

# Monthly Report

*November 2025  
Human Resources*

## **HUMAN RESOURCES REPORT – NOVEMBER 2025**

Human Resources employees were busy assisting departments, processing new and separating employees, employee performance appraisals, pay adjustments and **625** 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.

Performance reviews are now done electronically through Neogov instead of in paper form. Training was provided to managers and supervisors during the last week of October to provide them with instruction and support when navigating the new process of entering and submitting performance reviews.

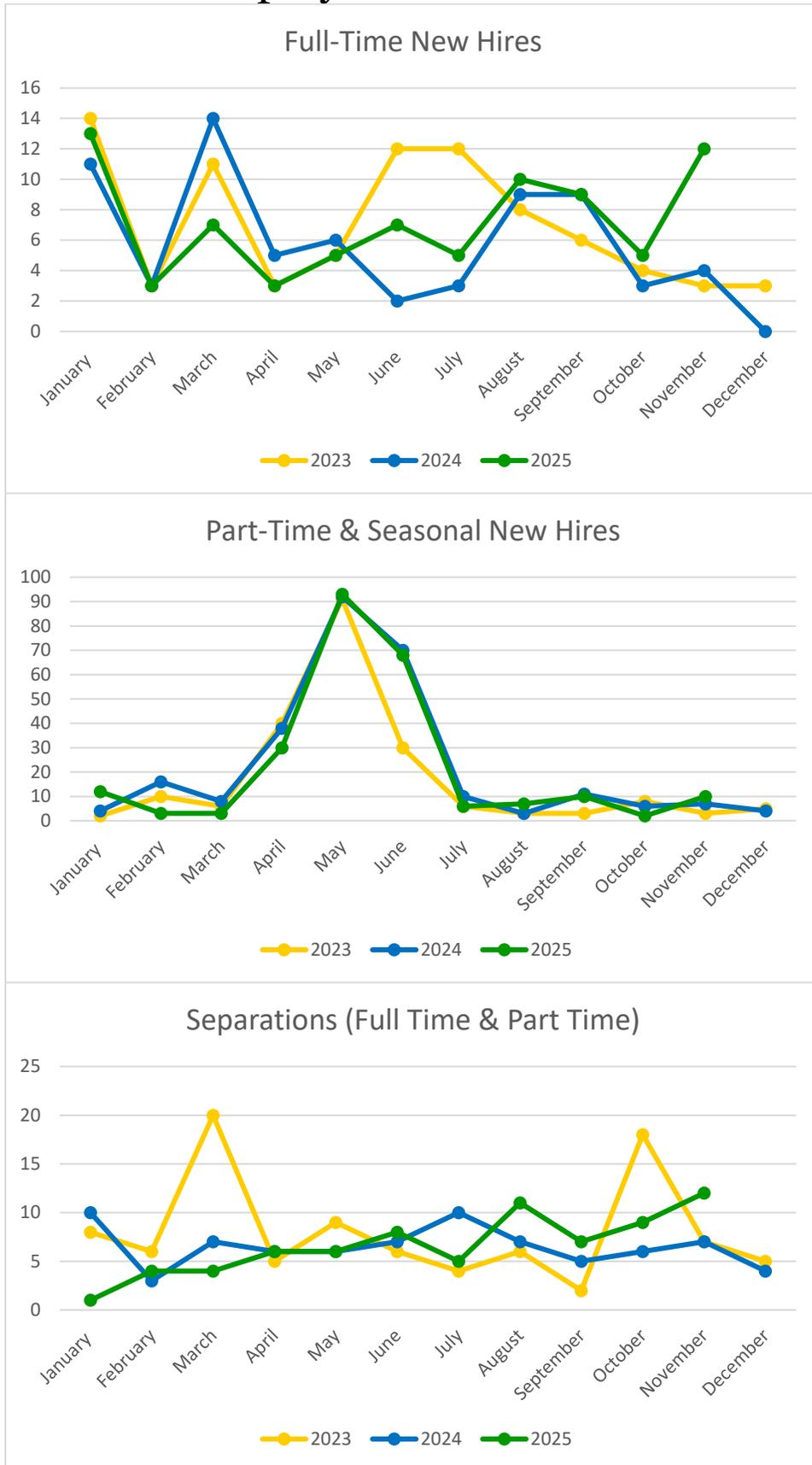
Police Department employees began their biometrics, physicals, and consultation appointments in November and will continue through the month of January. For these employees to be eligible for the 2026 medical plan rate deduction they must have completed this step of the Wellness Incentive Plan by the January 31st deadline.

Employees were able to complete their Open Enrollment for the Healthcare FSA, Dependent Care FSA, and Sick Leave Bank November 3<sup>rd</sup> through December 3<sup>rd</sup>. Support labs were offered by Human Resources November 12<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, 25<sup>th</sup>, and December 2<sup>nd</sup> for those needing assistance.

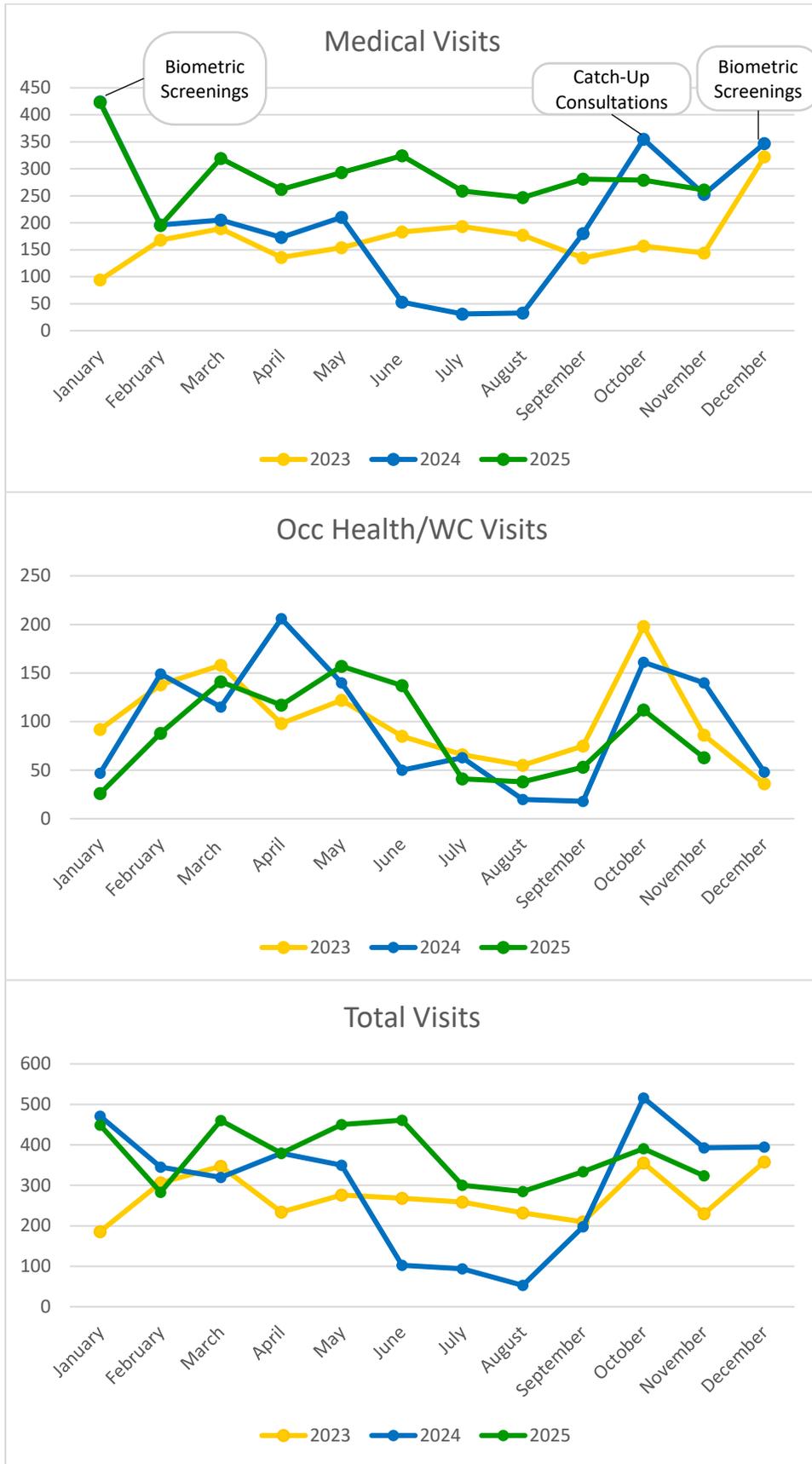
On December 2<sup>nd</sup> & 3<sup>rd</sup>, the City brought a masseuse onsite to provide complimentary 15-minute massages to employees. This is a part of the ongoing catalog of Wellness Events available to employees.

Human Resources will host an annual holiday event on December 18<sup>th</sup> 11:00am – 1:00pm. Employees can enjoy hot chocolate, cookies, and the beautifully decorated trees in the City Hall Atrium. We will also be collecting non-perishable items for Helping Hand to support families in need. Employees will receive a raffle ticket for each item donated for a chance to win a prize.

# Employment Statistics



# Clinic Statistics



# Benefits Statistics

<b>Employee (BCBS &amp; SAV- Rx) Insurance Update:</b>		
<b><u>OCTOBER</u></b>	Medical Claims Paid	\$608,355.30
<b><u>OCTOBER</u></b>	Dental Claims Paid	\$30,339.00
<b><u>OCTOBER</u></b>	Vision Claims Paid	\$4,964.72
<b><u>OCTOBER</u></b>	Drug Card*	\$24,157.45
<b>TOTAL</b>	<b>October</b>	<b>\$667,816.47</b>

