



# Monthly Report

*November 2024  
Human Resources*

## **HUMAN RESOURCES REPORT – NOVEMBER 2024**

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 360 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.

Throughout the month of October and into November, Fire Fighters completed their biometric screenings and physicals ensuring they're fit and able to perform their job duties.

On November 4<sup>th</sup>, Open Enrollment for the Healthcare FSA, Dependent Care FSA, Sick Leave Bank, and Medical Opt-Out benefit plans began. Employees had until December 4<sup>th</sup> to make their elections through NeoGov.

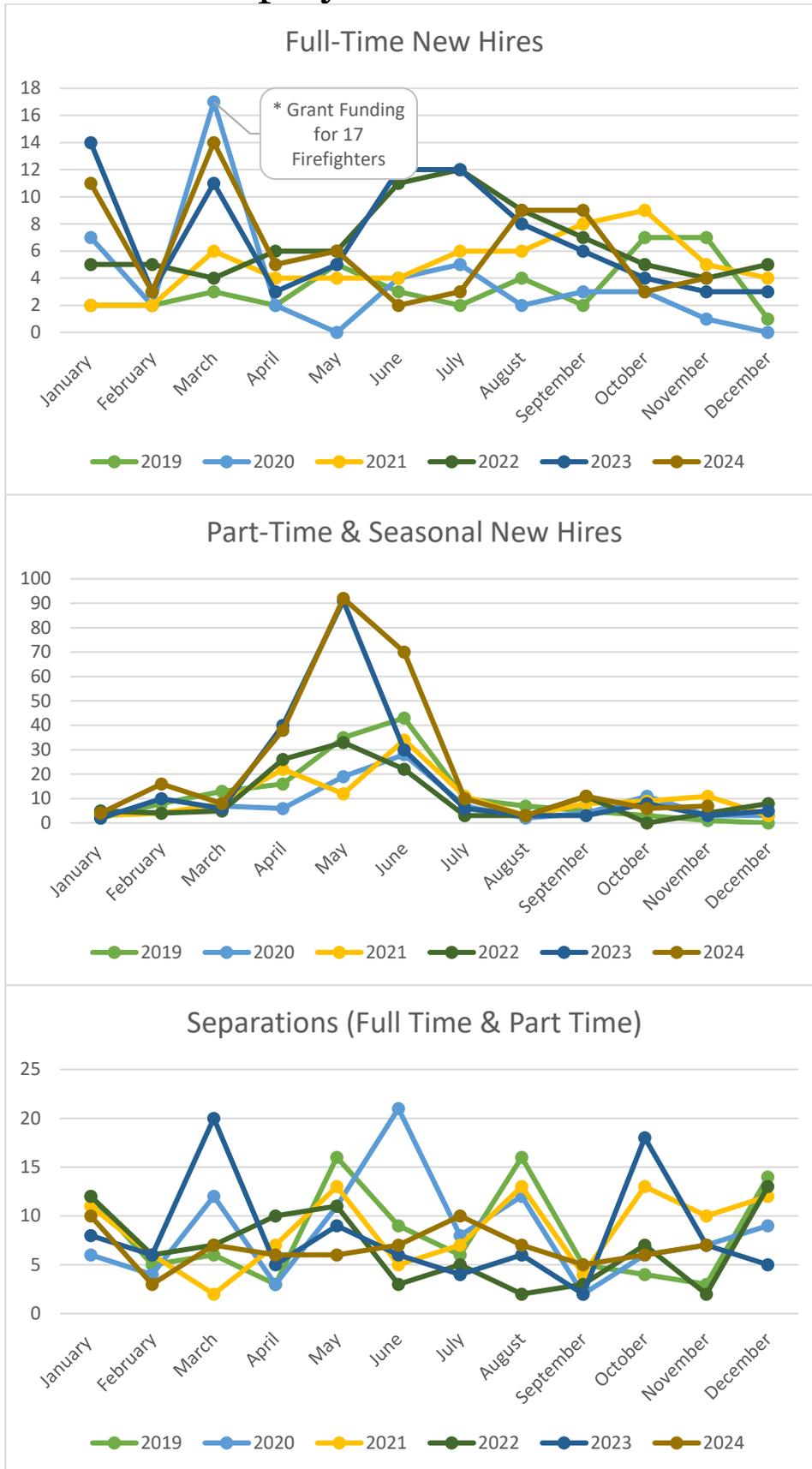
On November 14<sup>th</sup>, we welcomed a professional trainer onsite to provide training on "Mastering the Business of Workplace Etiquette". This is a part of a Professional Development Series where we welcome the same trainer back December 5<sup>th</sup> to teach the "Communicating with Tact" class, as well as on December 11<sup>th</sup> to teach the "Working Smarter, Not Harder" class. Full-Time & Part-Time employees can register and attend the training with management approval.

November 18<sup>th</sup> – 21<sup>st</sup>, Human Resources provided specialized training at the request of both the Fire and Police department leadership. The training provided both departments' management with detailed examples of how to develop effective performance goals for their employees.

December 9<sup>th</sup> – 20<sup>th</sup>, the Employee Health Center will be starting biometric screenings for the 2025 WIP plan year. Public Works crews and Police night shift team members will be scheduled first and then the scheduling calendar will be opened up to all participating employees and spouses. Participant have until 1/31/25 to complete their biometrics with the EHC.

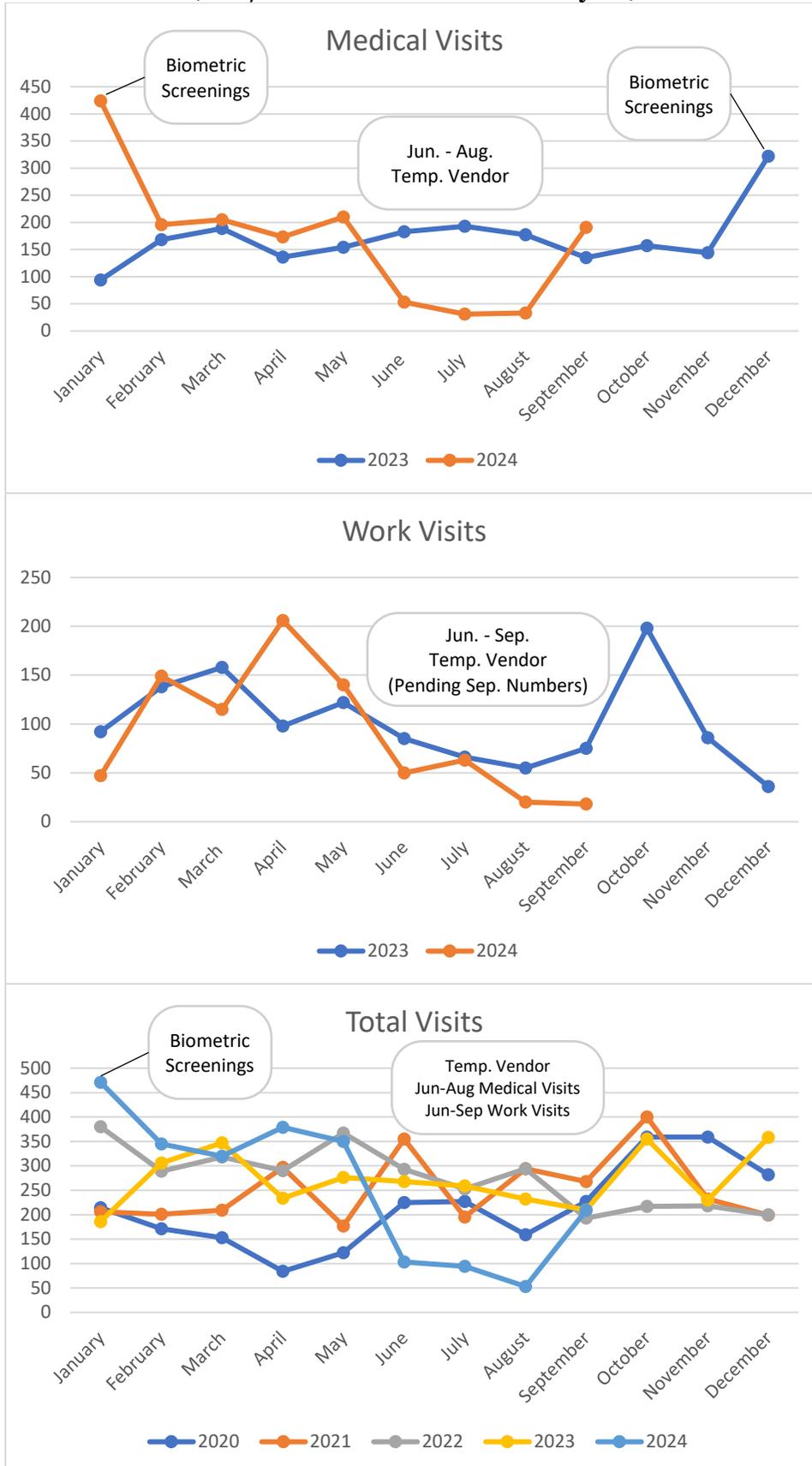
On December 12<sup>th</sup>, Human Resources will host the Winter Wonderland Holiday Event. The event includes, tree decorating, cookies, hot cocoa, and charity donations.

# Employment Statistics



# Clinic Statistics

(Oct/Nov Vendor Data Delayed)



# Benefits Statistics

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

<u><b>OCTOBER</b></u>	Medical Claims Paid	\$415,216.76
<u><b>OCTOBER</b></u>	Dental Claims Paid	\$38,051.00
<u><b>OCTOBER</b></u>	Vision Claims Paid	\$4,538.30
<u><b>OCTOBER</b></u>	Drug Card*	\$25,966.30
<b>TOTAL</b>	<b>October</b>	<b>\$483,772.36</b>

