



Monthly Report

*September 2022
Human Resources*

HUMAN RESOURCES REPORT – SEPTEMBER 2022

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 499 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.

Human Resources finished the Mindfulness Wellness Challenge on September 20th. This 4-week challenge focused on techniques to help promote healthy management of anxiety, present-moment awareness, and overall wellbeing. 17 participants completed the challenge and earned credit for one missed wellness goal.

During the month of September, 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. Staff is currently working on uploading documents and testing forms.

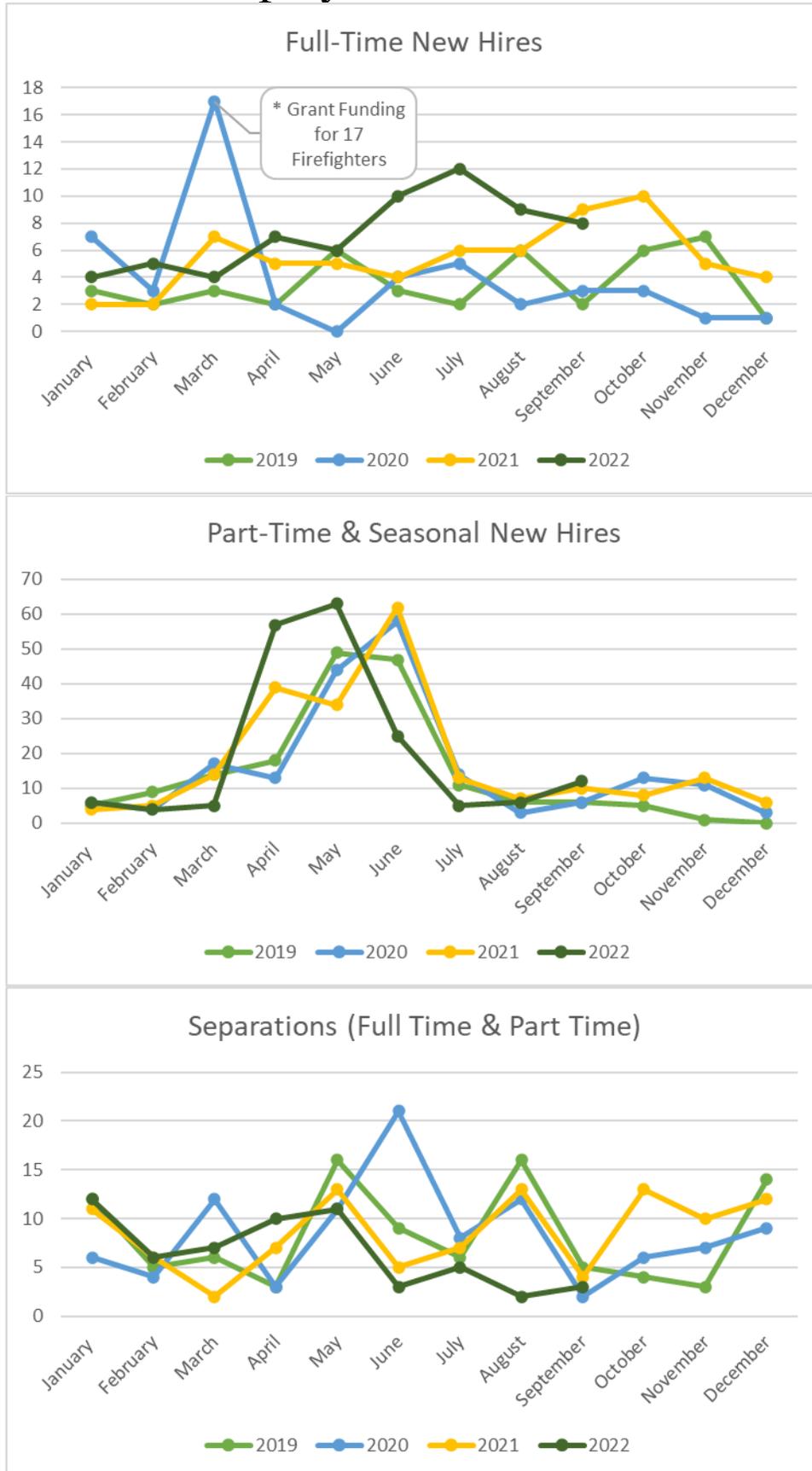
Human Resources hosted a Blood Drive with the American Red Cross on September 13th & 14th. A total of 41 pints of blood were collected. Also on September 13th & 14th, Daisy Jones with MissionSquare Retirement (Formerly ICMA-RC) was at City Hall hosting individual meetings with employees and also group retirement seminars.

Human Resources held a COVID Bivalent Vaccine clinic on September 23rd for interested employees. 18 employees received vaccines at the event.

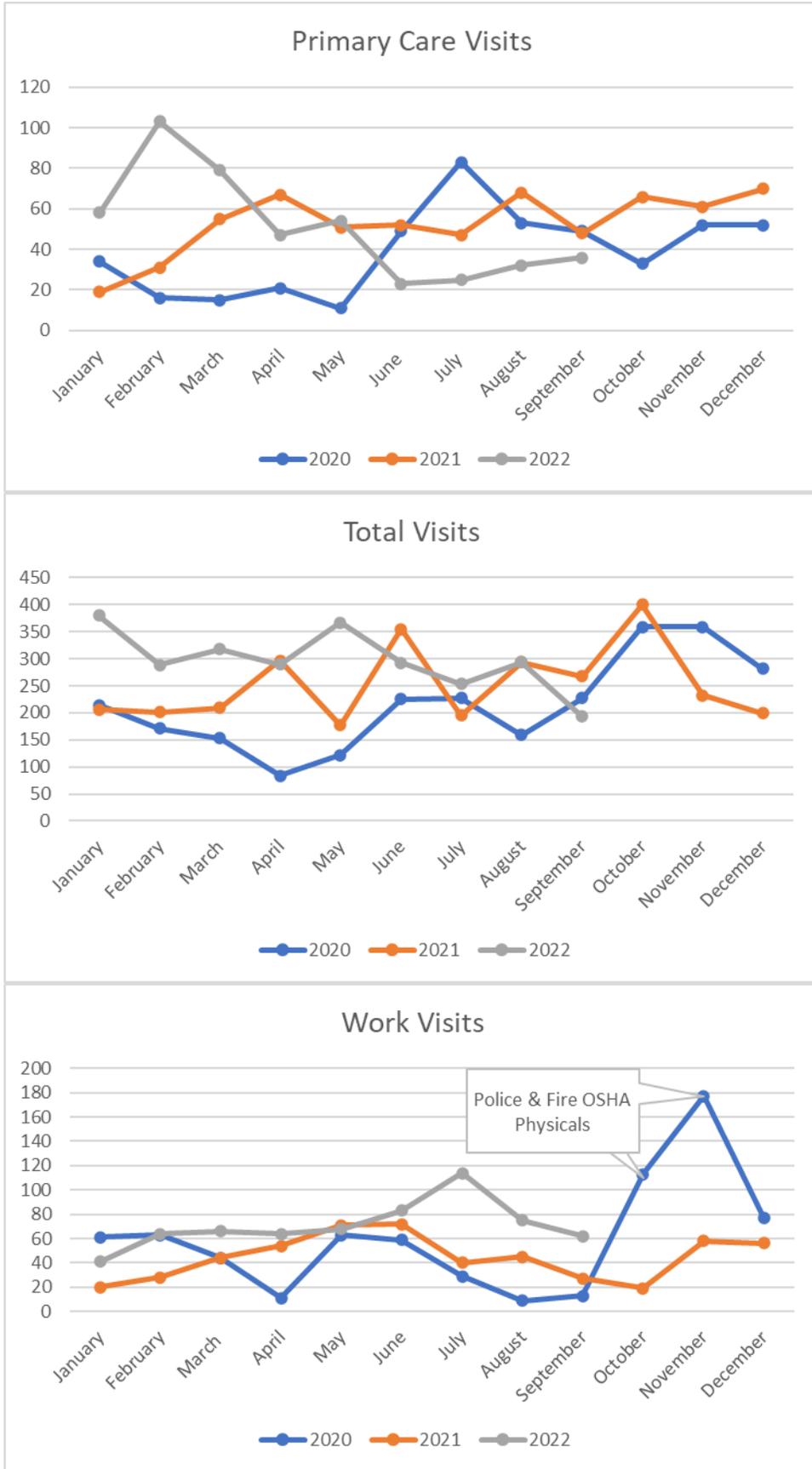
Human Resources also began planning for upcoming employee events. The date for the annual Employee Appreciation Luncheon was announced as October 20th and an employee Halloween Costume Contest was announced for October 28th.

Coming soon in October, Human Resources will be holding a Flu Shot Clinic October 10th – 14th at the Employee Health Center. Interested employees can sign up for appointments on the intranet. Conway Medical Center's Mobile Mammogram Unit will also be on site on October 25th conducting 3-D mammograms.

Employment Statistics



Clinic Statistics



Benefits Statistics

Employee (BCBS & SAV- Rx) Insurance Update:		
<u>AUGUST</u>	Medical Claims Paid	\$366,733.43
<u>AUGUST</u>	Dental Claims Paid	\$32,150.00
<u>AUGUST</u>	Vision Claims Paid	\$3,030.08
<u>AUGUST</u>	Drug Card*	\$99,874.60
TOTAL	August	\$501,788.11

