harassment, understanding retaliation, and disrupting our unconscious bias. Training was completed by 100% of required Full-Time employees!

In March, the City is partnering with Red Cross to host a blood drive where employees can donate blood. Employees who participate will receive four hours of paid time off they can utilize in 2024. The blood drive takes place 3/12 & 3/13.

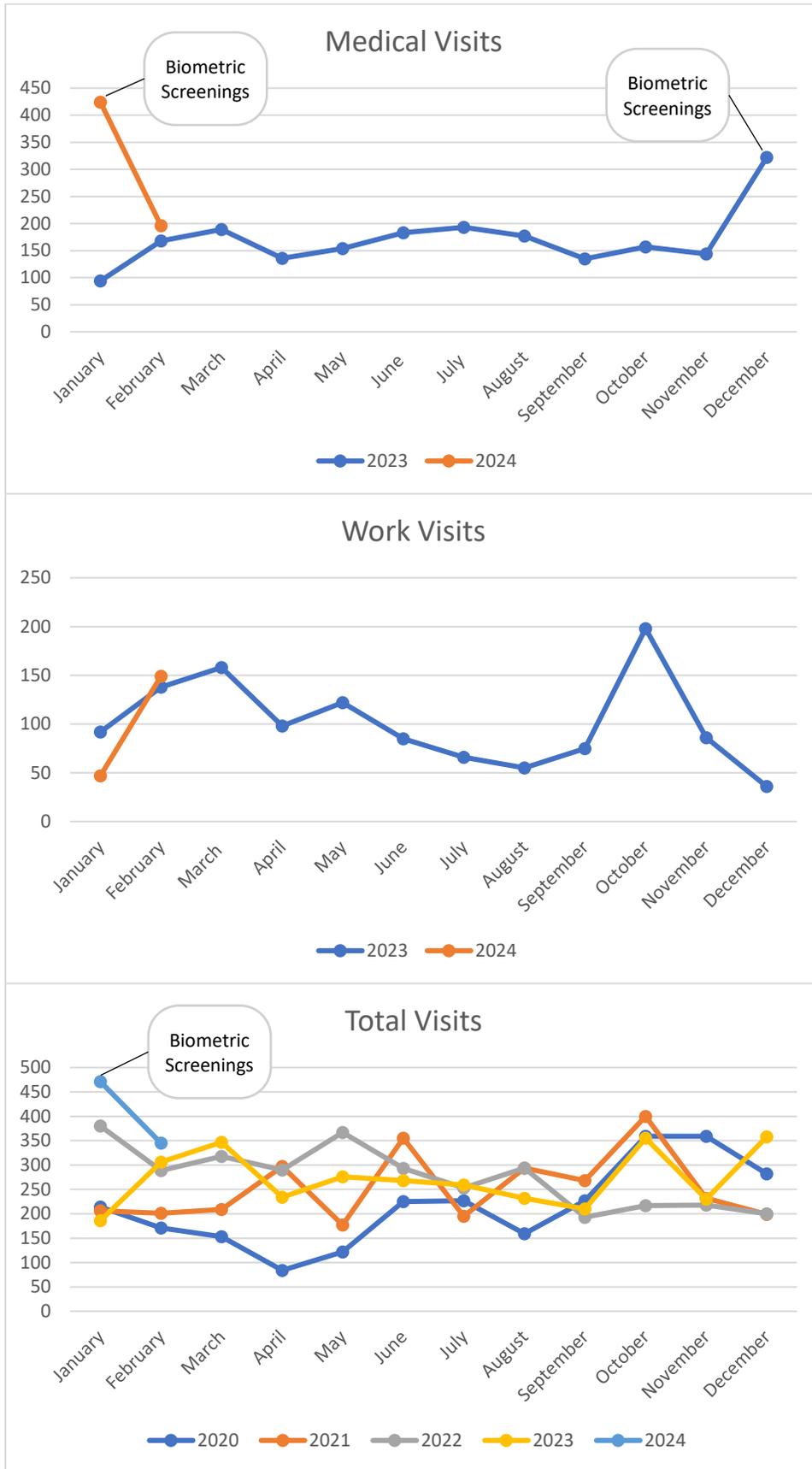
March 22nd, we welcome a licensed masseuse to our employee clinic. Employees can sign up online for a massage while openings last.

March 23rd, an HR member will join a local job fair to help advertise our seasonal roles ahead of the summer peak season.

Employment Statistics



Clinic Statistics



Benefits Statistics

Employee (BCBS & SAV- Rx) Insurance Update:

<u>JANUARY</u>	Medical Claims Paid	\$360,625.57
<u>JANUARY</u>	Dental Claims Paid	\$29,731.71
<u>JANUARY</u>	Vision Claims Paid	\$608.98
<u>JANUARY</u>	Drug Card*	\$115,175.85
TOTAL	January	\$506,142.11

