

Monthly Report

MARCH 2021

Human Resources

HUMAN RESOURCES REPORT – MARCH 2021

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 387 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.

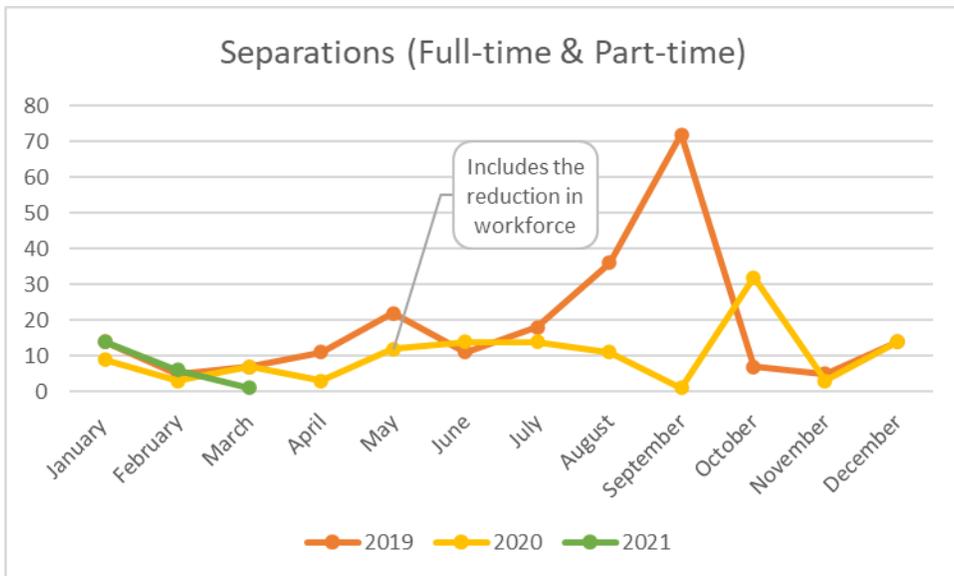
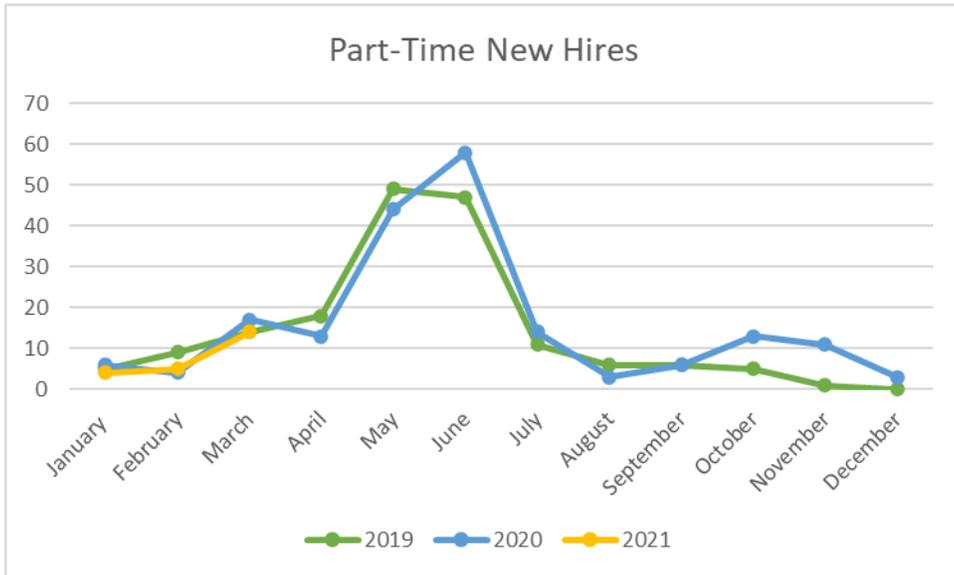
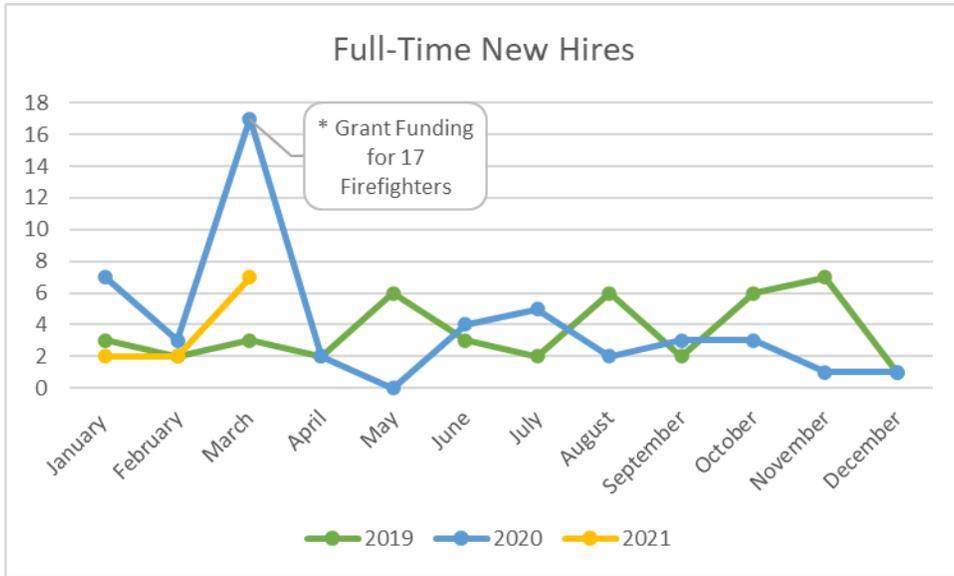
The Health Center has implemented processes to phone screen patients for potential flu or COVID-19 symptoms. All patients must call in to the Health Center at 843-281-3845 to schedule an appointment. Patients who are exhibiting symptoms of COVID-19 or have been exposed to someone with COVID-19 must call 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.

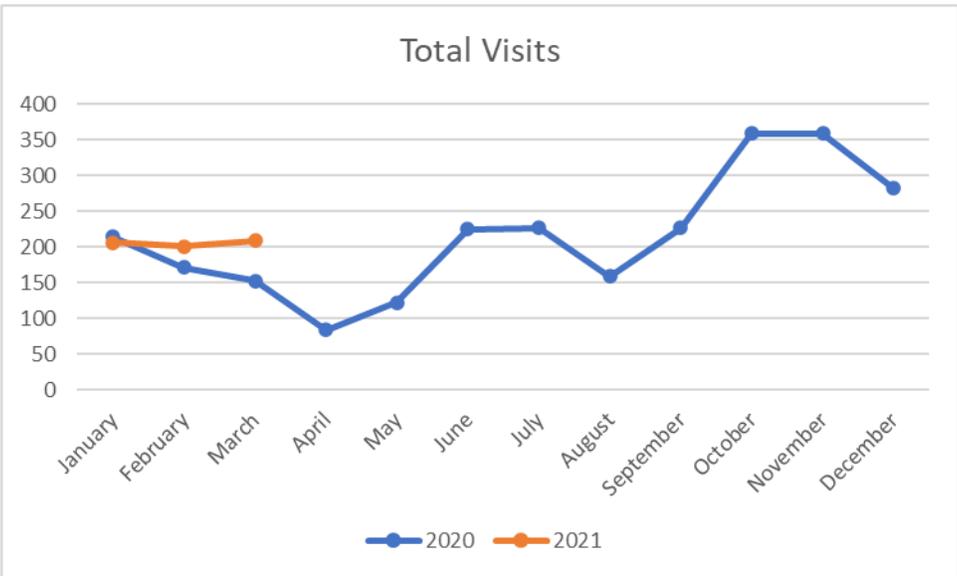
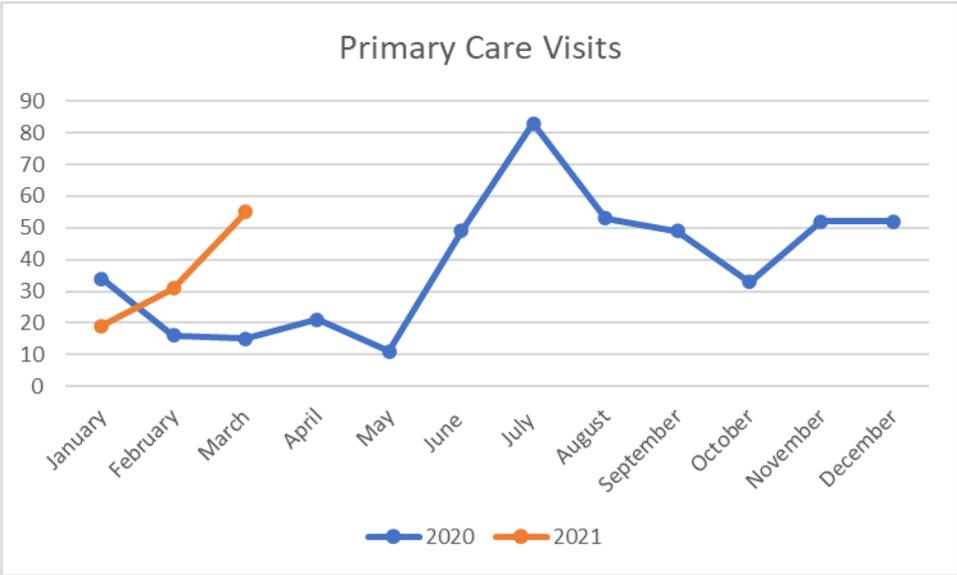
Human Resources organized with McLeod Health a COVID-19 vaccine clinic for Phase 1B employees and spouses. A total of 38 people were vaccinated on March 29th in City Hall.

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 attended in person orientations to receive information about the City and were enrolled in the City's Health and Wellness Program and other benefits.

Make up Biometric Screenings for the 2021 Wellness Incentive Plan were conducted in the Employee Health Center on March 8 – 19. Participants of the Wellness Incentive Plan will begin scheduling their results consultation in April. Wellness Consultation appointments can be scheduled using the City's intranet or by calling the Employee Health Center at 843-281-3845.

Human Resources staff and the American Red Cross sponsored a two-day blood drive on March 3 and March 4. 40 pints of blood were collected at this event. Thank you to the donors for giving the gift of life.





Employee (BCBS & SAV- Rx) Insurance Update:		
<u>February</u>	Medical Claims Paid	\$272,319.08
<u>February</u>	Dental Claims Paid	25,687.71
<u>February</u>	Vision Claims Paid	2,967.25
<u>February</u>	Drug Card*	75,592.70
TOTAL	February	\$376,566.74

WORKER'S COMPENSATION

(Public Safety): DOI 03/16/2021 – An employee was conducting training when the employee attempted to run behind cover and slipped/tripped on some wet leaves or the raised roadway. The employee fell causing injury to the right rib, bruised right hip, and cuts and scrapes to the right arm. The employee was treated at the Employee Health Center.

(Public Safety): DOI 03/26/2021 – An employee was attempting to handcuff a suspect when the suspect began resisting. The employee felt the left shoulder pop out of place and then reset itself. The employee experienced a tender and sore left shoulder. The employee did not require medical treatment.

(Public Safety): DOI 03/29/2021 – An employee was restraining a suspect when the suspect began to resist. The employee escorted the suspect to the ground and the right hand struck the concrete beneath the suspect. The employee experienced a contusion on the top of the right hand. The employee did not require medical treatment.

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