

Monthly Report

NOVEMBER 2020

Human Resources

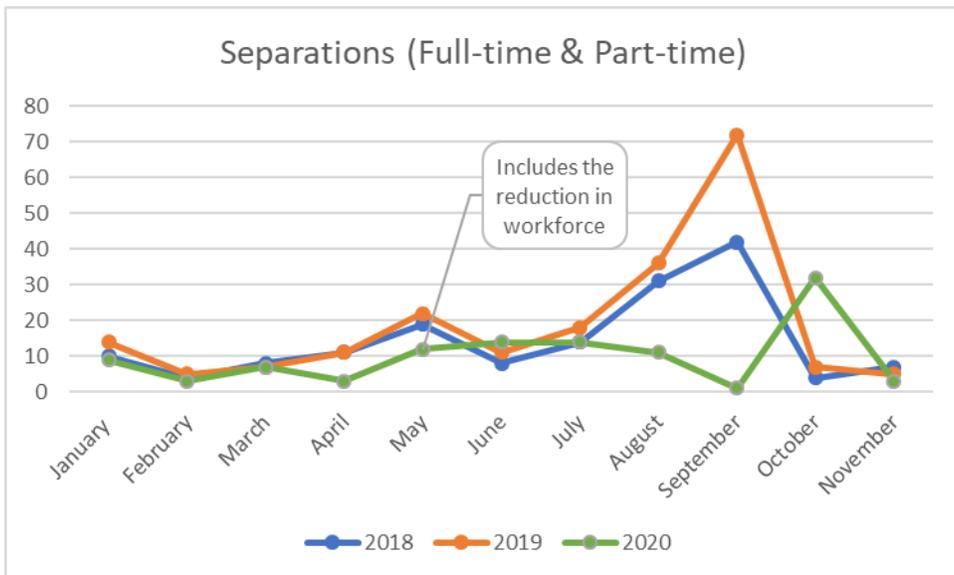
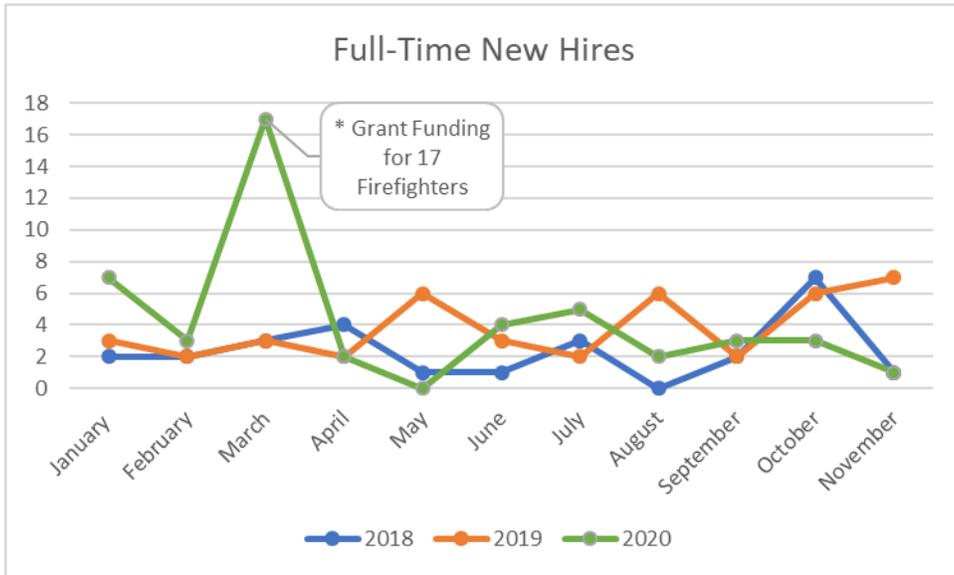
HUMAN RESOURCES REPORT – NOVEMBER 2020

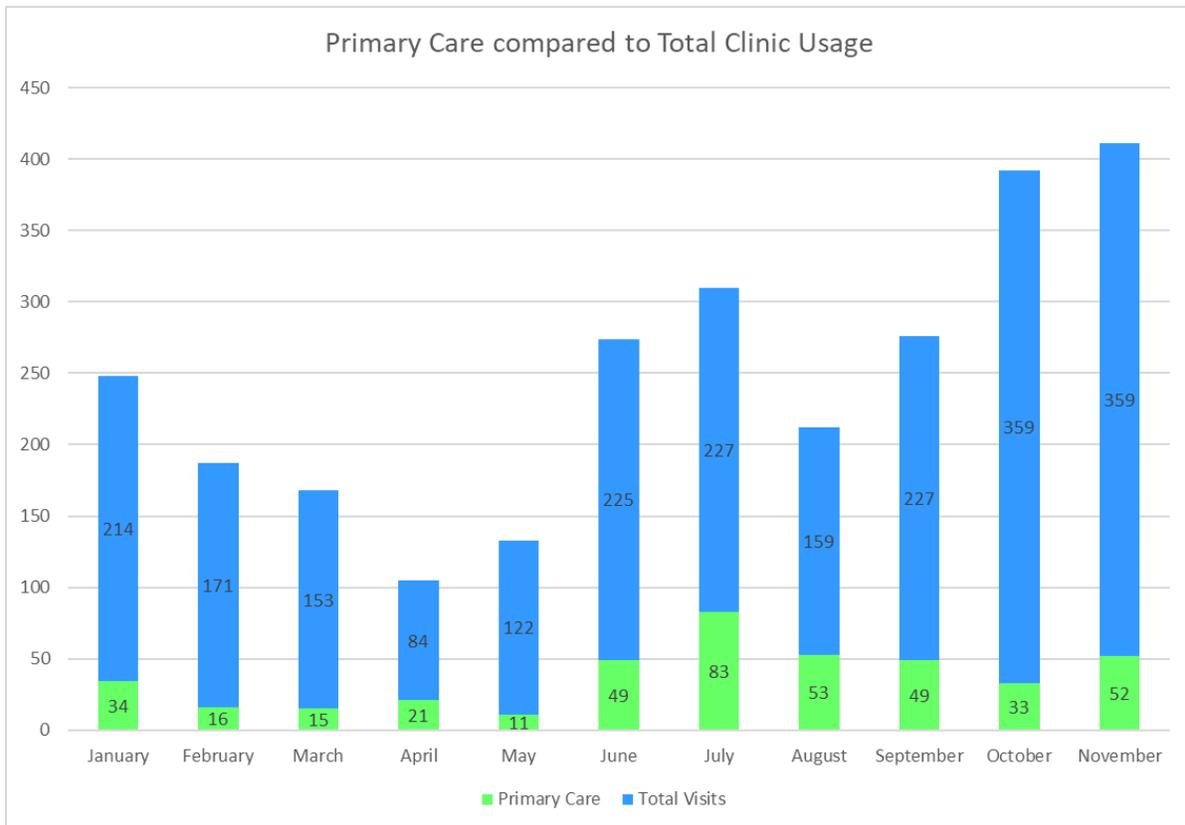
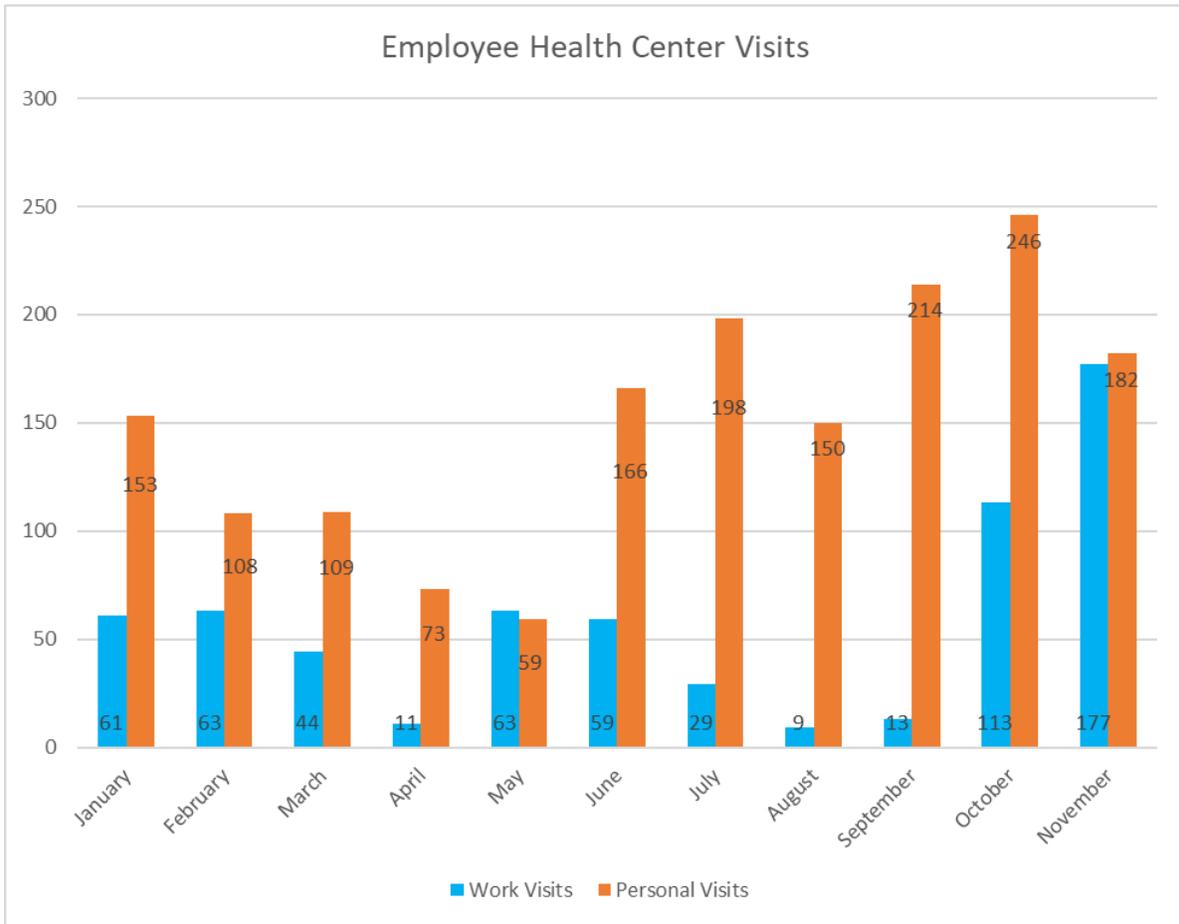
Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 202 applications/resumes were processed. We continued to assist departments on human resources matters including job postings, announcements, job 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 who are exhibiting symptoms of COVID-19 or have been exposed to someone with COVID-19 must call the City's Infectious Disease Coordinator, Nate Marker, at 843-957-2078. It is important that employees contact Nate before reporting to work. Employees are screened by phone and provided with next steps.

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.

This year's annual employee meetings were conducted virtually with a few options for small group meetings. In these meetings, Human Resources staff discussed 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.





Employee (BCBS & SAV- Rx) Insurance Update:		
<u>October</u>	Medical Claims Paid	\$385,692.31
<u>October</u>	Dental Claims Paid	28,813.64
<u>October</u>	Drug Card*	27,213.82
TOTAL	October	\$441,719.77

WORKER'S COMPENSATION

(Parks & Recreation): DOI 11/04/2020 – An employee was trying to cut a board and the skill saw jumped back. When the employee grabbed the saw, the right index finger slipped between the guard and the blade causing a laceration. The employee was treated by the Employee Health Center.

(Finance): DOI 11/05/2020 – An employee was climbing a fence after turning off water at a meter located inside the fence. The employee's foot got stuck in a vine and the employee fell on their back. The employee was treated at the Employee Health Center.

(Public Safety): DOI 11/07/2020 – An employee was running towards a stopped motorcycle to simulate a collision when the employee felt a “pop” in the left leg around the calf muscle. The employee was treated at North Strand ER.

(Public Safety): DOI 11/13/2020 – An employee was assisting another officer with an arrest of a combative suspect. In the struggle with the suspect, the employee's right hand/thumb was strained and the employee also received minor abrasions to the right knee. The employee declined treatment.

(Public Safety): DOI 11/25/2020 – An employee was investigating a domestic violence call. When the employee attempted to place a suspect into investigated detention, the suspect resisted and assaulted the employee. During the physical altercation, the employee suffered a contusion and laceration to the right side forehead. The employee was treated by the Employee Health Center.

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