# Monthly Report

## OCTOBER 2020

# Human Resources

## HUMAN RESOURCES REPORT – OCTOBER 2020

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 202 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.

The Health Center has implemented processes to phone screen patients for potential flu or COVID-19 symptoms. All patients must call in to the Health Center at 843-281-3845 to schedule an appointment. Patients exhibiting symptoms of COVID-19 are screened at a location outside of City Hall in order to prevent the spread to employees working inside City Hall.

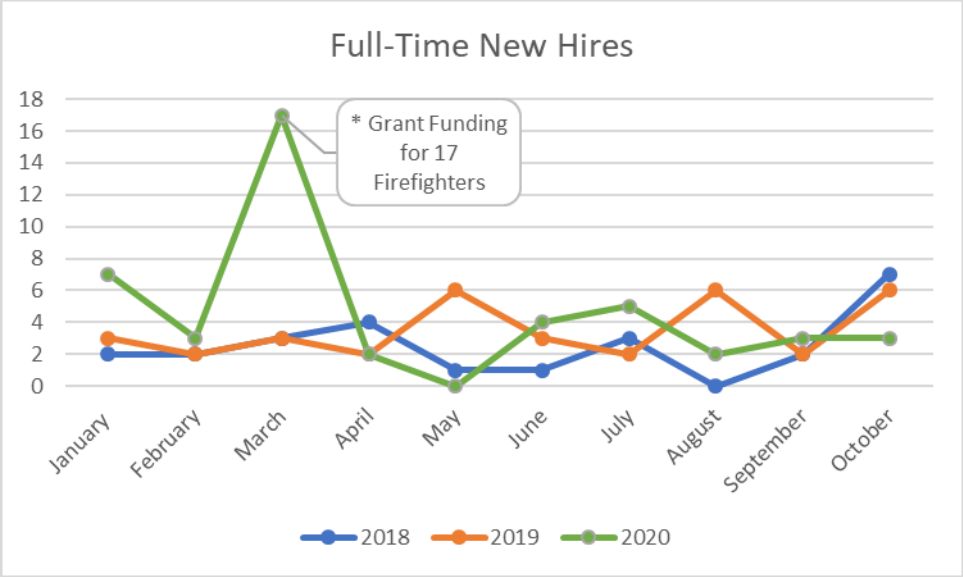
New employees received orientation sessions throughout the month. Part-time orientations were completed online in order to minimize traffic inside the building. Full-time employees received in person orientations to receive information about the City and were enrolled in the City's Health and Wellness Program and other benefits.

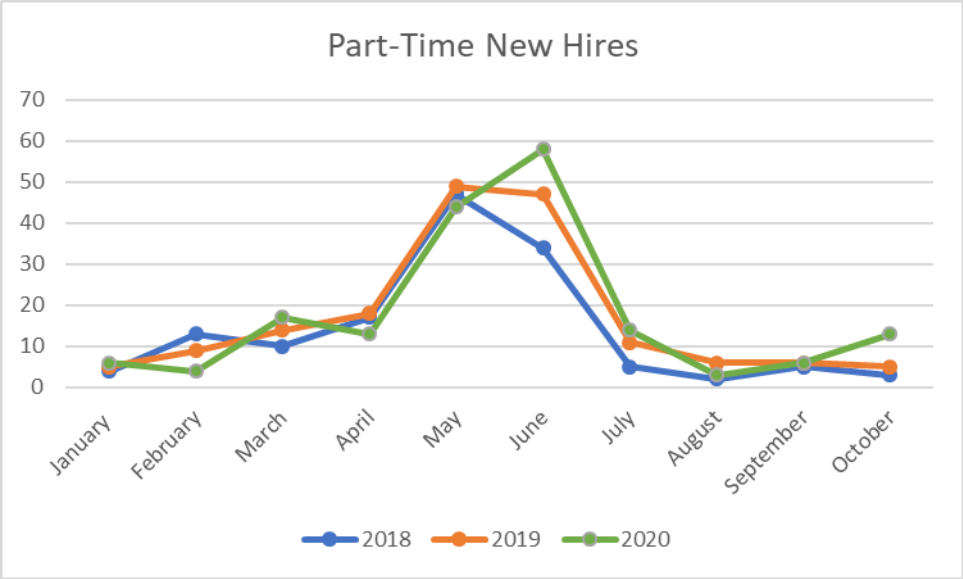
Our Annual Employee & Retiree Appreciation Luncheon was held on October 22, 2020 at the City's farmer's market. This year, due to social distancing guidelines, the luncheon was served in to-go containers. Employees were invited to pick up their lunch & gift bag and enjoy it at an alternative location.

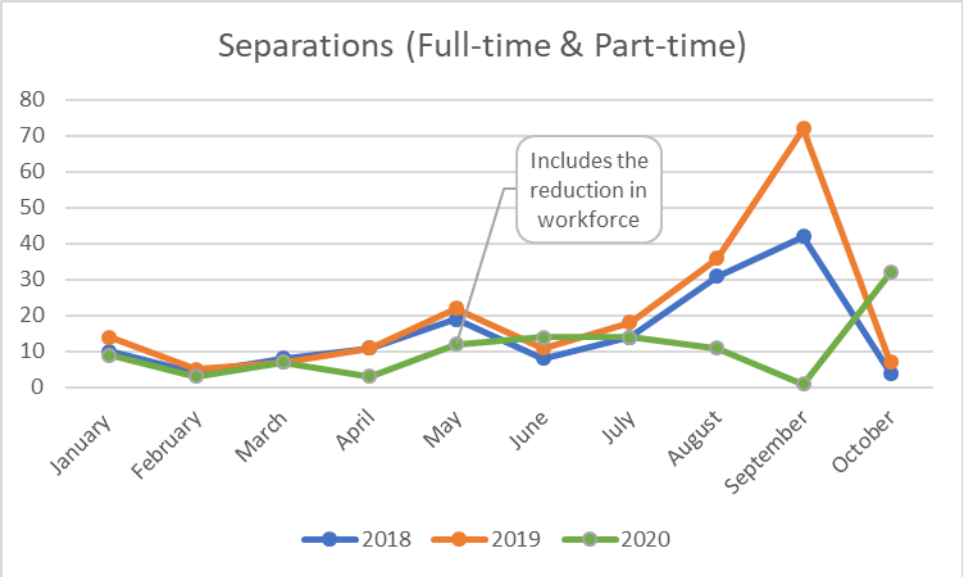
Human Resources and Conway Medical Center also hosted a 3D mammogram event for October 22. We filled the schedule with 19 Mammograms performed throughout the day. We look forward to working with Conway Medical Center's Mobile Mammography Unit to make this an annual event.

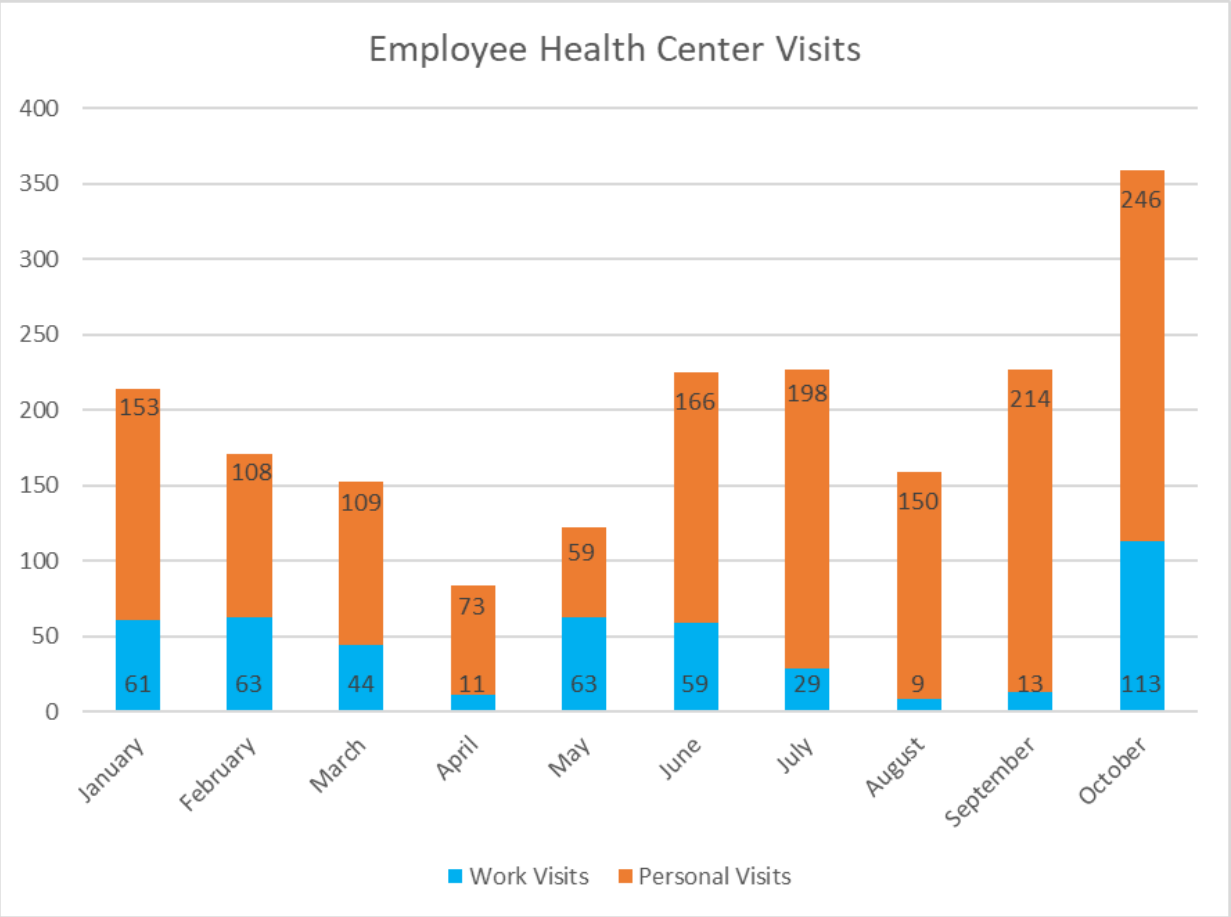
Human Resources staff met with the Employee Advisory Group to set the holiday schedule for 2021 and hear other employee concerns.

This year's annual employee meetings will be conducted virtually with a few options for small group meetings. In these meetings, Human Resources staff will discuss upcoming benefit changes and FSA enrollment. All Flexible Spending Account election forms must be submitted to the Human Resources Office by Friday, December 4, 2020. Each employee must sign a form to either enroll in the plan or decline to join the plan.


Full-Time New Hires
18
16
14
12
10
8
6
4
2
0
* Grant Funding for 17 Firefighters
January
February
March
April
May
June
July
August
September
October
2018
2019
2020


Part-Time New Hires
70
60
50
40
30
20
10
0
January
February
March
April
May
June
July
August
September
October
2018
2019
2020


Separations (Full-time & Part-time)
80
70
60
50
40
30
20
10
0
Includes the reduction in workforce
January
February
March
April
May
June
July
August
September
October
2018
2019
2020




| **Employee (BCBS & SAV- Rx) Insurance Update:** | | |
|---|---|---|
| **September** | Medical Claims Paid | $267,039.59 |
| **September** | Dental Claims Paid | 30,115.75 |
| **September** | Drug Card* | 65,769.00 |
| **TOTAL** | **September** | **$362,924.34** |

## WORKER'S COMPENSATION

(Public Safety): DOI 10/10/2020 – An employee was giving a proper braking demonstration to a civilian class when the front tire of the motorcycle locked up due to loose material on the ground. The motorcycle was thrown on its side, sliding to a stop into another vehicle. The employee experienced a strained right wrist. The employee declined treatment.

(Public Safety): DOI 10/11/2020 – An employee was walking from engine bay to day room and felt a pop in the right knee. Moderate pain increased over the next 60

minutes and the employee was sent home. The employee declined treatment.

(Public Safety): DOI 10/11/2020 – An employee was walking to the booking area of the detention center and fell down steps. The employee hit the back of the head. First responders arrived and a waiver was obtained. Once first responders left, the employee passed out. EMS was called again, and the employee was transported to Seacoast Medical Center for treatment.

(Parks & Recreation): DOI 10/12/2020 – An employee was dumping a trash can when the employee slipped & fell on wrists as well as knee. The employee was treated by the Employee Health Center.

(Public Safety): DOI 10/15/2020 – An employee was placing items back in a patrol vehicle's trunk when the employee's left finger struck the cliff of the rifle rack causing a laceration to the left finger. The employee was treated by the Employee Health Center.

(Public Safety): DOI 10/16/2020 – An employee was emptying the dishwasher and stabbed the right hand with a knife in the dishwasher. The employee was treated by the Employee Health Center.

(Public Works): DOI 10/27/2020 – An employee was loading brick into a backhoe bucket. A brick landed on the right index finger, smashing the fingertip. The employee was treated at Seacoast Medical Center.

***There are no other reports of employees treated under Workers' Compensation for the month of October at this time.***