Monthly Report

March 2024
Human Resources

HUMAN RESOURCES REPORT – MARCH 2024

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 382 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 March, the City participated with the Red Cross to host a blood drive where employees could donate blood. Employees who participated received four hours of paid time off they can utilize in 2024. The blood drive successfully took place 3/12 & 3/13.

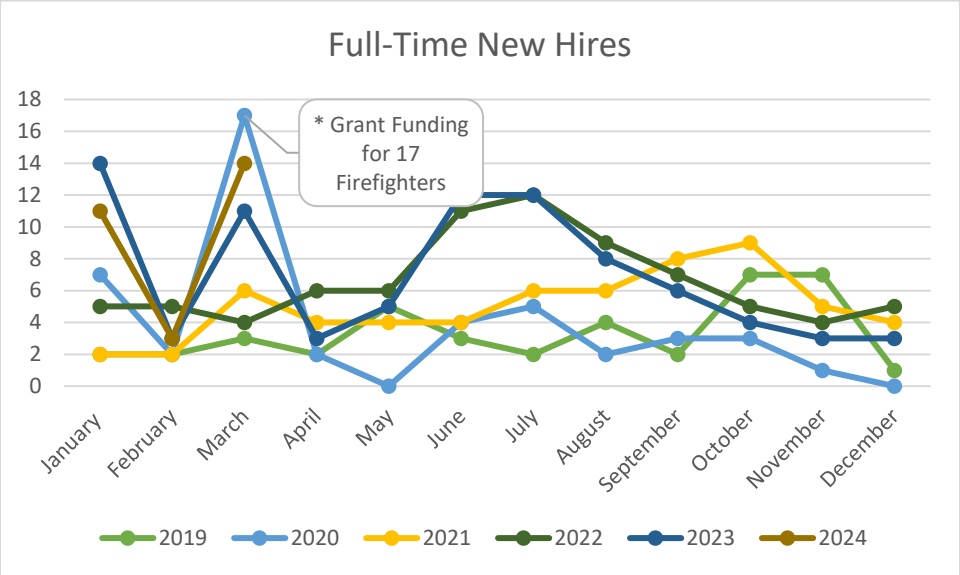
March 22nd, we welcomed a licensed masseuse to our employee clinic. Employees were able to sign up online for a massage.

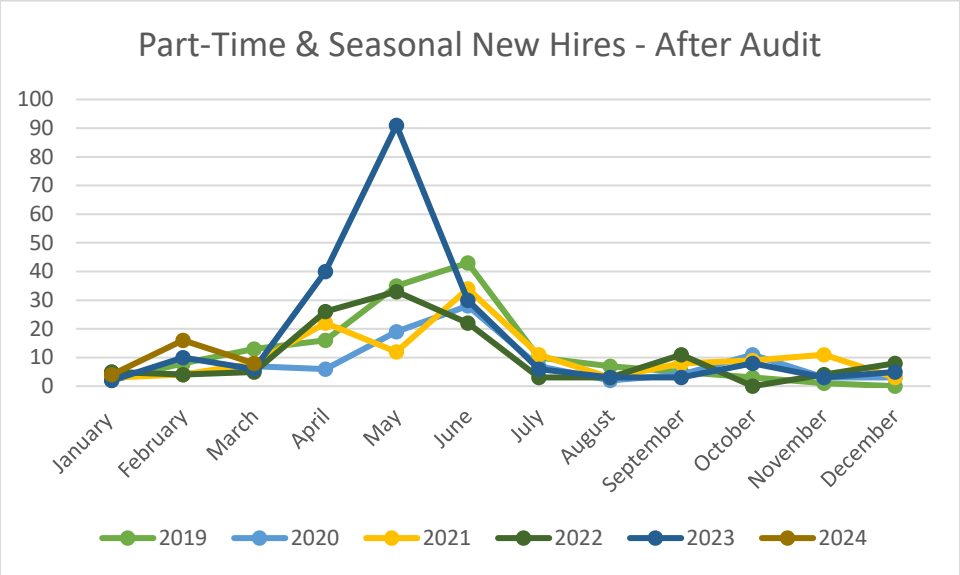
March 23rd, an HR member assisted at the City's first seasonal employee job fair to help advertise our seasonal roles ahead of the summer peak season. The event organized by the Parks & Recreation department was hosted at the J. Bryant Floyed Community Center. Four booths were set up where potential applicants could ask questions directly to the Concessions, Beach Services, Aquatics, and Lifeguard teams. Human Resources was available to assist anyone interested, apply for their preferred position on the available laptops.

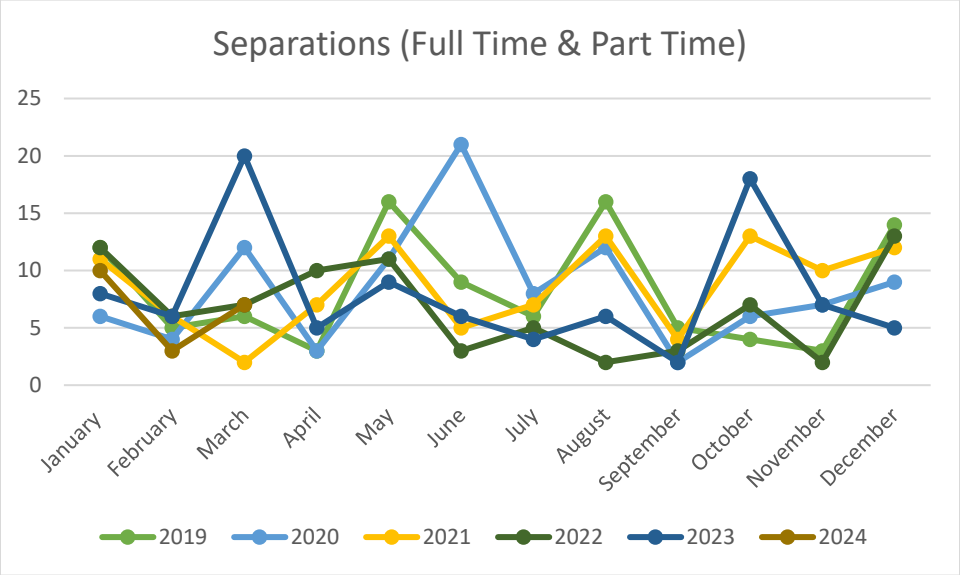
On April 9th and 10th, employees will have access to Mission Square to ask any questions they had about the differing retirement plans the City offers.

Starting April 1st all Public Works and Parks & Recreation employees will need to complete their Wellness Consultations. Both departments' employees should schedule their consultation with the EHC by the end of May to complete their Wellness Incentive Plan requirements and obtain eligibility for the 2025 medical insurance premium discount.

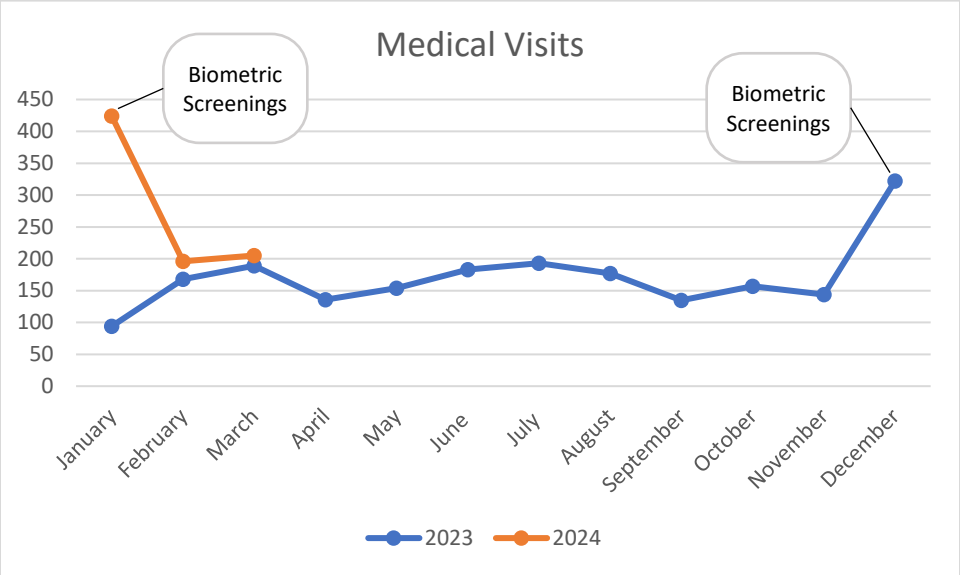
Employment Statistics

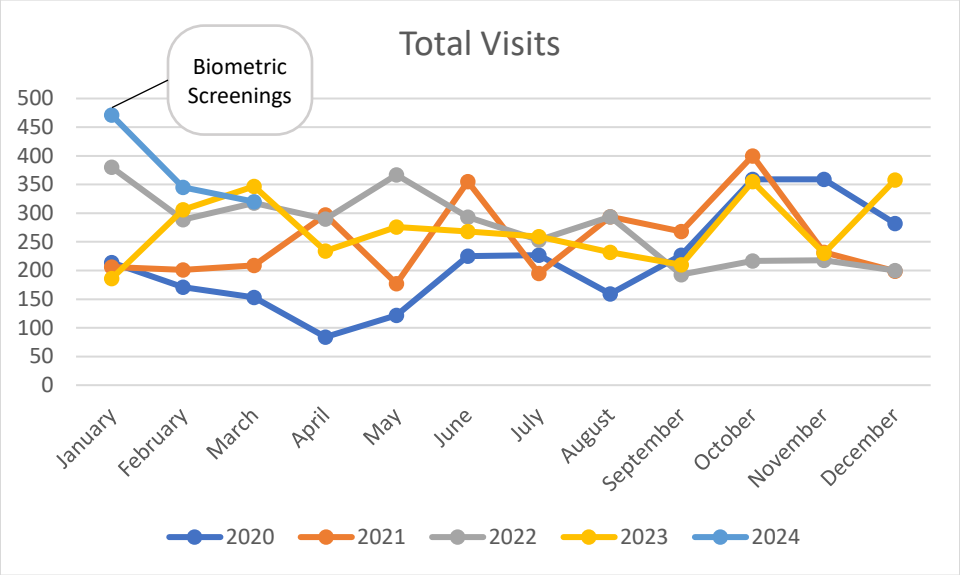


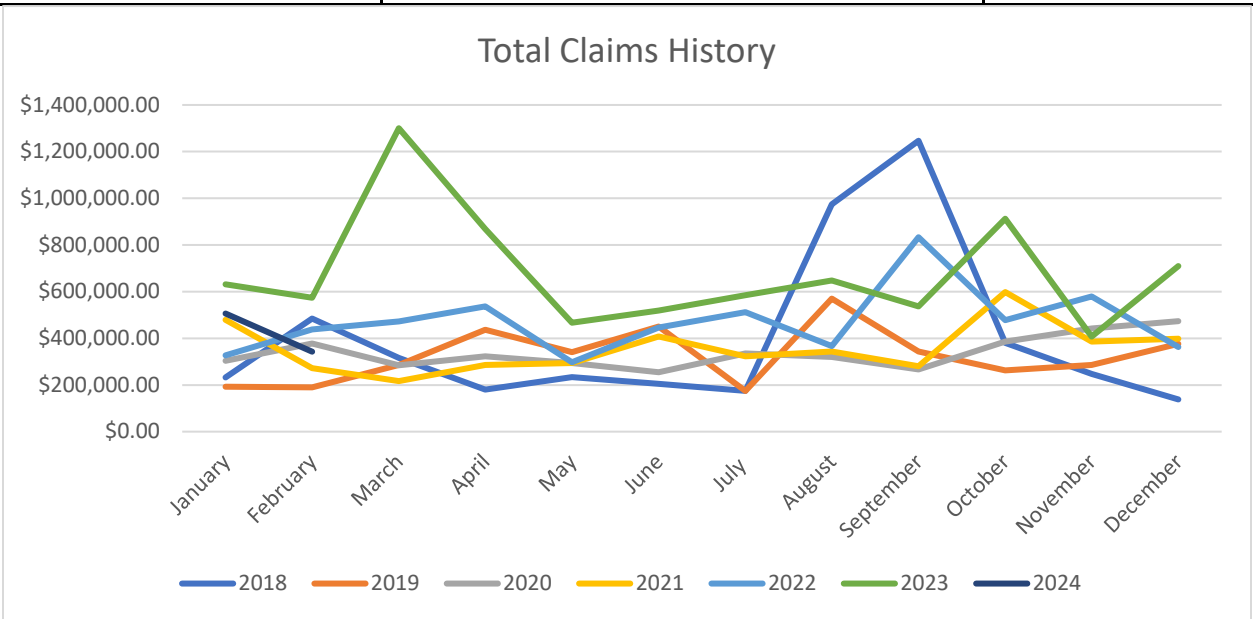
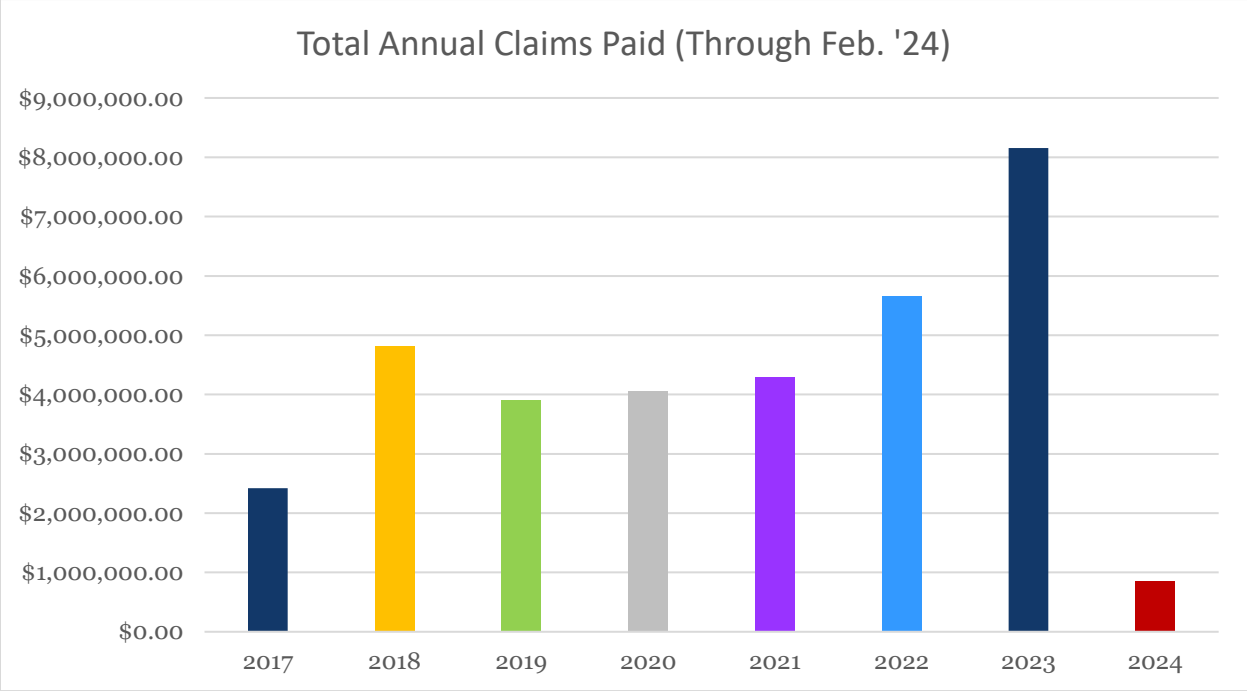




Clinic Statistics





Benefits Statistics

Employee (BCBS & SAV- Rx) Insurance Update:		
FEBRUARY	Medical Claims Paid	$274,357.82
FEBRUARY	Dental Claims Paid	$25,893.00
FEBRUARY	Vision Claims Paid	$338.75
FEBRUARY	Drug Card*	$64,053.36
TOTAL	**February**	$364,642.93