

Monthly Report

SEPTEMBER 2021

Human Resources

HUMAN RESOURCES REPORT – SEPTEMBER 2021

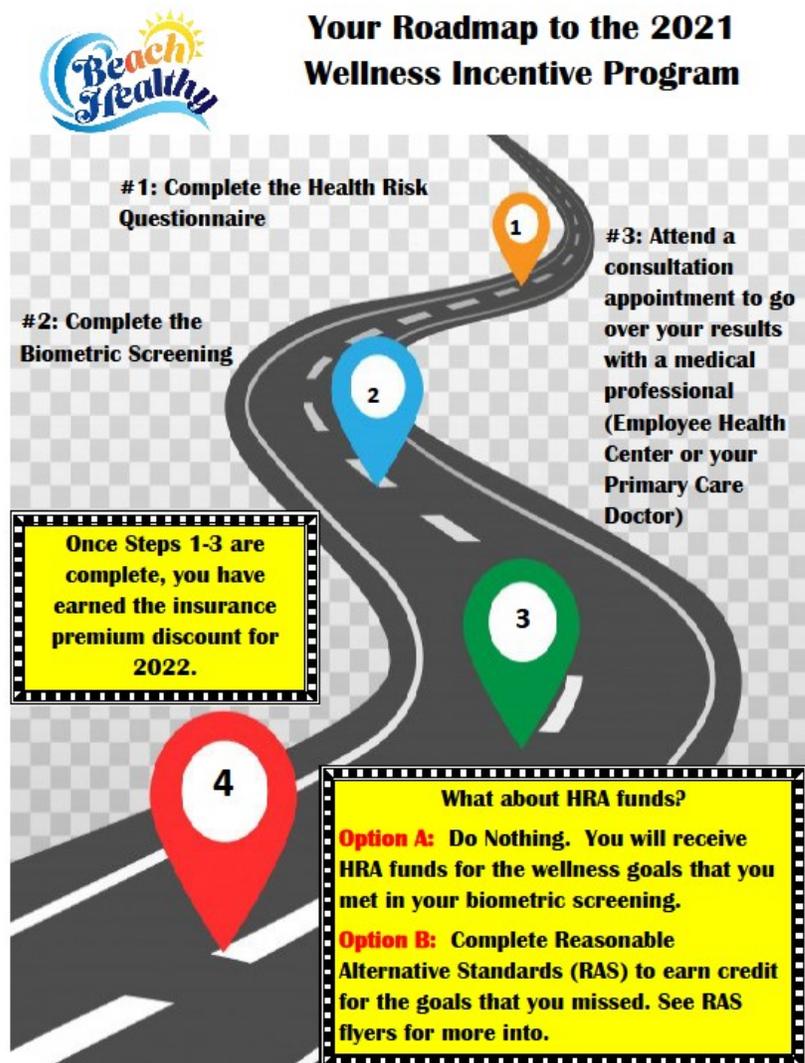
Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 695 applications/resumes were processed. We continued to assist departments on human resources matters including job postings, announcements, job descriptions, evaluations and change of status forms. We assisted employees with health/life insurance, retirement issues and other personnel-related matters.

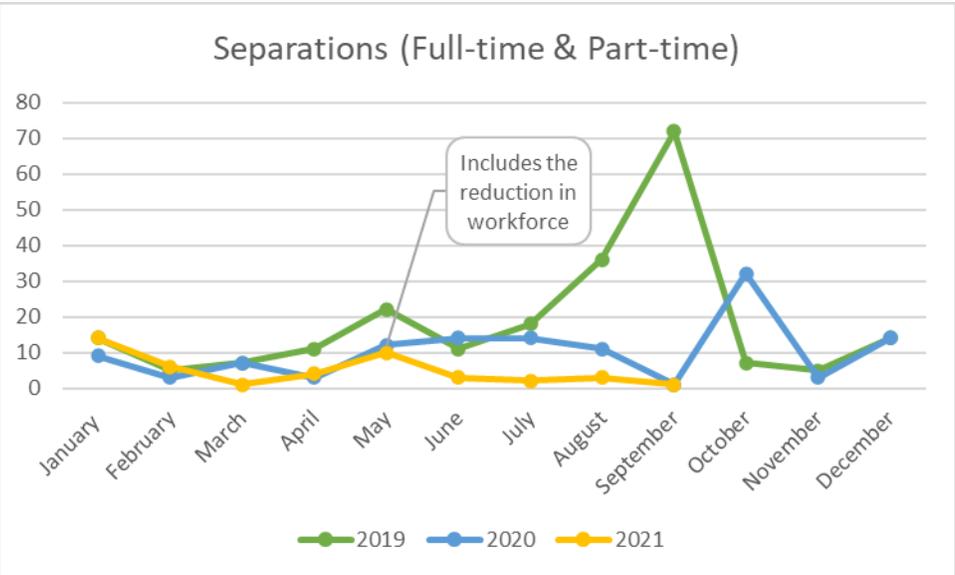
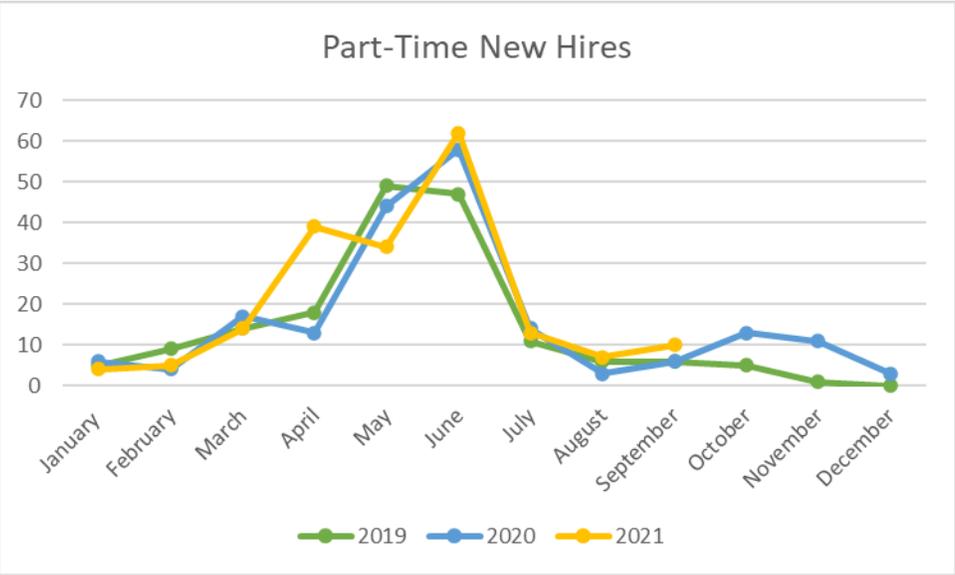
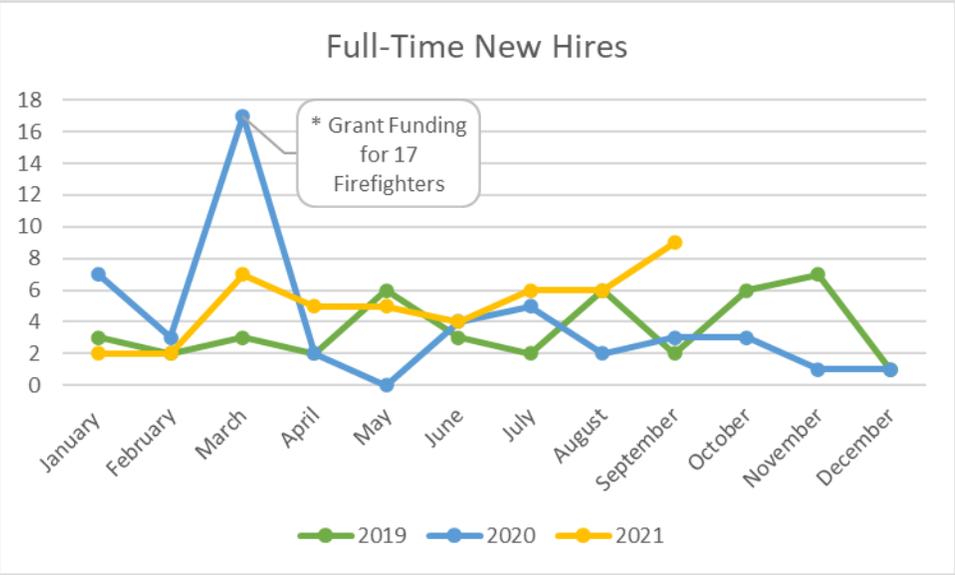
New employees received orientation sessions throughout the month. Part-time orientations were completed online in order to minimize traffic inside the building. Full-time employees attended in person orientations to receive information about the City and were enrolled in the City's Health and Wellness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

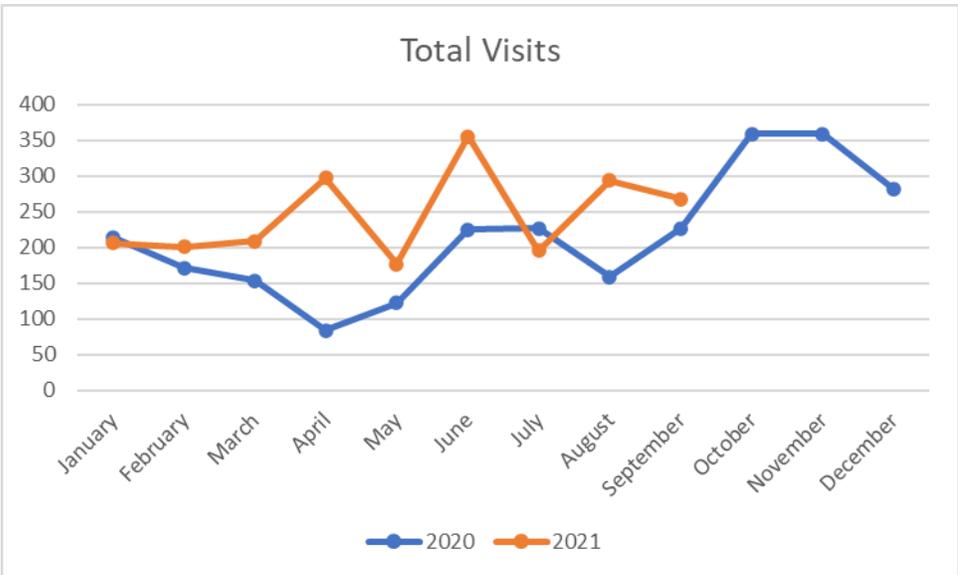
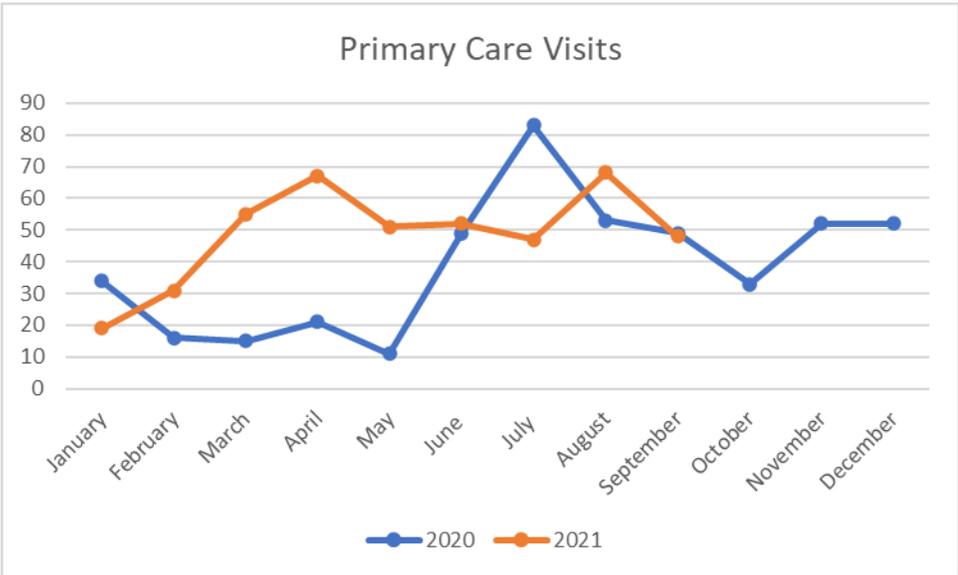
Human Resources also encouraged employees to complete wellness consultations through the month of August & September. The deadline to complete wellness consultations is October 15th.

The Human Resources Department began employee training in the month of September. All full time employees are required to complete 4 training courses online by December 17th.

Planning began for the annual Employee & Retiree Appreciation Luncheon. The luncheon is scheduled for October 14th from 11:00—2:00. Due to social distancing, lunch will be served in to-go containers.







Employee (BCBS & SAV- Rx) Insurance Update:

<u>AUGUST</u>	Medical Claims Paid	\$343,761.38
<u>AUGUST</u>	Dental Claims Paid	25,230.00
<u>AUGUST</u>	Vision Claims Paid	2,355.75
<u>AUGUST</u>	Drug Card*	90,061.48
TOTAL	August	\$441,408.61