

Monthly Report

MAY 2021

Human Resources

HUMAN RESOURCES REPORT – JUNE 2021

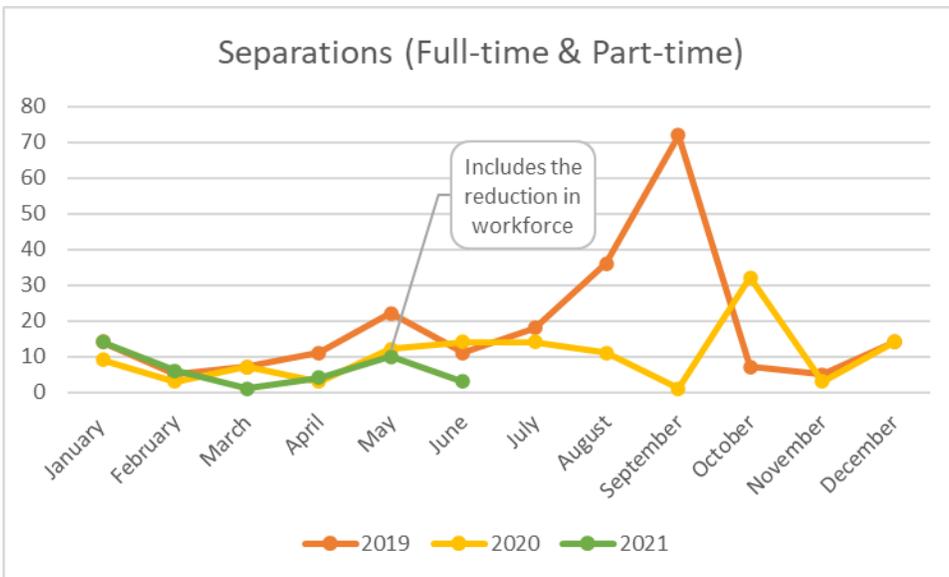
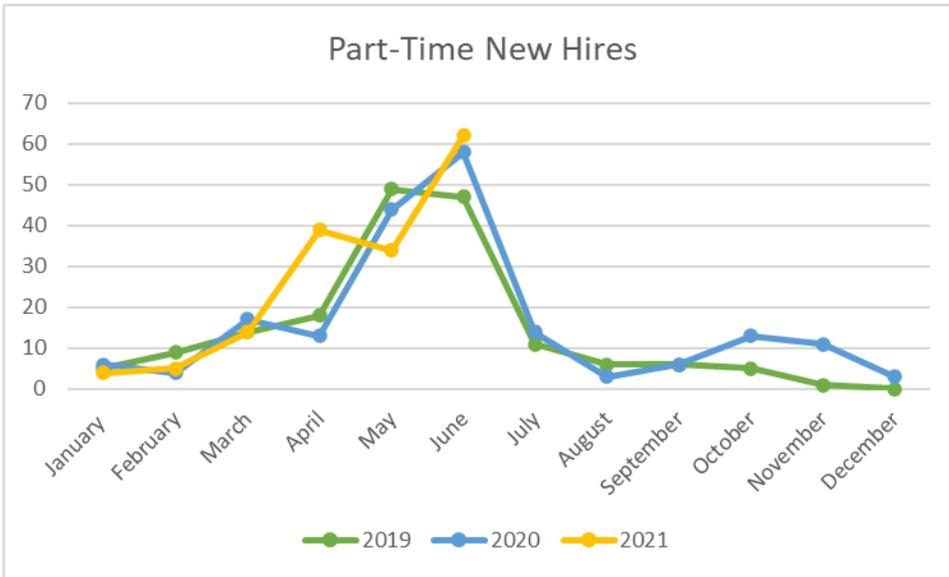
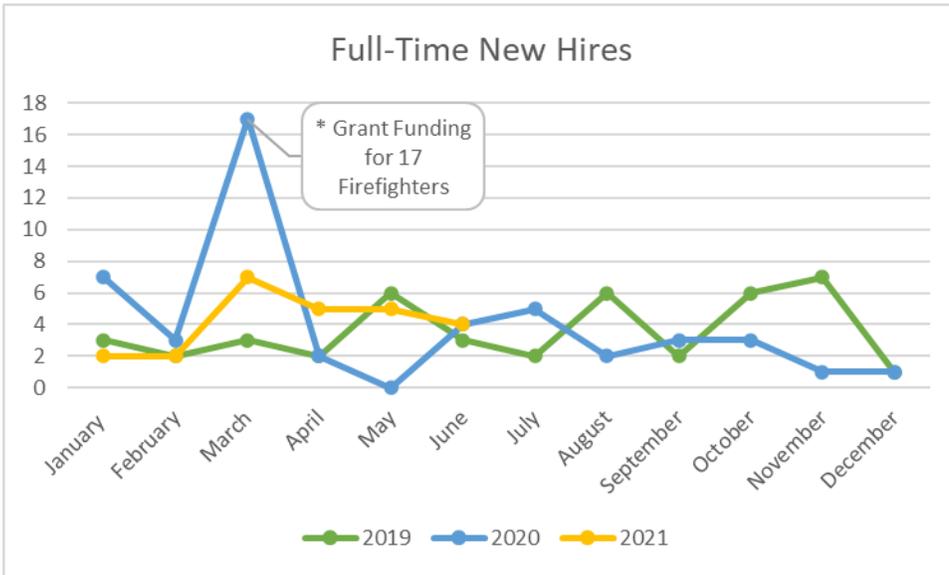
Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 596 applications/resumes were processed. We continued to assist departments on human resources matters including job postings, announcements, job descriptions, evaluations and change of status forms. We assisted employees with health/life insurance, retirement issues and other personnel-related matters.

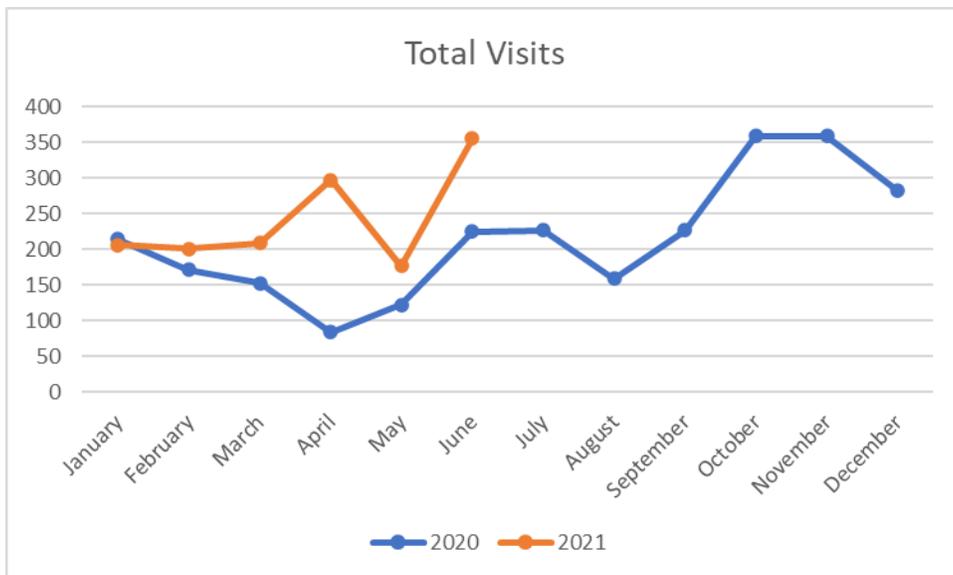
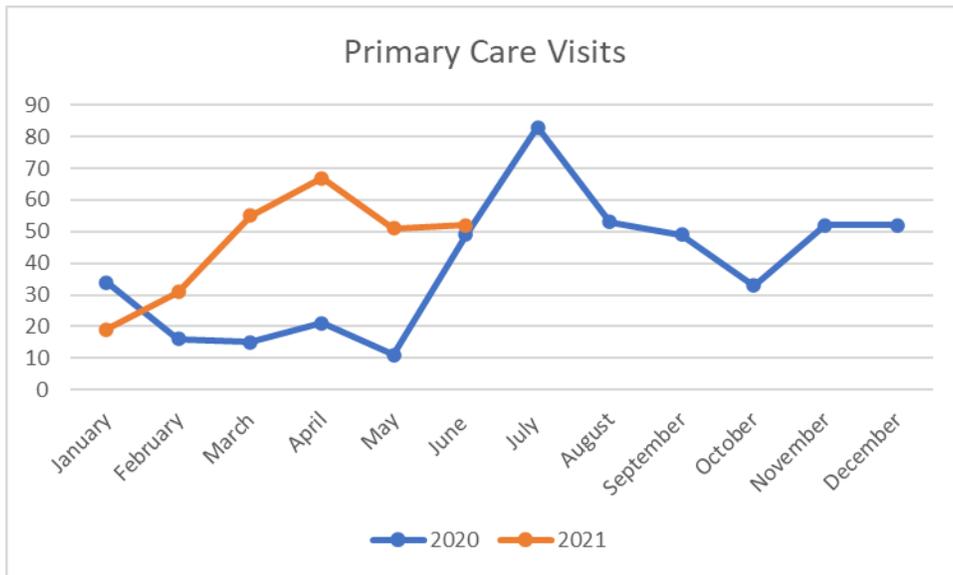
New employees received orientation sessions throughout the month. Part-time orientations were completed online in order to minimize traffic inside the building. Full-time employees attended in person orientations to receive information about the City and were enrolled in the City's Health and Wellness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

The Employee Health Center has reopened in its new location at 1120 Second Ave S. The first of three drop-in open houses was held on June 16th. The remaining two are scheduled for July 16th and August 16th to allow additional employees the opportunity to tour the facility.

Human Resources held Open Enrollment June 10th – 30th. Employees had the opportunity to make changes to their benefit enrollments during open enrollment. Employees were also provided the annual benefits book detailing all of the benefits that the City offers as well as mandatory annual notices.

Human Resources also hosted Daisy Jones with Mission Square Retirement (formerly ICMA-RC) on June 22nd & 23rd. Daisy met with employees to review their retirement strategy to maximize the benefit. Employees enrolled in the additional retirement products or made changes to their existing contribution amounts. Daisy Jones will return to City Hall to meet with employees again on September 14th & 15th. She is also available to meet with employees at any time by scheduling a phone conference.





Employee (BCBS & SAV- Rx) Insurance Update:		
<u>MAY</u>	Medical Claims Paid	\$294,104.56
<u>MAY</u>	Dental Claims Paid	20,902.00
<u>MAY</u>	Vision Claims Paid	1,934.45
<u>MAY</u>	Drug Card*	75,677.92
TOTAL	May	\$392,618.93

WORKER'S COMPENSATION

(Public Works): DOI 06/04/2021 – An employee was getting out of a recycling truck and struck the left knee on the truck door. The employee received a contusion to the left knee. The employee was treated at the Employee Health Center.

(Public Safety): DOI 06/07/2021 – An employee was working traffic control and was seated inside of a parked patrol unit with all emergency equipment activated when the patrol vehicle was struck from the rear by another vehicle. The employee experienced a back strain/sprain and contusion. The employee was treated at North Strand ER.

(Public Works): DOI 06/21/2021 – An employee was cutting out and raising a meter box in a concrete driveway and replacing a concrete box. When the employee was finished, all access concrete was put into a mud pan and lifted into the back of the truck. The employee pulled something on the left side while lifting it into the truck. The employee experienced a strain to the left side of the abdomen. The employee was treated by the Employee Health Center.

(Beach Services): DOI 06/21/2021 – An employee was pulling the lifeguard stand back into the dunes at the end of the day when the employee started to slip. The employee turned their body, striking the left foot against the stand causing an avulsion. The employee experienced an avulsion to the left small toe. The employee was treated by the Employee Health Center.

(Public Works): DOI 06/22/2021 – While exiting the recycle truck, an employee stepped out on the curb and hurt the right knee. The employee experienced a hurt right leg and knee. The employee was treated by the Employee Health Center.

(Public Works): DOI 06/24/2021 – An employee was turning the pump switch to manual position and the employee's left leg felt a shock and went numb.

(Beach Services): DOI 06/24/2021 – While putting a dig bar in the ground on the beach, an employee's pinky finger got pinched in between the digger bar and the chair. The employee was treated by the Employee Health Center.

(Public Works): DOI 06/24/2021 – While dumping a recycle can on the beach, something blew into an employee's eye. The employee experienced sand in the eye. The employee was treated by the Employee Health Center.

(Beach Services): DOI 06/25/2021 – While putting the lifeguard pole up, an employee was standing on the ladder part of the lifeguard tower in order to reach the flagpole. The employee's left foot slipped and the right ankle received an abrasion. The employee experienced swelling of left ankle and a small laceration on the right lower calf. The employee was treated by the Employee Health Center.

(Beach Services): DOI 06/25/2021 – During PWC Jet Ski training, an employee was laying on the sled while the jet ski was approaching a wave. The employee went over the wave and came down on the right shoulder causing pain. The employee declined medical treatment.

(Public Works): DOI 06/29/2021 – While lifting a recycle can to empty into the recycle truck, an employee turned to the side and felt a sharp pain in the back. The employee was treated by the Employee Health Center.

(Public Safety): DOI 06/29/2021 – After weapon qualification, an employee was riding in the vehicle returning from the gun range when the employee's back began to hurt. The employee experienced a strain to the lower back. The employee was treated by the Employee Health Center.

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