



Monthly Report

*April 2022
Human Resources*

HUMAN RESOURCES REPORT – APRIL 2022

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 213 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. 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.

Wellness consultation appointments will be conducted throughout the year based on department. During the months of March and April, Police and Fire departments were required to complete their wellness consultation appointments. Planning & Development and Finance Departments will complete consultations in May.

Human Resources and Employee Health Center staff hosted a Lunch & Learn on April 27th on the topic of staying physical at work. Human Resources also invited participants who successfully completed February's walking challenge to celebrate their achievements with a "Walk it Out" event. Participants received lanyards & commemorative pins, and the top 3 walkers received prizes. Human Resources announced the next challenge, a fruit & vegetable challenge, which begins on May 2nd.

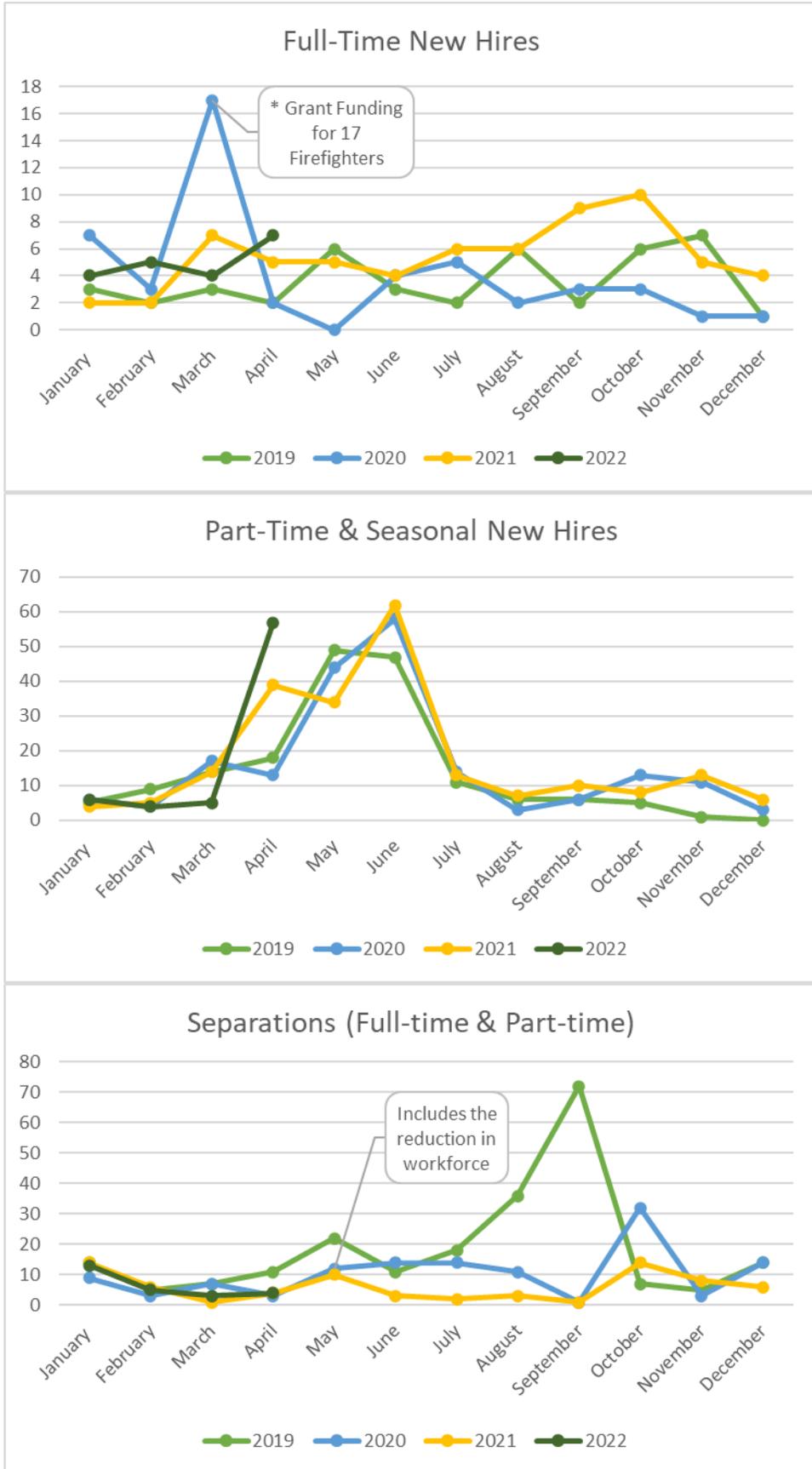


Human Resources staff, along with Lifeguard Coordinators from the Public Safety Department, attended a job fair for High School students looking for Summer Jobs on April 30th. Human Resources will also be attending another job fair with Parks & Recreation employees and Lifeguard Coordinators on May 5th.

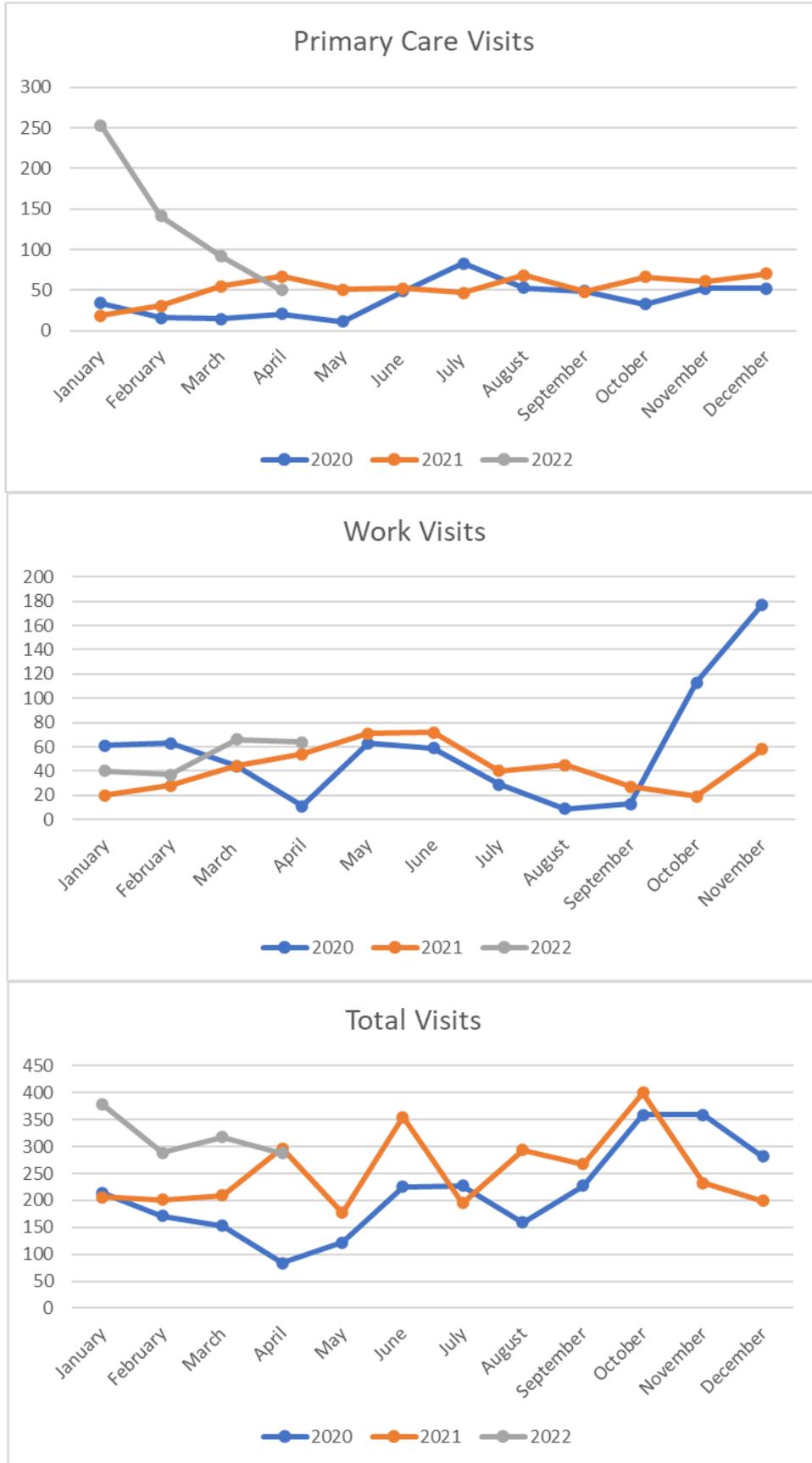
Supervisor training was held on April 20th & 21st. The topic of training was Reasonable Suspicion. The class was taught by Ron Cassidy of LifeServices EAP. The next supervisor training will be held in July to cover the topic of Performance Appraisals.

Human Resources has begun planning for this year's Benefit Carnival. The Benefit Carnival will be held in June to give Full Time employees an opportunity to meet our benefits vendors and ask questions.

Employment Statistics



Clinic Statistics



Benefits Statistics

Employee (BCBS & SAV- Rx) Insurance Update:		
<u>MARCH</u>	Medical Claims Paid	\$472,954.25
<u>MARCH</u>	Dental Claims Paid	\$43,321.00
<u>MARCH</u>	Vision Claims Paid	\$5,295.35
<u>MARCH</u>	Drug Card*	\$56,721.53
TOTAL	March	\$578,292.13

