



# Monthly Report

*December 2024  
Human Resources*

## **HUMAN RESOURCES REPORT – DECEMBER 2024**

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 244 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.

December 9<sup>th</sup> – 20<sup>th</sup>, the Employee Health Center will start 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. Participants have until 1/31/25 to complete their biometrics with the EHC.

On December 5<sup>th</sup> and 11<sup>th</sup>, we will welcome a professional trainer onsite to provide training on "Communicating with Tact" and "Working Smarter, Not Harder" respectively. These will be the final training courses of the Professional Development Series.

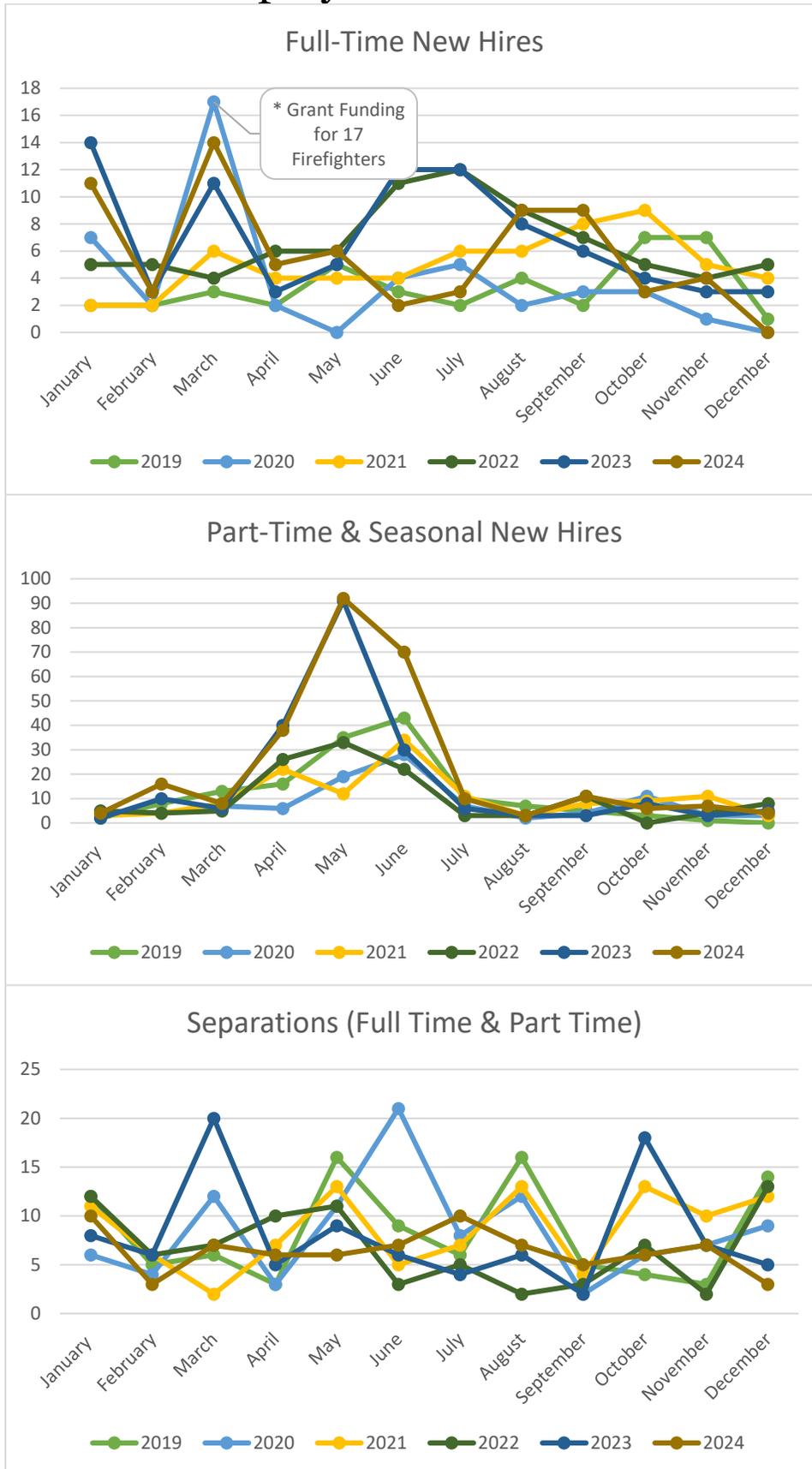
On December 12<sup>th</sup>, Human Resources will host the Winter Wonderland Holiday Event. The event includes tree decorating, cookies, hot cocoa, and charity donations.

January 6<sup>th</sup> – 31<sup>st</sup>, employees and spouses may schedule their biometric screenings with the Employee Health Center (EHC). If an employee or spouse does not complete their biometric screening through the EHC by January 31<sup>st</sup>, they will need to have the screening completed by an external provider and turn in the necessary forms to the EHC by February 28<sup>th</sup>.

Coming January 15<sup>th</sup> & 16<sup>th</sup>, employees may schedule time to meet with our MissionSquare Retirement Specialist to discuss any questions regarding their retirement plans.

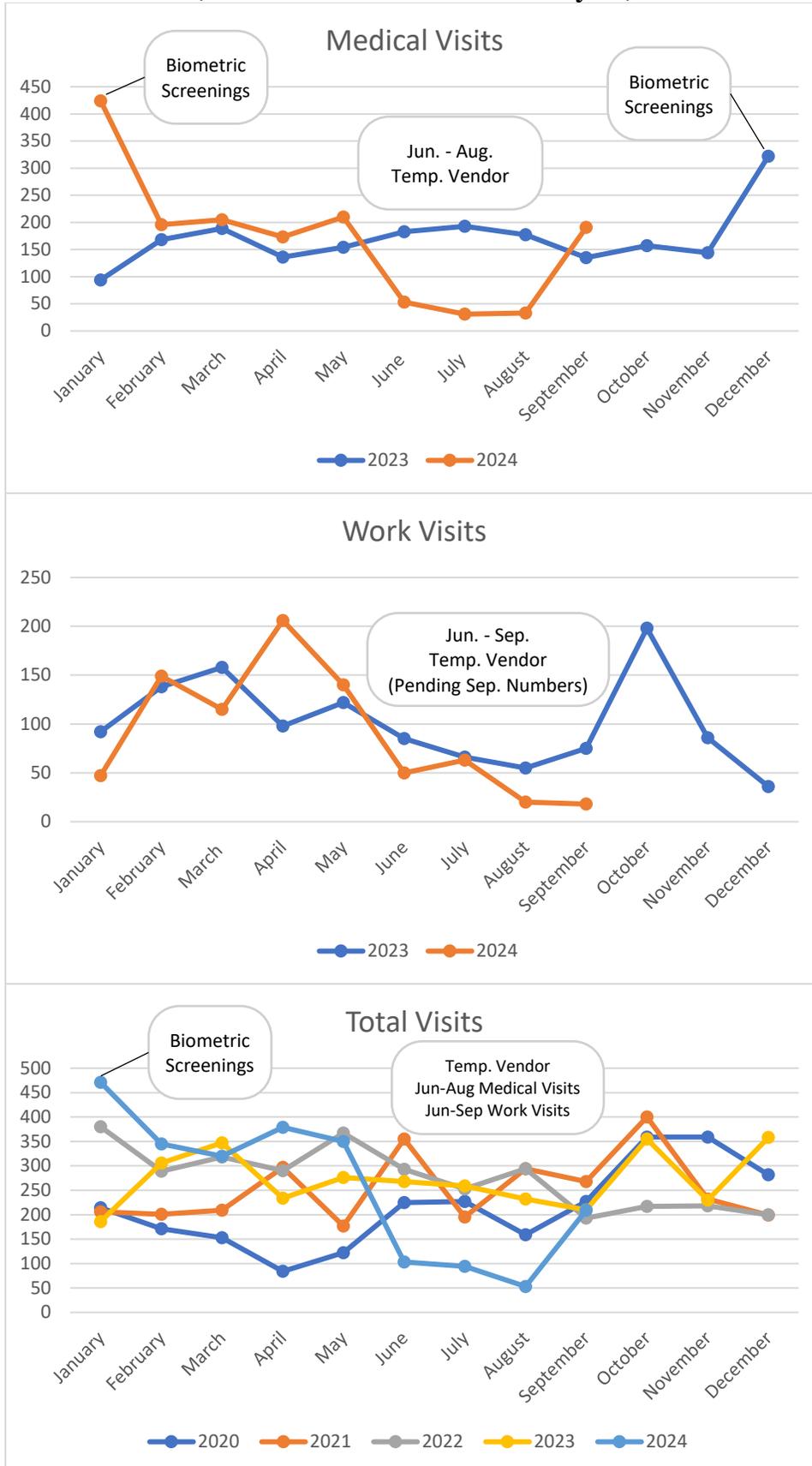
Starting January 21<sup>st</sup> and continuing into February, Human Resources will be providing all employees with the annual updates during mandatory in-person meetings. Employees will be updated on changes to benefits, the safety manual, and performance management.

# Employment Statistics



# Clinic Statistics

(Oct-Dec Vendor Data Delayed)



# Benefits Statistics

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

<b><u>NOVEMBER</u></b>	Medical Claims Paid	\$756,537.32
<b><u>NOVEMBER</u></b>	Dental Claims Paid	\$31,535.00
<b><u>NOVEMBER</u></b>	Vision Claims Paid	\$4,538.30
<b><u>NOVEMBER</u></b>	Drug Card*	\$86,935.21
<b>TOTAL</b>	<b>November</b>	<b>\$879,545.83</b>

