



# Monthly Report

*October 2022  
Human Resources*

## **HUMAN RESOURCES REPORT – OCTOBER 2022**

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 354 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 provided the opportunity to get a flu shot to all full-time benefits eligible employees 10/10 – 10/14. Employees who couldn't attend, can schedule a time with the health clinic after the initial dates for any remaining flu shots.

Human Resources hosted the annual Employee Appreciation Luncheon on October 20<sup>th</sup>, feedback received was all positive. Box lunches were provided from Logan's Roadhouse and there was a large turnout.

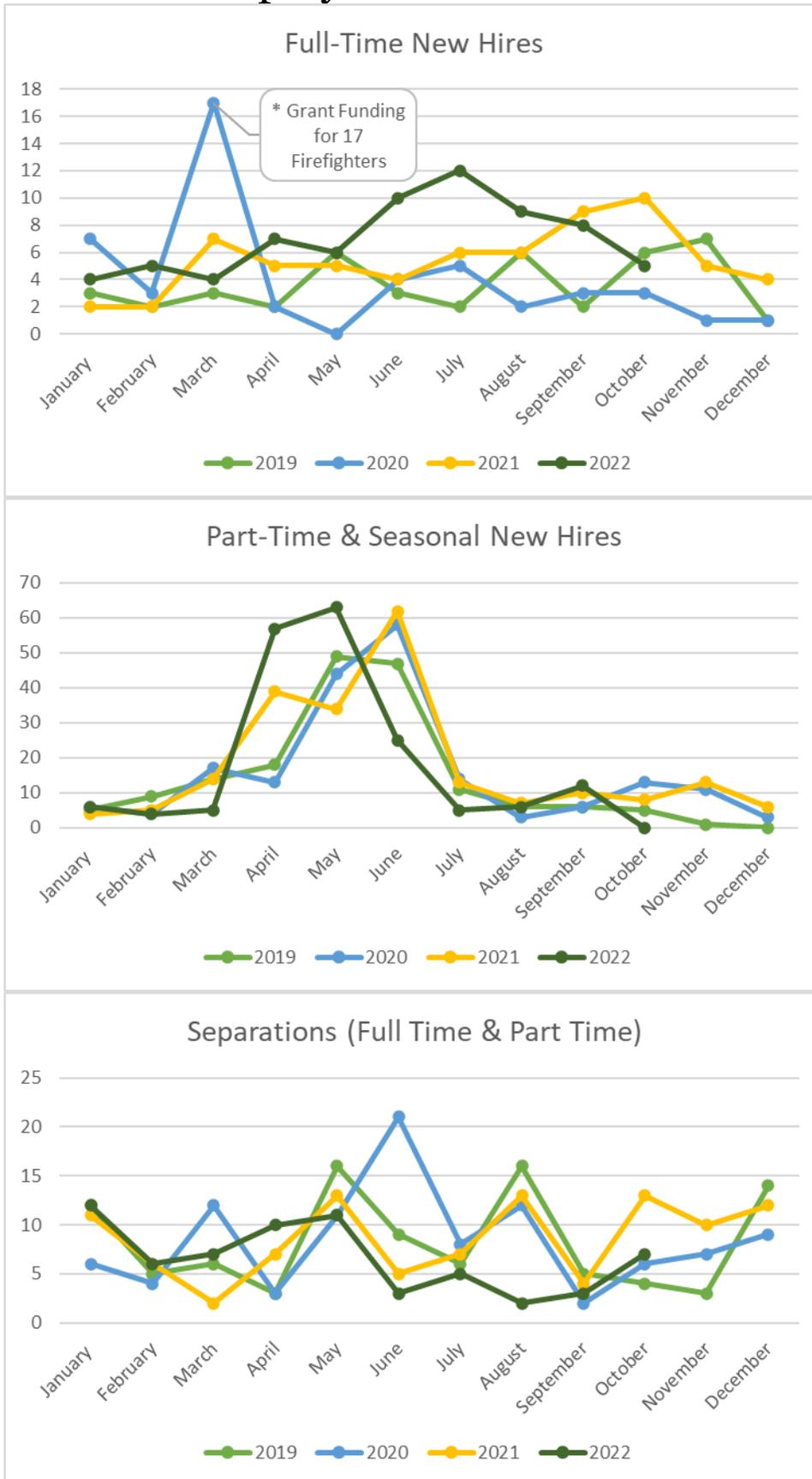
Human Resources partnered with Conway Medical Center's Mobile Mammogram Unit. The mobile unit was available on 10/25 for employees to obtain a 3-D mammogram.

On October 26<sup>th</sup> – 28<sup>th</sup>, Human Resources provided supervisor training for all managers to learn about best hiring practices with topics ranging from interviewing to candidate selection for hire.

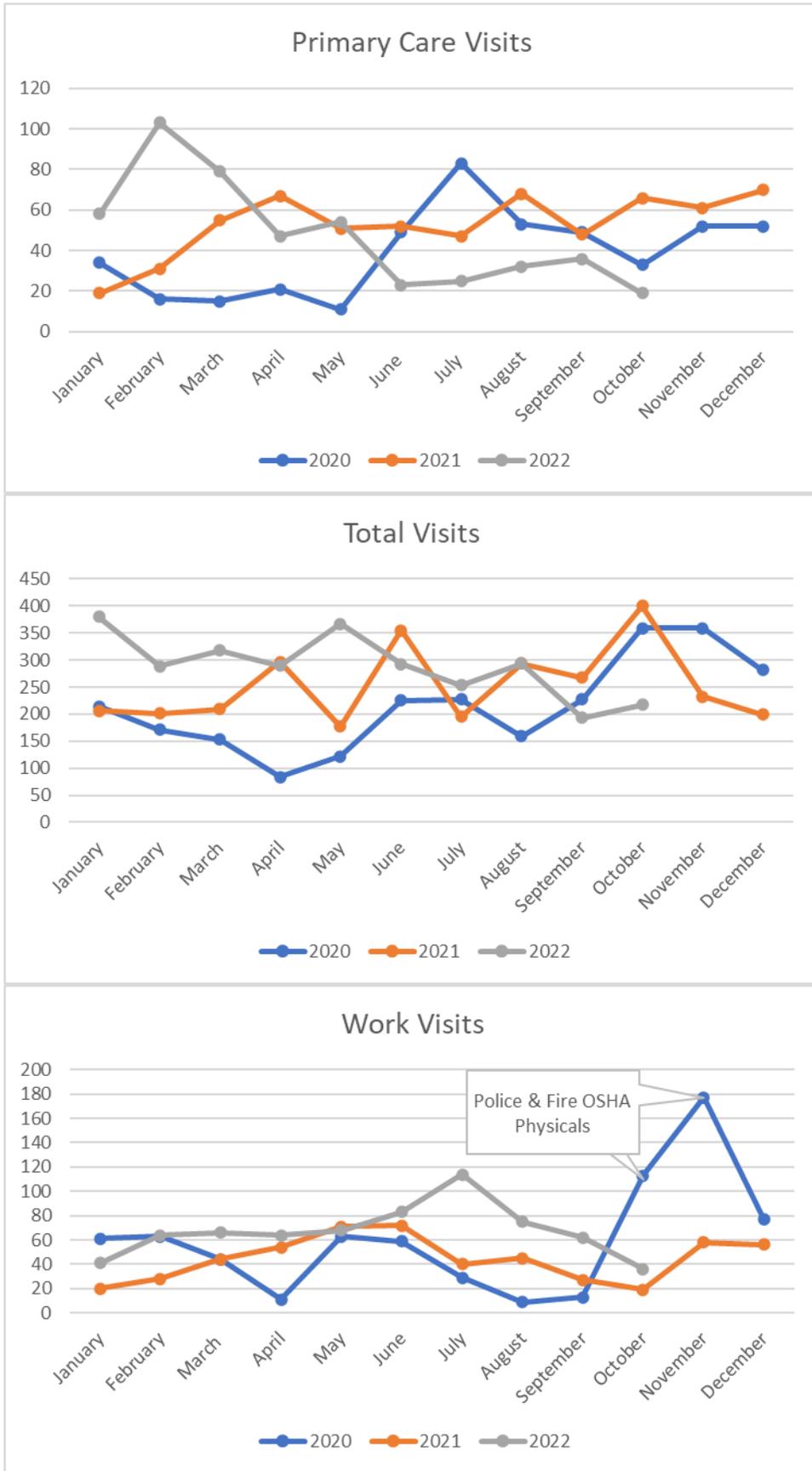
An employee Halloween Costume Contest was hosted on October 28<sup>th</sup>, participation was nominal but positive feedback was received.

Coming soon in November, Human Resources will be holding the 2022 Annual Employee Meeting 11/1 – 11/3; any employee that missed the meeting will be required to watch a recorded version by the end of November. On 11/15 – 11/16 a representative from Mission Square Retirement will be available to all interested employees to learn more about their applicable retirement options; interested employees must sign up for appointments on the intranet. Employees will have from 11/1 – 11/28 to elect their 2023 FSA contributions, forms have been provided at the meetings, electronically, as well as on the HR forms wall.

# Employment Statistics



# Clinic Statistics



# Benefits Statistics

<b>Employee (BCBS &amp; SAV- Rx) Insurance Update:</b>		
<b><u>SEPTEMBER</u></b>	Medical Claims Paid	\$776,996.62
<b><u>SEPTEMBER</u></b>	Dental Claims Paid	\$29,495.00
<b><u>SEPTEMBER</u></b>	Vision Claims Paid	\$3,896.13
<b><u>SEPTEMBER</u></b>	Drug Card*	\$22,702.67
<b>TOTAL</b>	<b>September</b>	<b>\$833,090.42</b>

