



# Monthly Report

*August 2022*  
*Human Resources*

## **HUMAN RESOURCES REPORT – AUGUST 2022**

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 441 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 were conducted throughout the year based on department. During the month of August, the Parks & Recreation Department wellness participants were required to complete their wellness consultation appointments.

Human Resources kicked off a Wellness Challenge on August 22<sup>nd</sup>. This 4-week challenge focused on Mindfulness. Included in this challenge are techniques to help promote healthy management of anxiety, present-moment awareness, and overall wellbeing. Participants who complete the 30-day challenge will earn credit for one missed wellness goal.

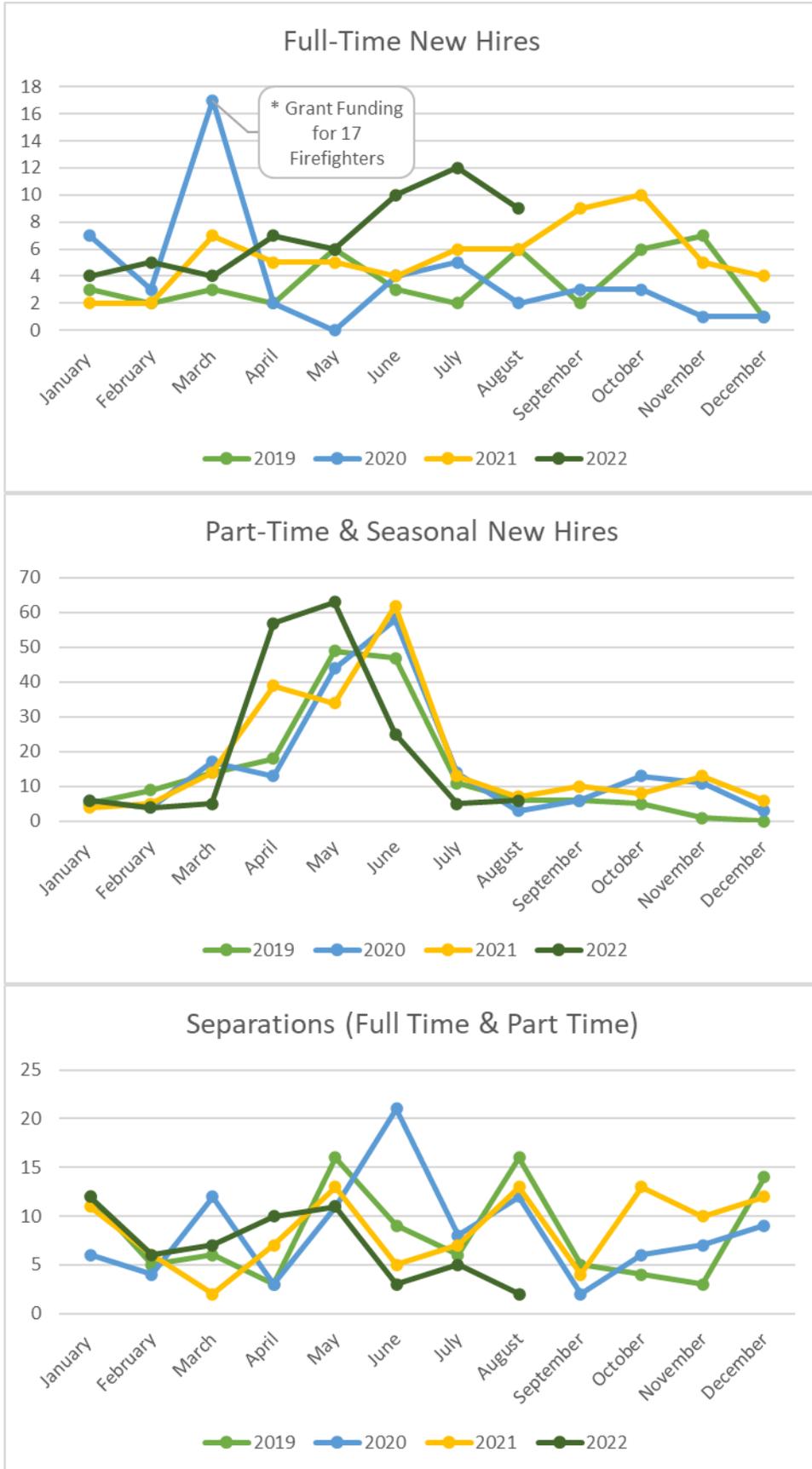
During the month of August, Human Resources worked on the implementation of eForms and eFiles through NeoGov. The use of these platforms will allow us to store all personnel files digitally. It will also allow for employees to complete forms digitally, reducing the need for paper forms and making most processes quicker.

Human Resources worked on the pay plans for part time positions and consolidated the part time titles. Work was also done to update pay grades for positions in Dispatch and Detention. This change better aligns these positions with the rest of the market.

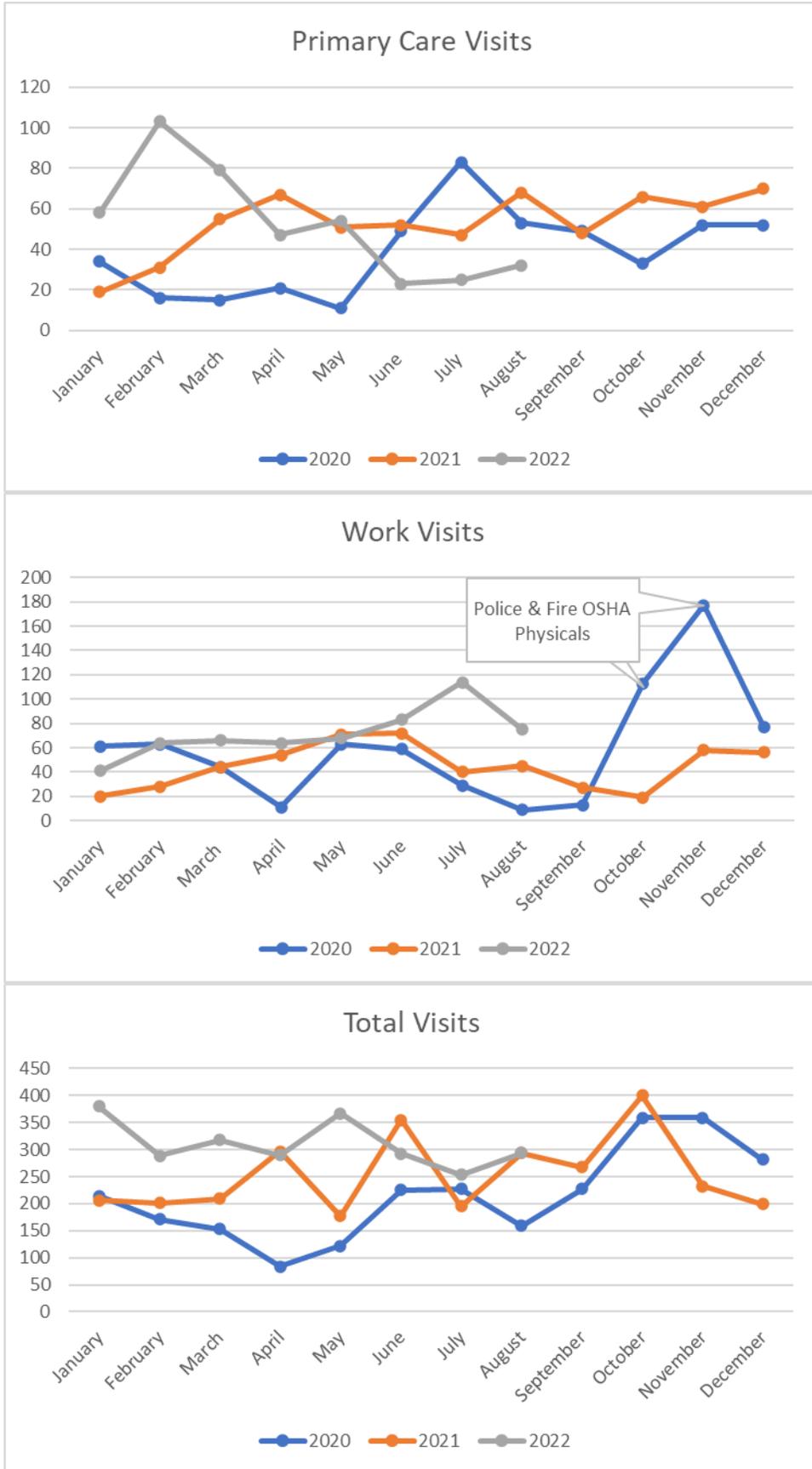
Human Resources also began planning for upcoming employee events. The date for the annual Employee Appreciation Luncheon was announced as October 20<sup>th</sup> and an employee Halloween Costume Contest was announced for October 28<sup>th</sup>.

Coming soon in September, Human Resources will be hosting an American Red Cross Blood Drive on September 13<sup>th</sup> & 14<sup>th</sup>. Daisy Jones with MissionSquare Retirement (Formerly ICMA) will also be at City Hall on September 13<sup>th</sup> & 14<sup>th</sup> for individual meetings and group retirement seminars.

# Employment Statistics



# Clinic Statistics



## Benefits Statistics

<b>Employee (BCBS &amp; SAV- Rx) Insurance Update:</b>		
<u><b>JULY</b></u>	Medical Claims Paid	\$512,083.24
<u><b>JULY</b></u>	Dental Claims Paid	\$18,538.00
<u><b>JULY</b></u>	Vision Claims Paid	\$3,939.45
<u><b>JULY</b></u>	Drug Card*	\$96,908.38
<b>TOTAL</b>	<b>July</b>	<b>\$631,469.07</b>

