

Monthly Report

JANUARY 2021

Human Resources

HUMAN RESOURCES REPORT – JANUARY 2021

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 315 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.

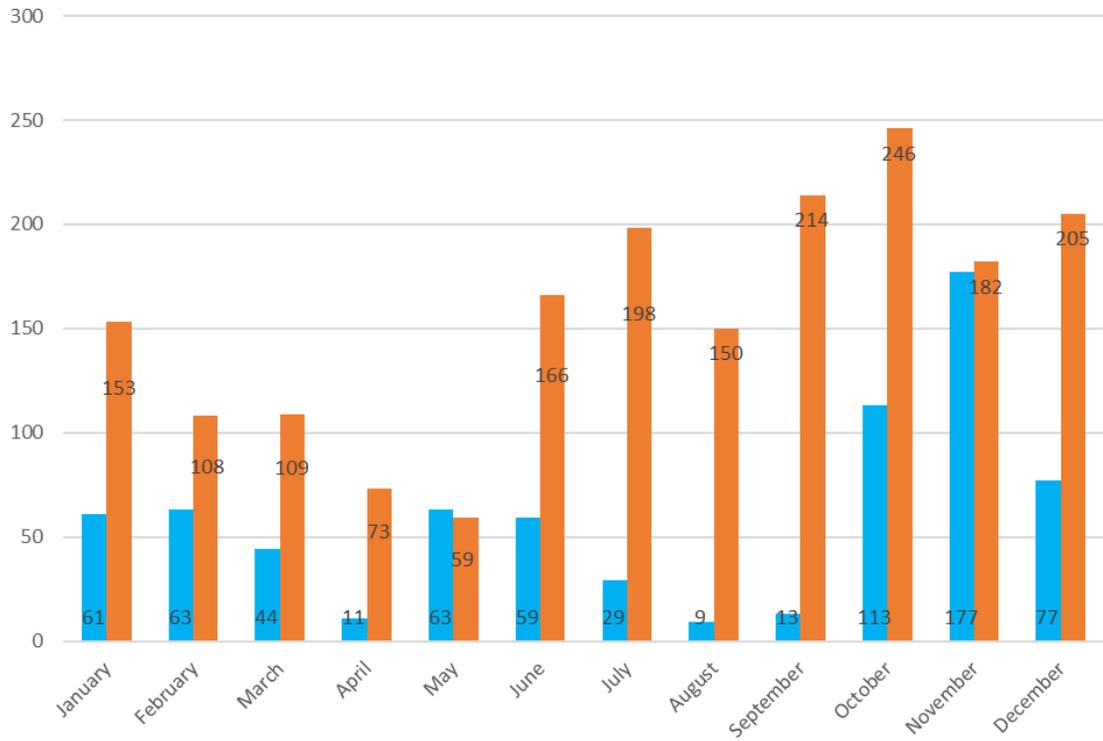
The Health Center has implemented processes to phone screen patients for potential flu or COVID-19 symptoms. All patients must call in to the Health Center at 843-281-3845 to schedule an appointment. Patients who are exhibiting symptoms of COVID-19 or have been exposed to someone with COVID-19 must call 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 attended in person orientations to receive information about the City and were enrolled in the City's Health and Wellness Program and other benefits.

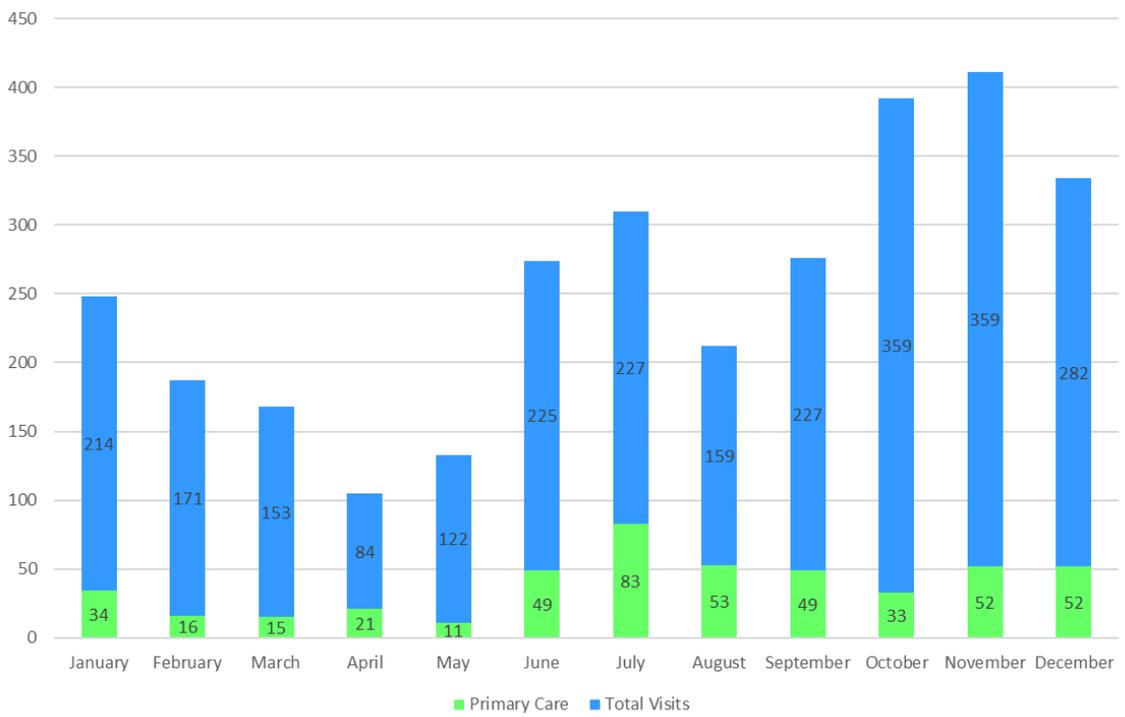
Human Resources began planning for the 2021 Wellness Incentive Plan biometric screenings. Information was communicated to employees of the new process this year which includes a follow up session with the Employee Health Center in addition to the yearly Health risk questionnaire and biometric screening. Employees began scheduling biometric screening appointments for the event scheduled February 8 – 19 at the J. Bryan Floyd Community Center.

Human Resources Staff also worked with the Information Services department to develop a paperless employment change form. This form will streamline the process for new hires by implementing email notifications and allowing for digital signatures. It also will reduce the amount of paper used in the new hire process. The process is currently being implemented for part time, temporary, and seasonal new hires.

Employee Health Center Visits



Primary Care compared to Total Clinic Usage



Employee (BCBS & SAV- Rx) Insurance Update:		
<u>December</u>	Medical Claims Paid	\$473,428.43
<u>December</u>	Dental Claims Paid	23,359.38
<u>December</u>	Drug Card*	71,126.50
TOTAL	December	\$567,914.31

WORKER'S COMPENSATION

(Public Safety): DOI 01/01/2021 – An employee was driving a patrol vehicle responding to a call for service when the employee lost control of the vehicle and struck a light pole causing a vehicle fire. The injuries to the body were severe, and the employee did not survive the incident.

(Public Safety): DOI 01/01/2021 – An employee responded to a lift assist. Upon arrival, the employee was informed that the subject was COVID positive. The employee donned the proper PPE and continued to help the subject. Three days later, employee developed symptoms and was quarantined. The employee was tested on 1/8/2021 and reported that the test came back positive. The employee did not receive additional medical treatment.

(Public Safety): DOI 01/04/2021 – While affecting an arrest of a subject that was resisting arrest, an employee fell out of the driver's side door of the vehicle onto the pavement causing minor abrasions to the right wrist and elbow. The injury was cleaned after the scene and did not require medical treatment.

(Public Works): DOI 01/04/2021 – An employee was getting out of a sewer hole and hit the left knee on a 4-inch saddle bolt. This caused a scrape to the employee's skin. The employee was treated at the Employee Health Center.

(Public Safety): DOI 01/12/2021 – An employee was placing a combative overdose patient in emergency protective custody when the employee fell to the ground and ended up under a pile of rescue personnel. The employee had to pull their legs out from underneath multiple people. The employee experienced lower back pain and was treated at North Strand ER.

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