

Monthly Report

*December 2025
Human Resources*

HUMAN RESOURCES REPORT – DECEMBER 2025

Human Resources employees were busy assisting departments, processing new and separating employees, employee performance appraisals, pay adjustments and **399** 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.

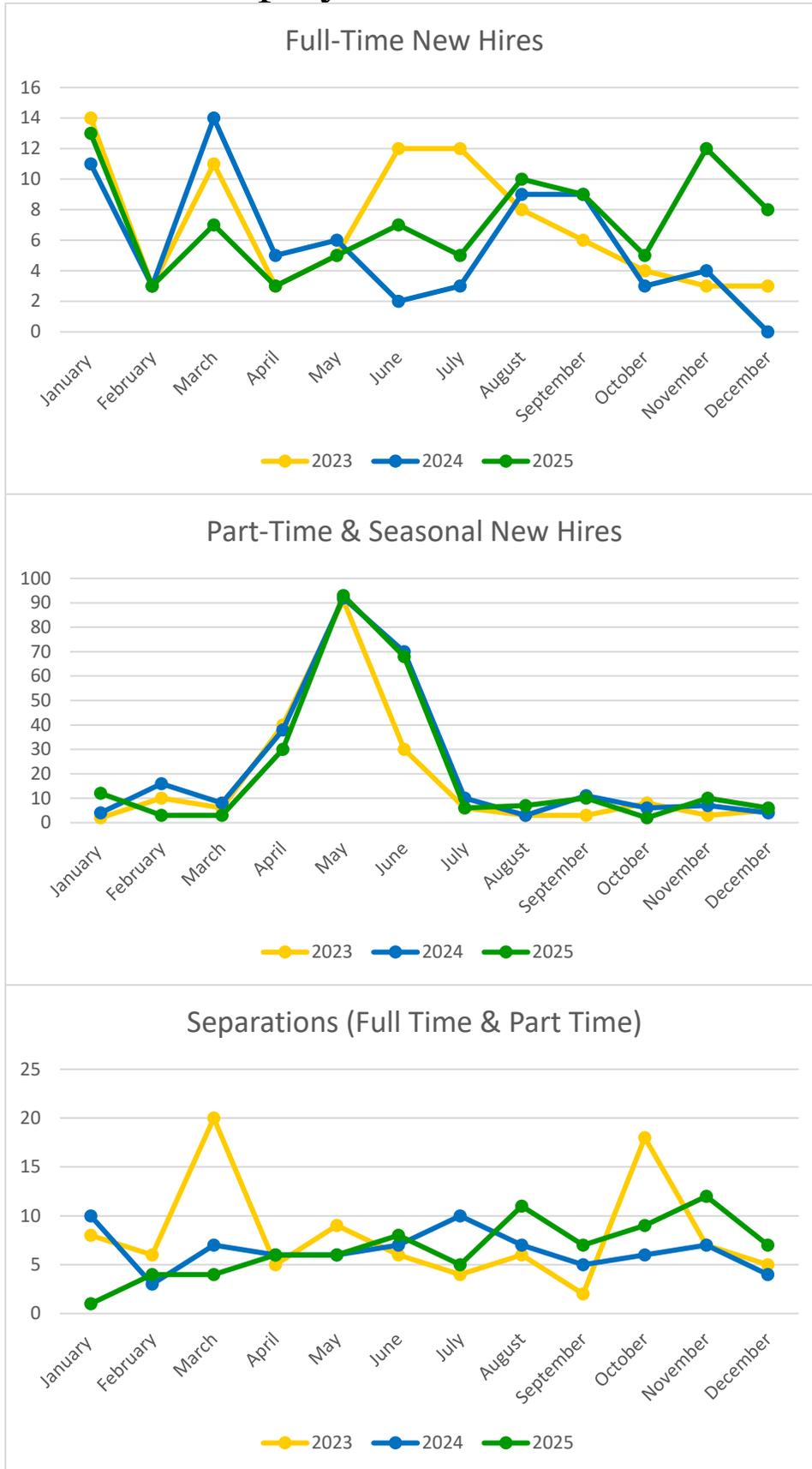
Police Department employees began their biometrics, physicals, and consultation appointments in November and will continue through the month of January. For these employees to be eligible for the 2026 medical plan rate deduction they must have completed this step of the Wellness Incentive Plan by the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

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

On December 2nd & 3rd, 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 hosted an annual holiday event on December 18th 11:00am – 1:00pm. Employees enjoyed hot chocolate, cookies, and the beautifully decorated trees in the City Hall Atrium. Non-perishable items were collected for Helping Hand to support families in need. Employees received a raffle ticket for each item donated, and 3 names were drawn for an Amazon gift card.

Employment Statistics



Clinic Statistics

