

Monthly Report

DECEMBER 2020

Human Resources

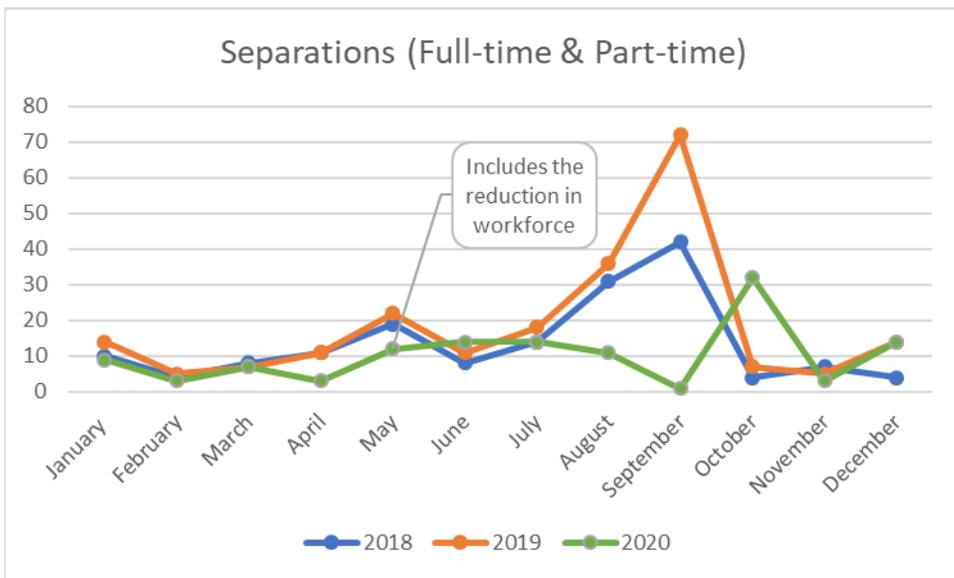
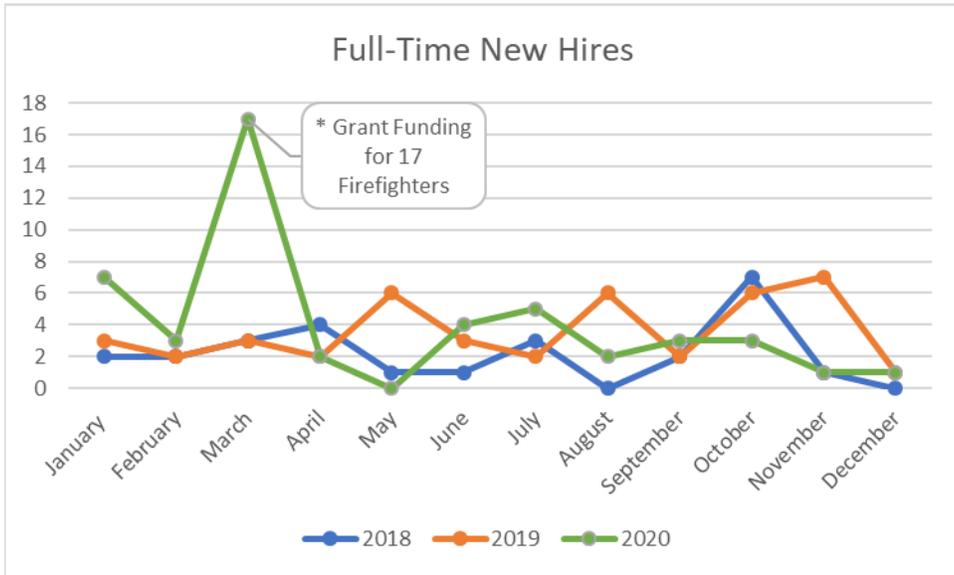
HUMAN RESOURCES REPORT – DECEMBER 2020

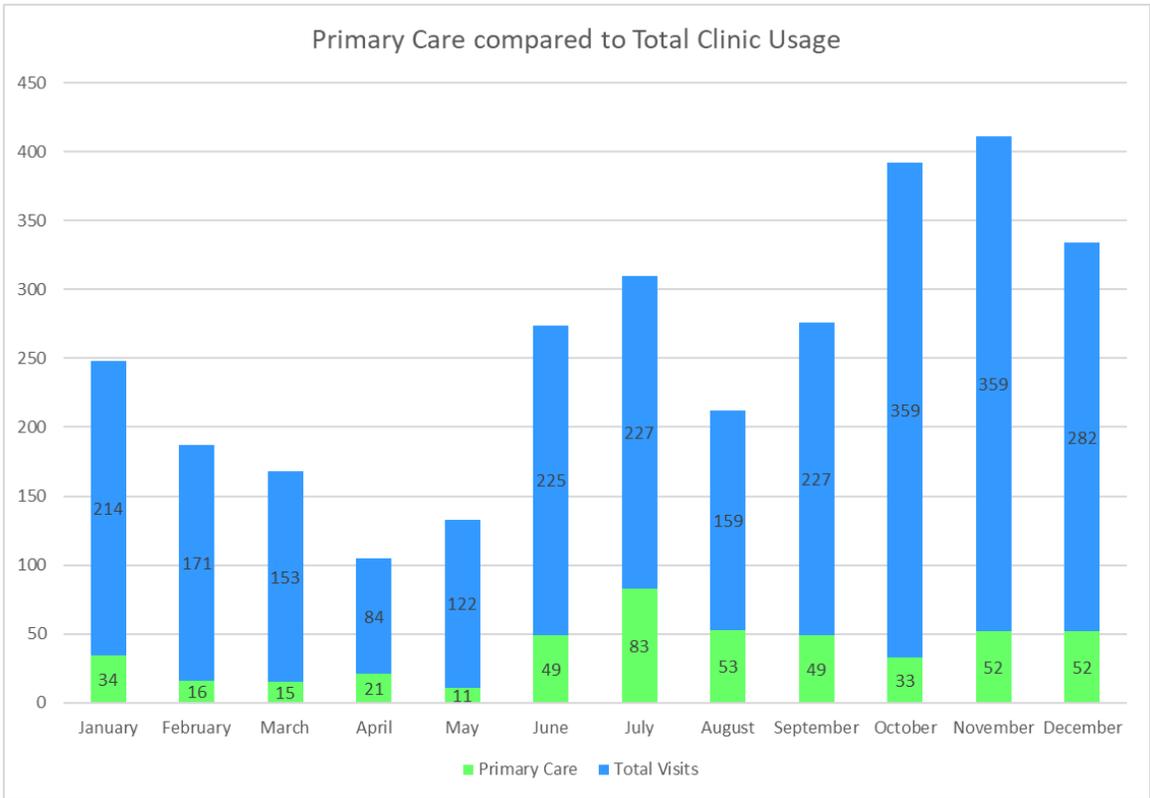
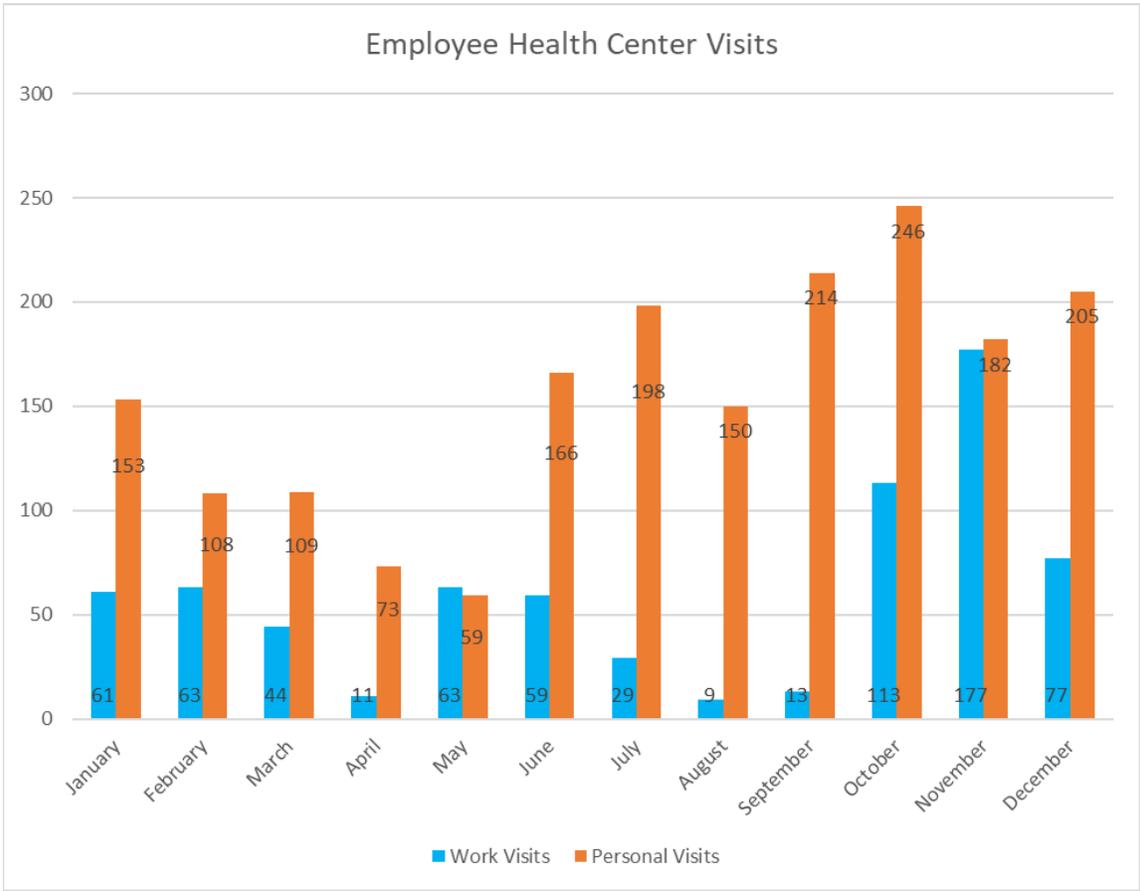
Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 369 applications/resumes were processed. We continued to assist departments on human resources matters including job postings, announcements, job 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.

Sick Leave Bank enrollment occurred December 1 – December 18, 2020. Employees had the opportunity to enroll or cancel participation in this voluntary program. Sick Leave Bank is an optional benefit with the purpose of protecting eligible employees from undue financial burdens which could result from an extended absence from work due to a catastrophic personal illness or accident.





Employee (BCBS & SAV- Rx) Insurance Update:		
<u>November</u>	Medical Claims Paid	\$442,426.47
<u>November</u>	Dental Claims Paid	21,982.79
<u>November</u>	Drug Card*	71,276.30
TOTAL	November	\$535,685.56

WORKER'S COMPENSATION

(Public Safety): DOI 12/10/2020 – An employee was exiting the fire apparatus on the passenger side and tripped over turnout gear staged at the passenger side of the apparatus. The employee fell injuring the right shoulder. The employee declined treatment.

(Parks & Recreation): DOI 12/12/2020 – An employee was trying to flag down a vehicle from entering a non-permitted area. The employee lost footing, bumped a roadside sign and fell on a sloped pathway into the roadway. The employee received an abrasion on the forehead from the fall. The employee declined medical treatment.

(Public Safety): DOI 12/14/2020 – An employee attempted to remove fleet monitoring device by cutting a wire tie with a knife. The knife slipped, cutting the employee's right index finger. The employee was treated at the hospital.

(Public Safety): DOI 12/15/2020 – An employee was arresting a combative subject when the subject attempted to pull a knife from his pocket. The employee took the suspect to the ground to restrain him for arrest. The employee received a laceration and abrasion to the right knee. The employee was treated at Seacoast Hospital.

(Public Safety): DOI 12/25/2020 – An employee was arresting a suspect and the suspect refused to walk to the patrol car. The employee was carrying the subject to the car and the suspect bit the employee above the right knee. The employee declined medical treatment.

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