

# Monthly Report

**OCTOBER 2021**

## Human Resources

## **HUMAN RESOURCES REPORT – OCTOBER 2021**

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 487 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.

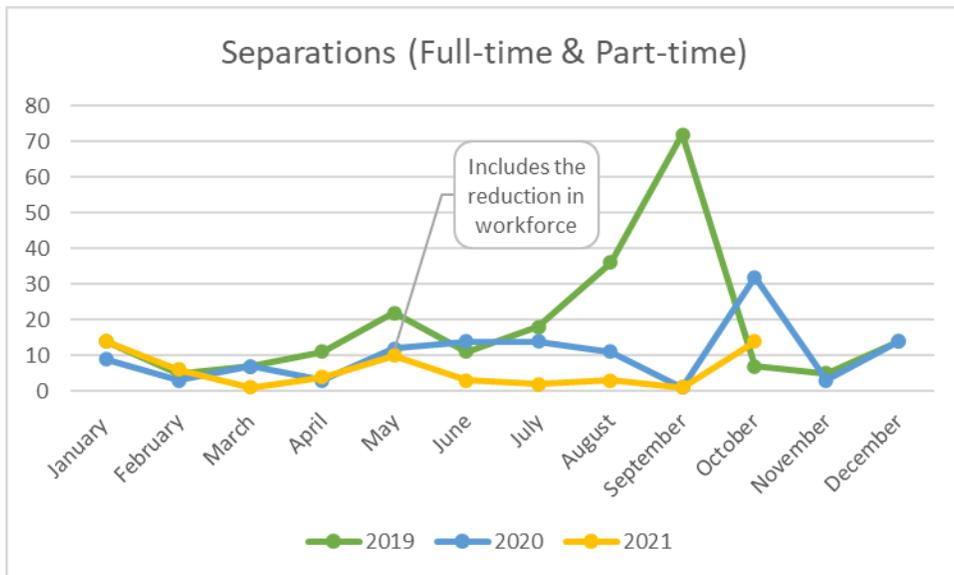
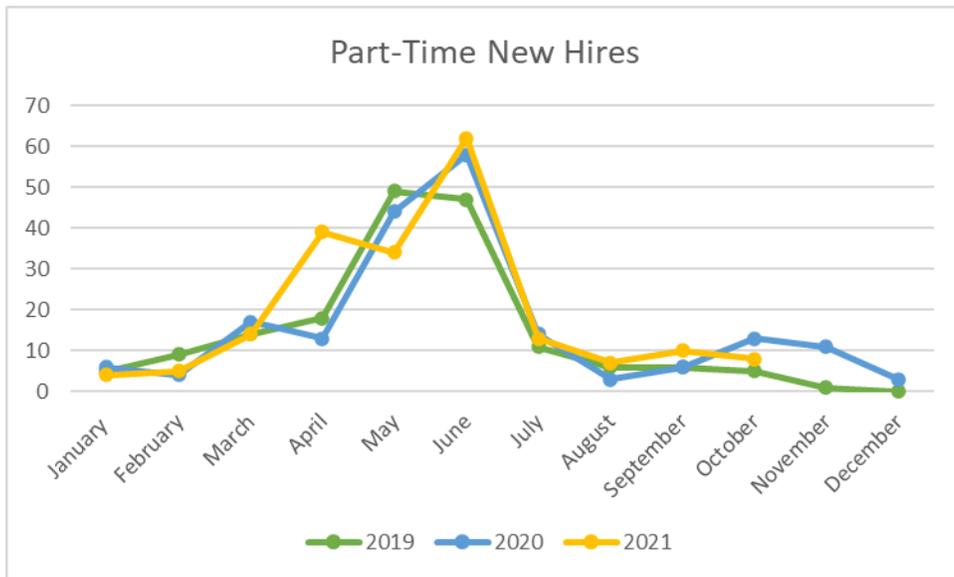
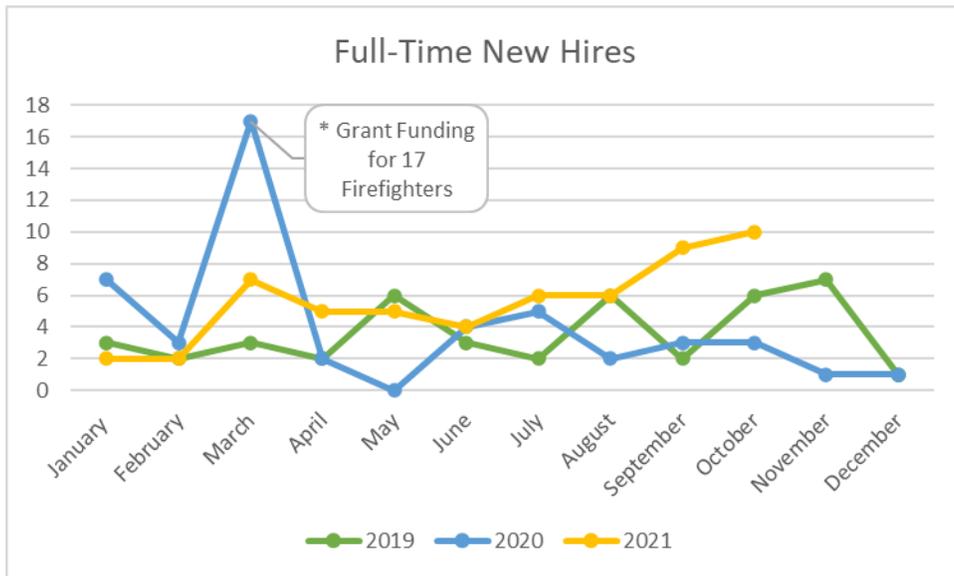
New employees received orientation sessions throughout the month. Part-time orientations were completed online in order to minimize traffic inside the building. Full-time employees attended in person orientations to receive information about the City and were enrolled in the City's Health and Wellness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

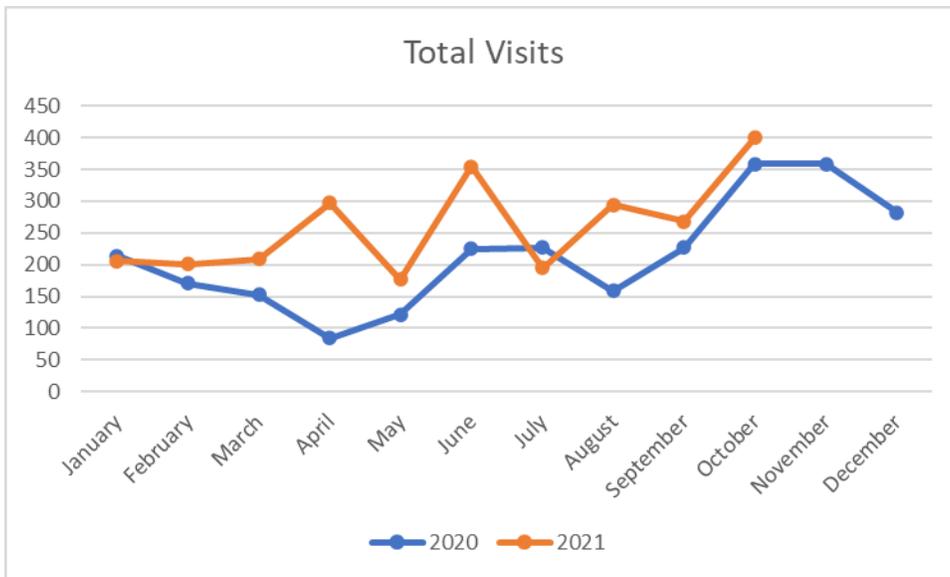
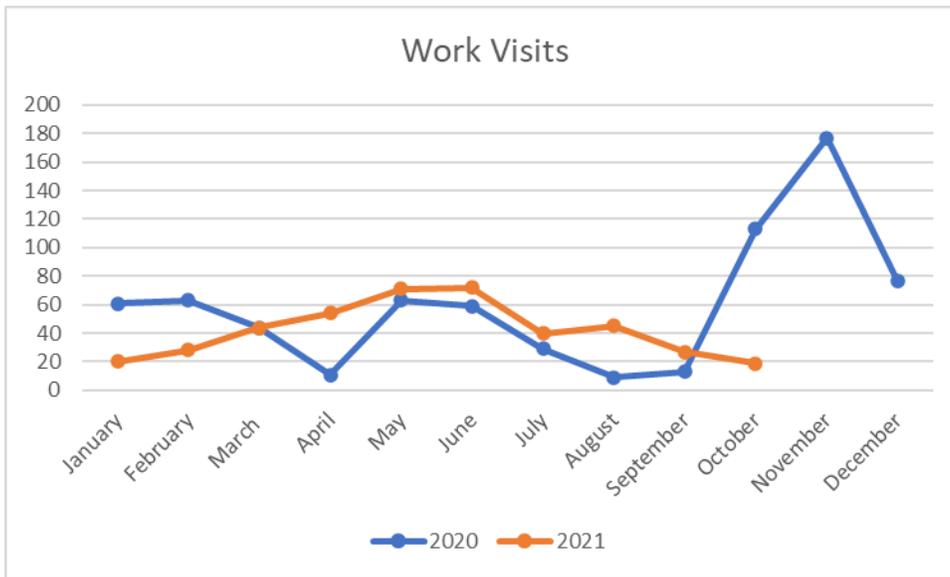
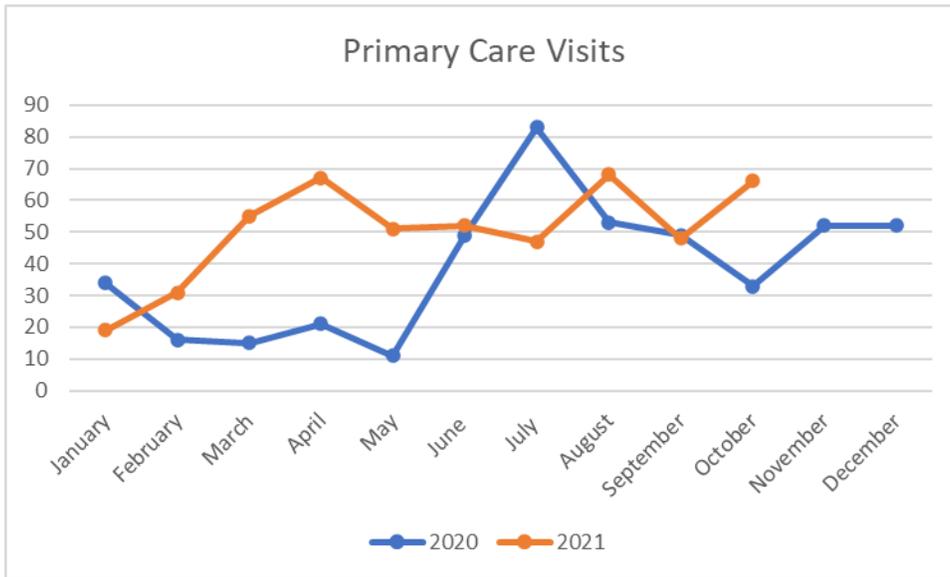
Human Resources customized and implemented a new onboarding program for Part-Time and seasonal new hires. This software allows the hiring managers to see the applicant's progress as they go through the onboarding steps. This software is also currently being customized to implement Full-Time new hire onboarding in the near future.

Human Resources hosted the annual Employee & Retiree Appreciation Luncheon on October 14th. The lunch was served in to-go containers to allow employees to remain socially distanced.

The Human Resources Department hosted a Mammogram event with Conway Medical Center. CMC's Mobile Mammogram Unit was in front of the Aquatic & Fitness Center on Thursday, October 28th to complete 3D mammograms. The Mobile Mammogram Unit performed 18 mammograms throughout the day.







**Employee (BCBS & SAV- Rx) Insurance Update:**

<b><u>SEPTEMBER</u></b>	Medical Claims Paid	\$280,784.56
<b><u>SEPTEMBER</u></b>	Dental Claims Paid	31,138.00
<b><u>SEPTEMBER</u></b>	Vision Claims Paid	2,950.76
<b><u>SEPTEMBER</u></b>	Drug Card*	38,754.92
<b>TOTAL</b>	<b>September</b>	<b>\$353,628.24</b>