



Monthly Report

*January 2025
Human Resources*

HUMAN RESOURCES REPORT – JANUARY 2025

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 353 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.

January 6th – 31st, employees and spouses were able to schedule biometric screenings with the Employee Health Center (EHC).

On January 15th & 16th, employees had access to meet with our MissionSquare Retirement Specialist to discuss any questions regarding their retirement plans.

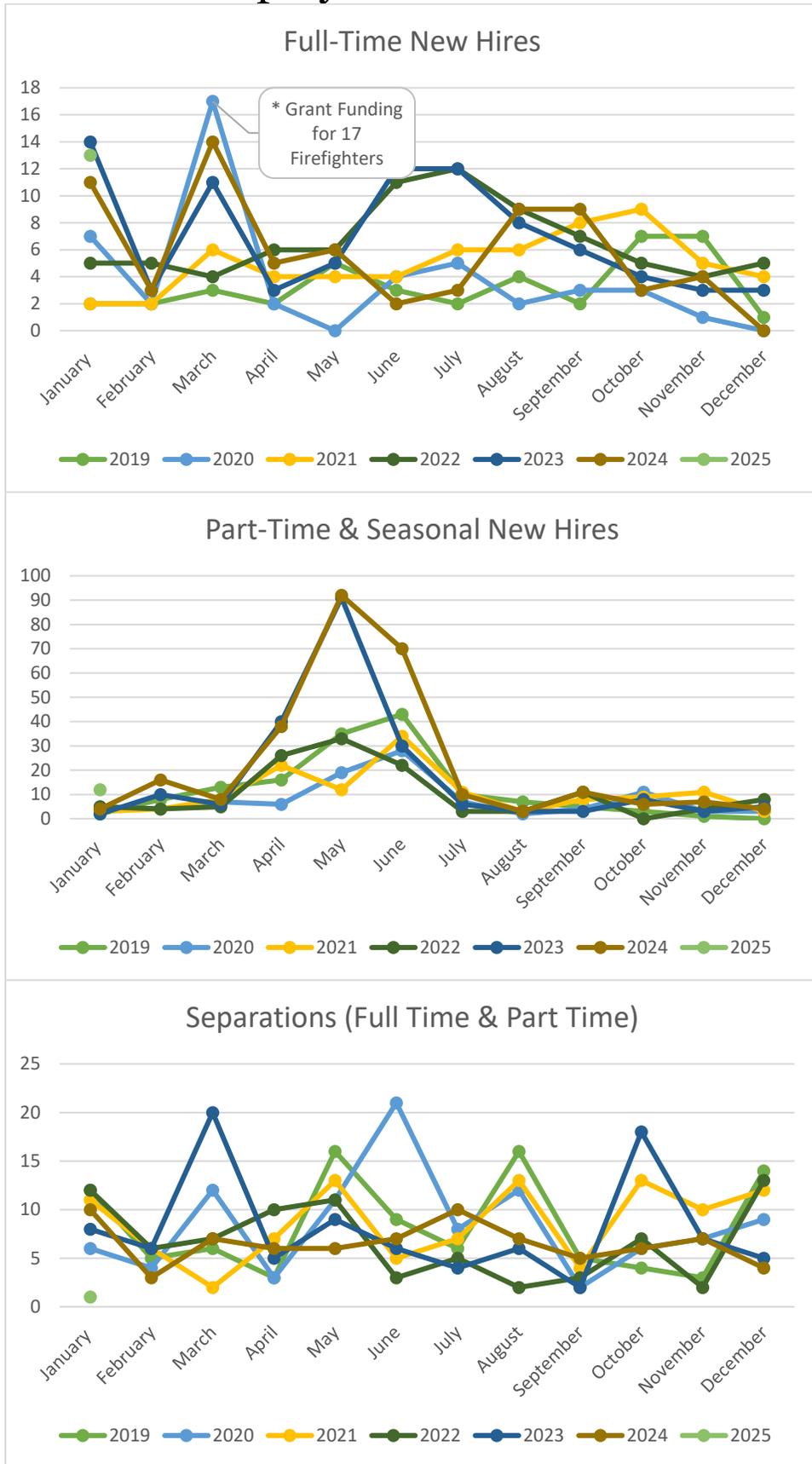
Throughout January and the first part of February, Human Resources provided all employees with annual updates during mandatory in-person meetings. Employees were updated on changes to benefits, the safety manual, and performance management.

Due to the weather-related City closure on January 22nd and 23rd, the EHC will extend biometric screening appointment availability for employees and spouses. Extended availability has been provided on specific days throughout February.

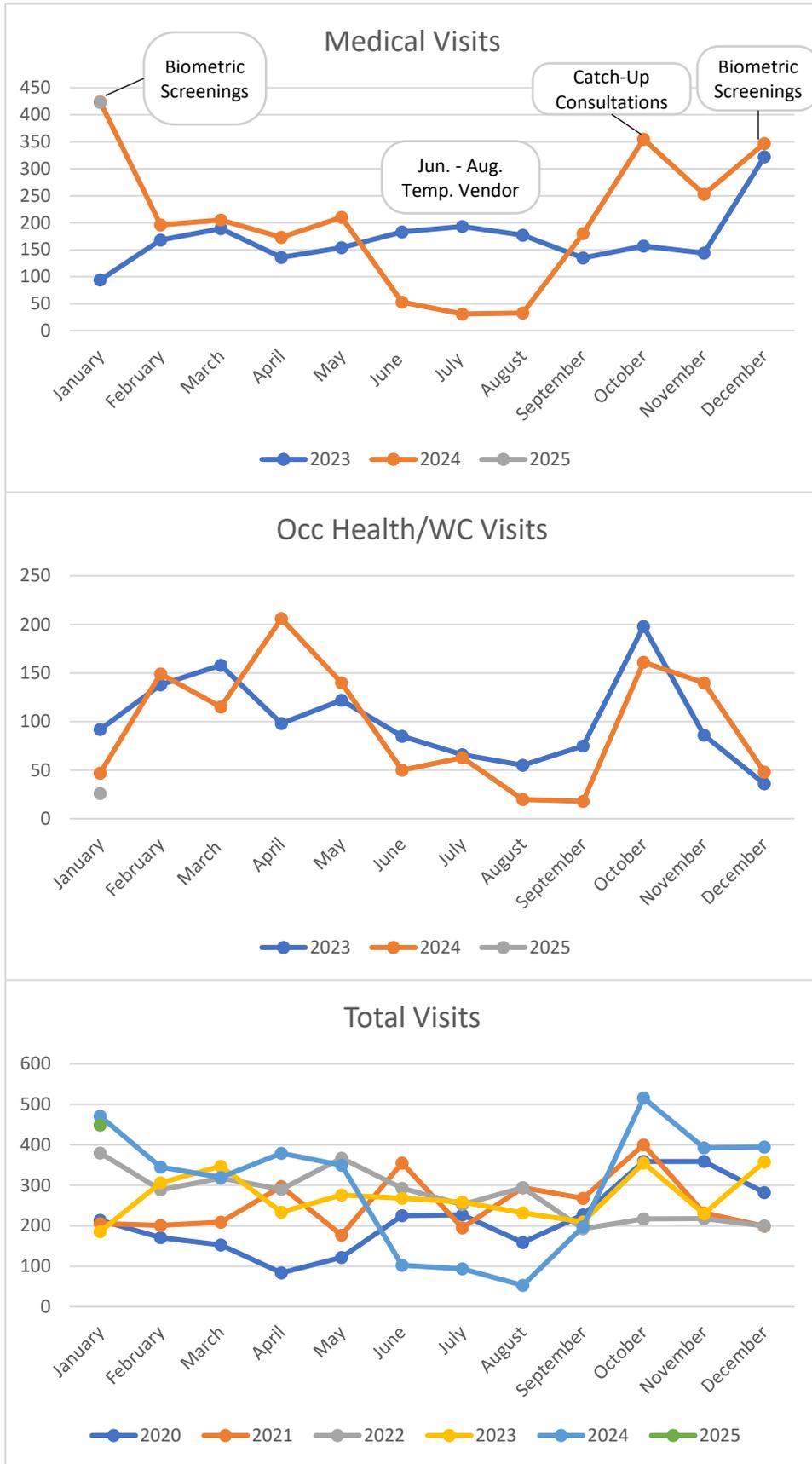
On February 11th – 13th, Human Resources will welcome JetDental into our Employee Health Center. JetDental is a mobile dental vendor that specializes in bringing dental services directly to employers and helps alleviate scheduling difficulties for employees trying to get into the busy local dentist's offices. This is a targeted initiative to improve our employees' dental health as only 68% of our dental enrolled members completed the recommended two dental cleanings in the prior year. The initial event in August 2024 was very successful, and HR hopes to receive the same glowing reviews from employees/spouses that attend.

On February 17th – 19th, Human Resources will provide all managers with in-depth training on the updated performance management process. Topics include the new performance review timeline for all employees, the new Employee & Leader Principles, SMART Goals, and Tips & Tools on how to track performance throughout the year.

Employment Statistics



Clinic Statistics



Benefits Statistics

Employee (BCBS & SAV- Rx) Insurance Update:

<u>DECEMBER</u>	Medical Claims Paid	\$351,208.03
<u>DECEMBER</u>	Dental Claims Paid	\$34,132.00
<u>DECEMBER</u>	Vision Claims Paid	\$4,481.41
<u>DECEMBER</u>	Drug Card*	\$85,104.18
TOTAL	December	\$474,925.62

