

Monthly Report

*November 2021
Human Resources*

HUMAN RESOURCES REPORT – NOVEMBER 2021

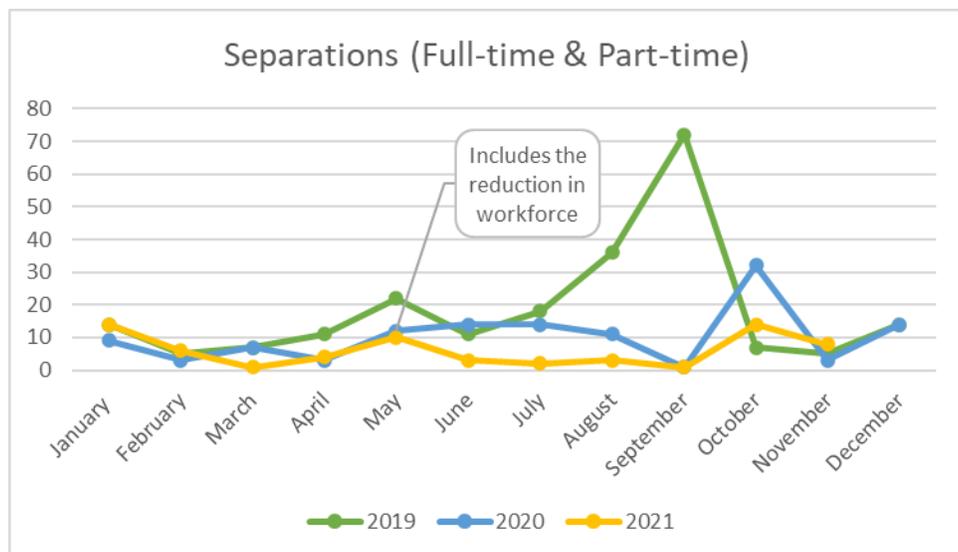
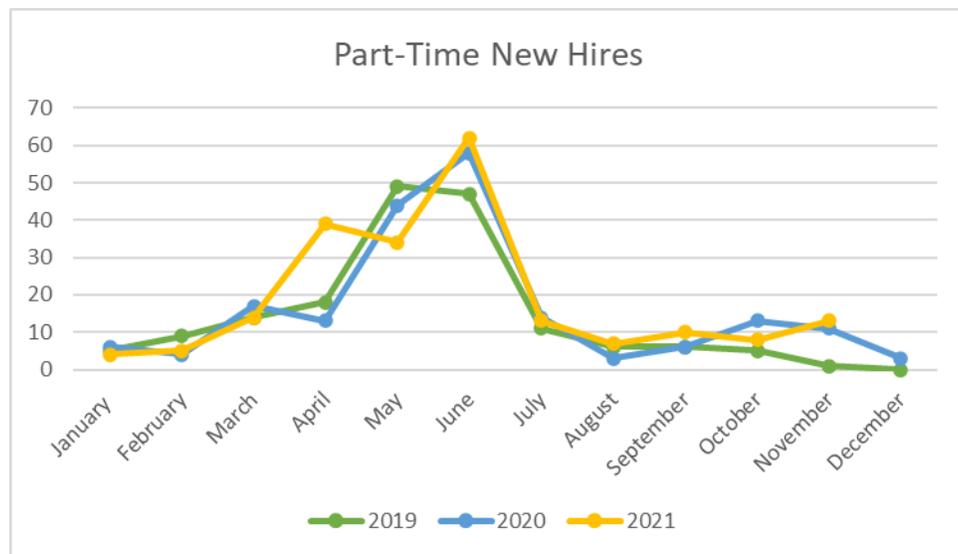
Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 316 applications/resumes were processed. We continued to assist departments on human resources matters including job postings, announcements, job descriptions, evaluations and change of status forms. We assisted employees with health/life insurance, retirement issues and other personnel-related matters.

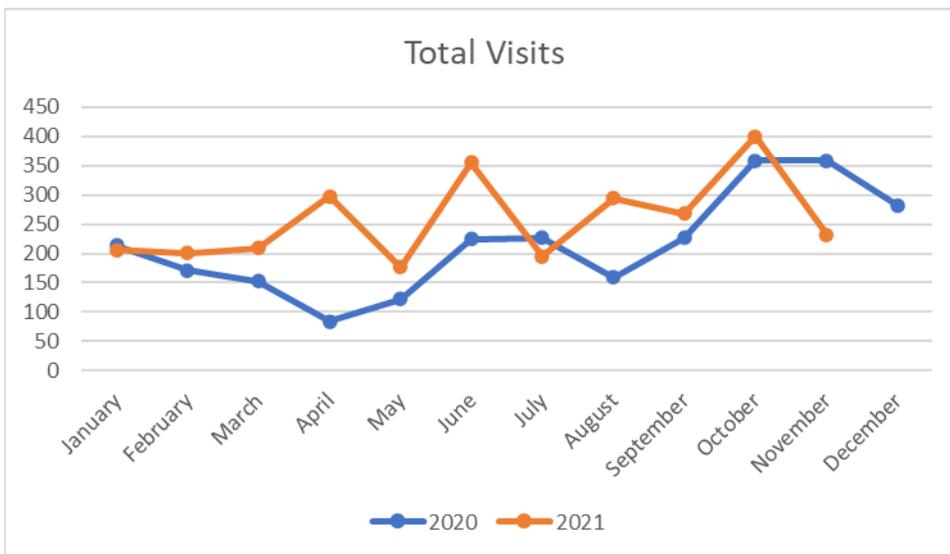
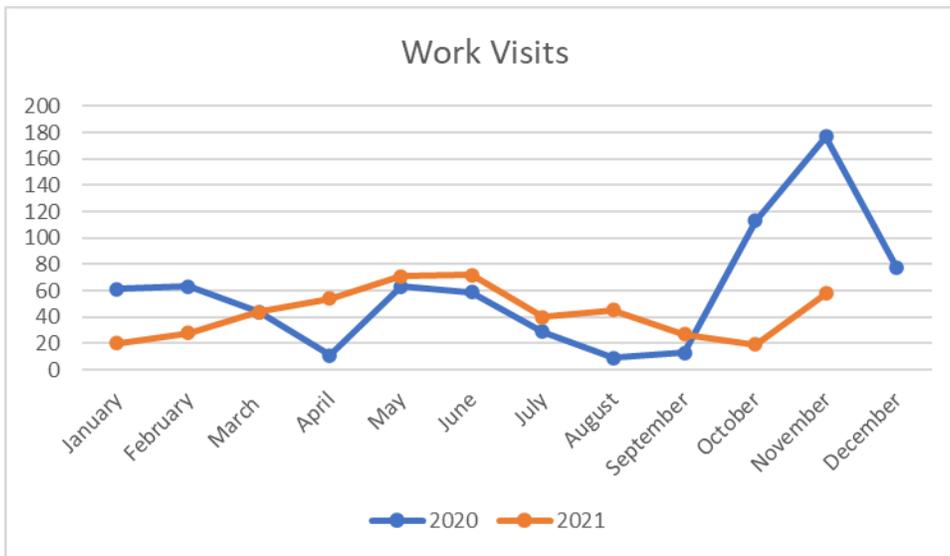
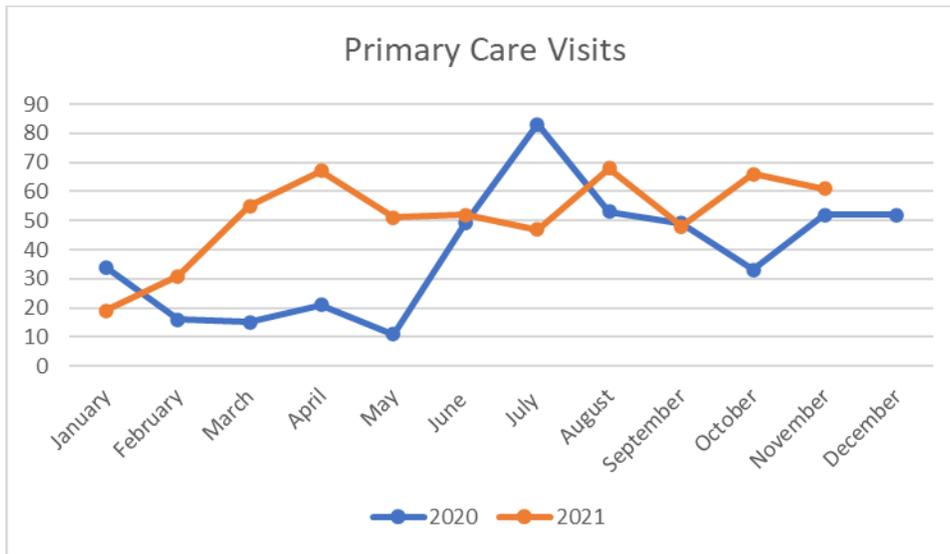
New employees received orientation sessions throughout the month. Part-time orientations were completed online to minimize traffic inside the building. Full-time employees attended in person orientations to receive information about the City and were enrolled in the City's Health and Wellness Program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

Human Resources held in person sessions for employees who needed any help completing the required annual compliance training courses. All Full-Time employees are required to complete the 4-course training program online. The deadline to complete this year's training program is Thursday, December 16th.

Human Resources hosted the annual Employee Meetings on November 9th & 10th. These meetings discussed benefits information, FSA enrollment for 2022, FMLA and leaves, Exempt vs Non-Exempt employees, Risk Management, and reminders on Covid-19 rules. The meeting was also filmed and posted on the intranet for employees who were not able to attend to watch.

The Human Resources Department collected Covid-19 vaccination statuses of all City employees in the month of November. Employees submitted a certification form and a copy of their vaccination card (if applicable) beginning on November 16th. Employee information is kept confidential.





Employee (BCBS & SAV- Rx) Insurance Update:

<u>OCTOBER</u>	Medical Claims Paid	\$598,179.68
<u>OCTOBER</u>	Dental Claims Paid	21,208.00
<u>OCTOBER</u>	Vision Claims Paid	2,122.75
<u>OCTOBER</u>	Drug Card*	84,620.96
TOTAL	October	\$706,131.39