

# Monthly Report

*March 2025  
Human Resources*

## **HUMAN RESOURCES REPORT – MARCH 2025**

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 397 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.

On March 4<sup>th</sup> – 5<sup>th</sup>, the City welcomed RedCross onsite for employees to donate blood. Employees who participated received 4 hours of paid leave that will be available to use till the end of the year.

On March 11<sup>th</sup>, the City brought a masseuse onsite to provide 15-minute massages to employees. This is a part of the ongoing catalog of Wellness Events available to employees.

The Healthy Heart Wellness Challenge concluded on March 14<sup>th</sup>. Participants who successfully completed the wellness challenge will earn a health credit that will be applied to their HRA funds associated with the Wellness Incentive Plan.

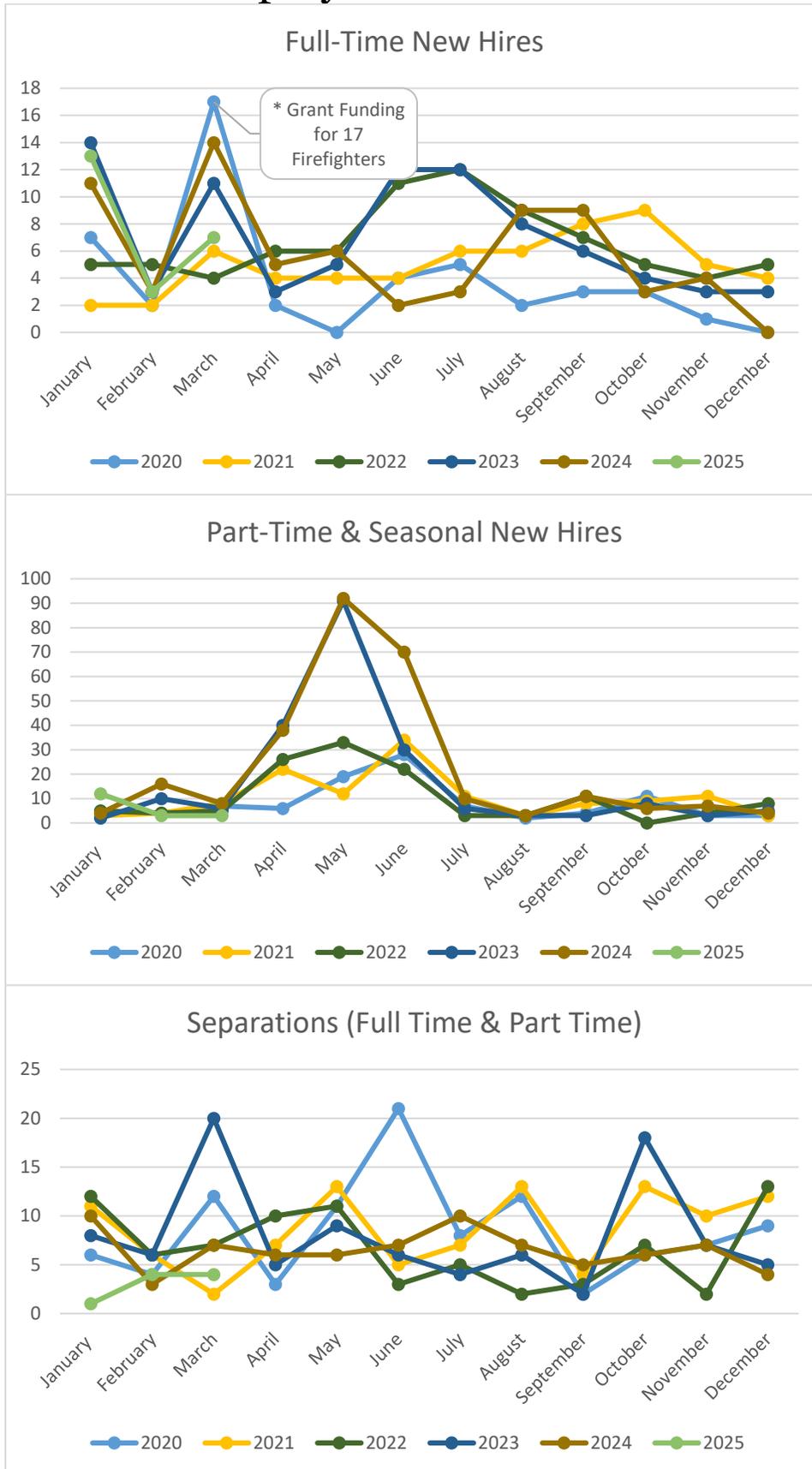
Police physicals and consultations were required to be completed by the end of March. For Police employees to be eligible for the 2026 medical plan rate deduction they must have completed this step of the Wellness Incentive Plan by the deadline.

Starting April 1<sup>st</sup>, Public Works physicals and consultations begin. For Public Works employees to be eligible for the 2026 medical plan rate deduction they must have completed this step of the Wellness Incentive Plan by the May 31<sup>st</sup> deadline.

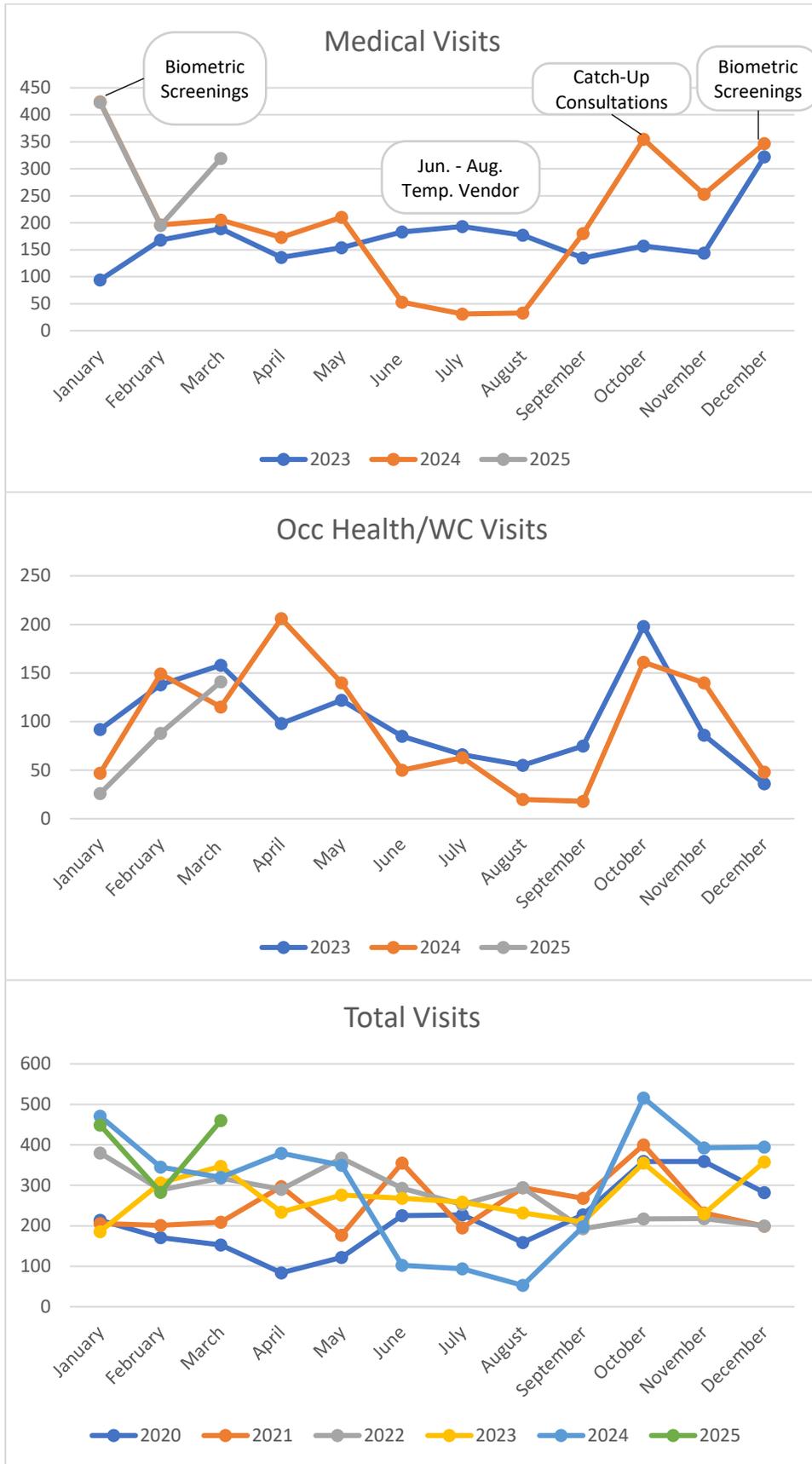
Starting April 2<sup>nd</sup>, the Employee Health Center will be hosting a weekly Wellness Course. Participants who successfully complete the wellness course will earn a health credit that will be applied to their HRA funds associated with the Wellness Incentive Plan.

On April 15<sup>th</sup> & 16<sup>th</sup>, employees will have access to meet with our MissionSquare Retirement Specialist to discuss any questions regarding their retirement plans.

# Employment Statistics



# Clinic Statistics



# Benefits Statistics

<b>Employee (BCBS &amp; SAV- Rx) Insurance Update:</b>		
<b><u>FEBRUARY</u></b>	Medical Claims Paid	\$329,874.43
<b><u>FEBRUARY</u></b>	Dental Claims Paid	\$37,015.00
<b><u>FEBRUARY</u></b>	Vision Claims Paid	\$5,078.72
<b><u>FEBRUARY</u></b>	Drug Card*	\$68,025.04
<b>TOTAL</b>	<b>February</b>	<b>\$439,993.19</b>

