

# Monthly Report

*December 2021  
Human Resources*

## **HUMAN RESOURCES REPORT – DECEMBER 2021**

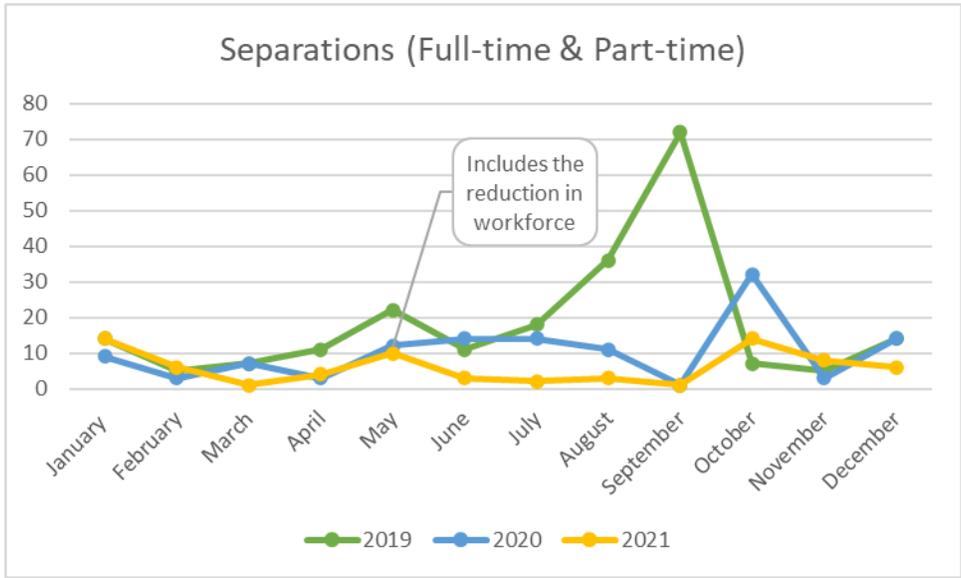
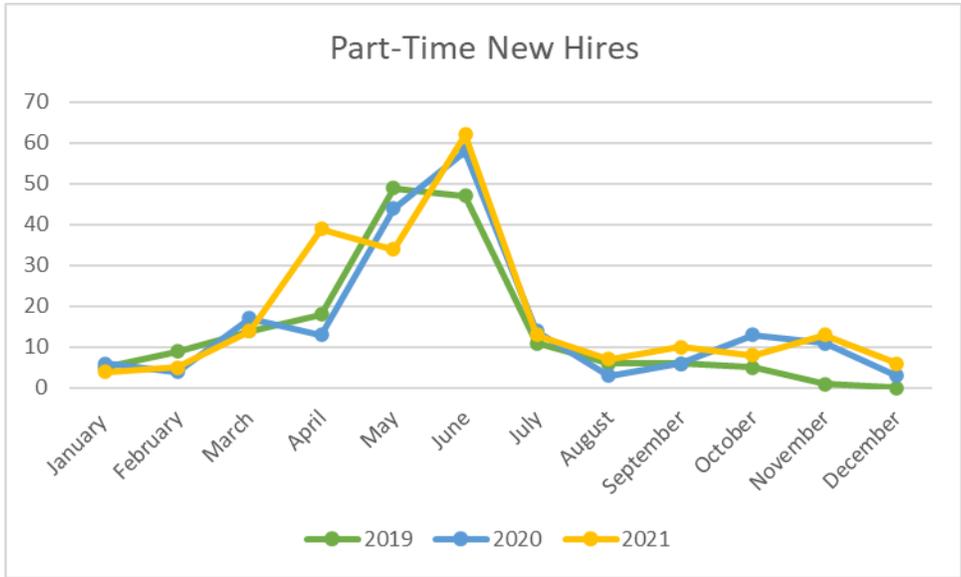
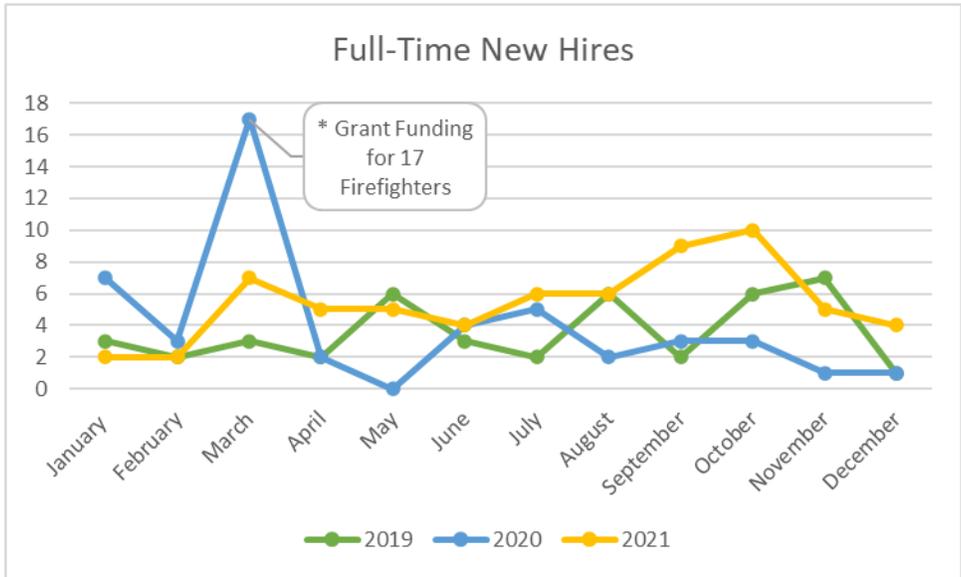
Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 307 applications/resumes were processed. We continued to assist departments on human resources matters including job postings, announcements, job descriptions, evaluations and change of status forms. We assisted employees with health/life insurance, retirement issues and other personnel-related matters.

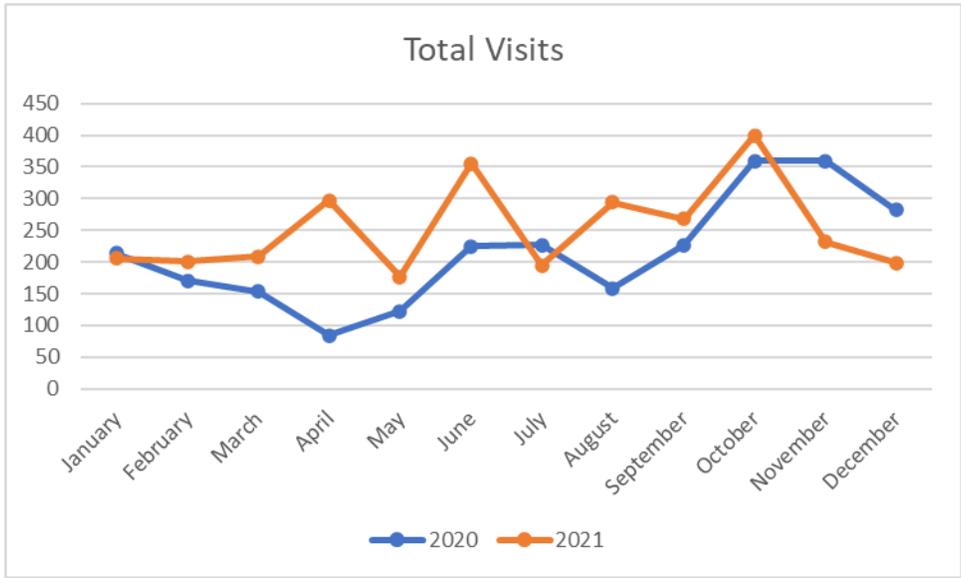
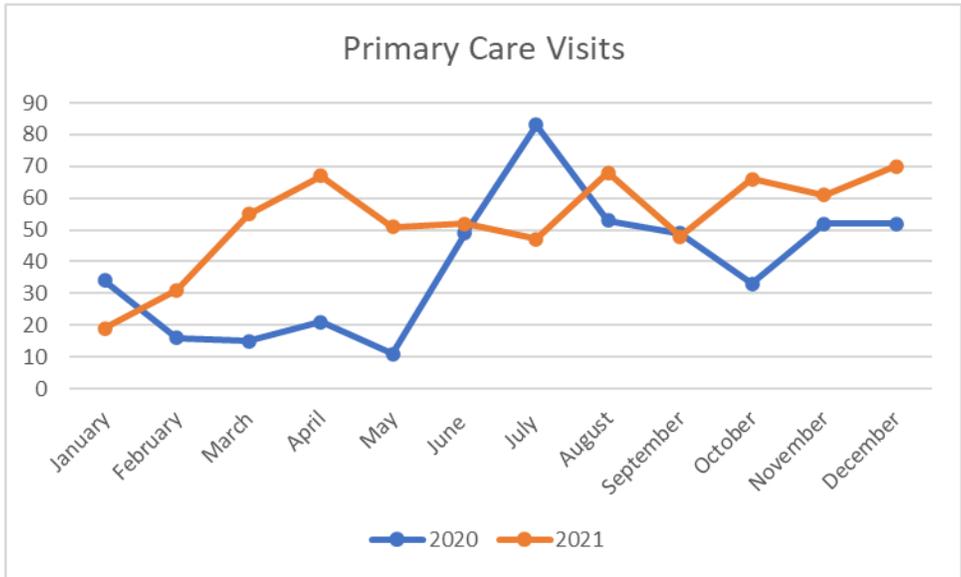
New employees received orientation sessions throughout the month. Part-time orientations were completed online to minimize traffic inside the building. Full-time employees attended in person orientations to receive information about the City and were enrolled in the City's Health and Wellness Program 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 were required to complete the 4-course training program online by Thursday, December 16th.

McLeod Onsite Health held an event on Thursday, December 16<sup>th</sup> for Covid-19 vaccinations. Pfizer vaccines were offered for employees & spouses who were interested in receiving a 1<sup>st</sup>, 2<sup>nd</sup>, or booster shot. During the event, 71 vaccinations were administered.

The Human Resources Department released information on the Wellness Incentive Plan for 2022. Participation in the Wellness Incentive Plan requires 3 steps – completion of a health risk questionnaire, biometric screening, and a wellness consultation appointment. The biometric screening event will be held January 10 – 21, and participants should have logged in to their account with inHealth to complete the health risk questionnaire prior to their biometric screening appointment. Consultation appointments will be conducted throughout the year based on department.





<b>Employee (BCBS &amp; SAV- Rx) Insurance Update:</b>		
<b><u>NOVEMBER</u></b>	Medical Claims Paid	\$385,404.05
<b><u>NOVEMBER</u></b>	Dental Claims Paid	26,772.00
<b><u>NOVEMBER</u></b>	Vision Claims Paid	3,418.79
<b><u>NOVEMBER</u></b>	Drug Card*	113,968.30
<b>TOTAL</b>	<b>November</b>	<b>\$529,563.14</b>