



Monthly Report

*November 2022
Human Resources*

HUMAN RESOURCES REPORT – NOVEMBER 2022

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 524 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.

November 1st – 3rd Human Resources held the 2022 Annual Employee Trainings; this was a mandatory training that all employees needed to attend in person. Those who could not attend must complete the training online via KnowB4 training platform. Information covered contained but was not limited to FSA changes & Enrollment, Wellness Incentive Plan & Employee Health Center updates, Sick Leave Bank information, IT training, and Risk Management incident reporting process. HR launched a survey to all employees 12/16 to gather feedback on the training and its effectiveness.

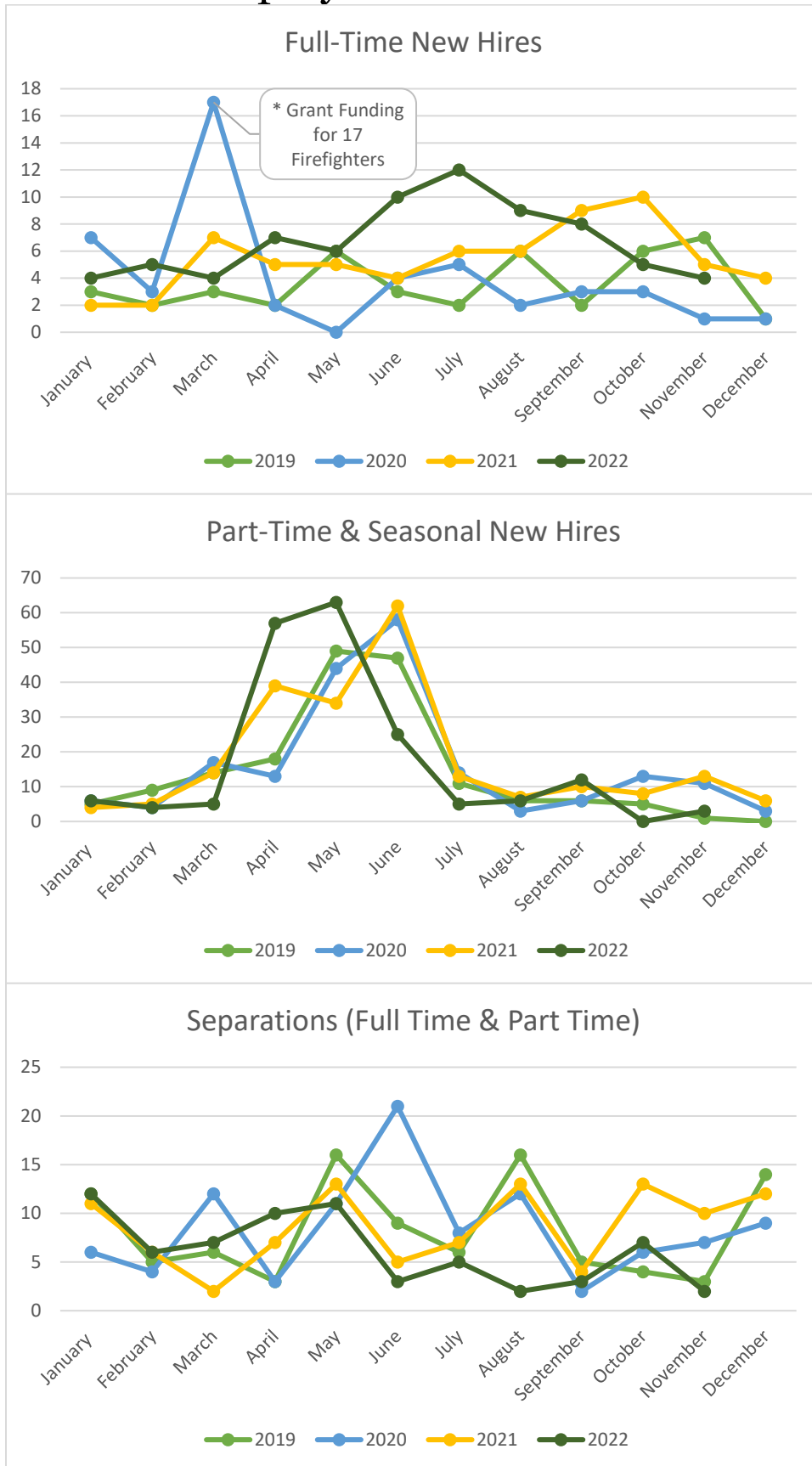
On November 15th and 16th a representative from Mission Square Retirement was available to all interested employees for private meetings to discuss their retirement and contributions.

On November 18th all eligible employees received their holiday bonus via check.

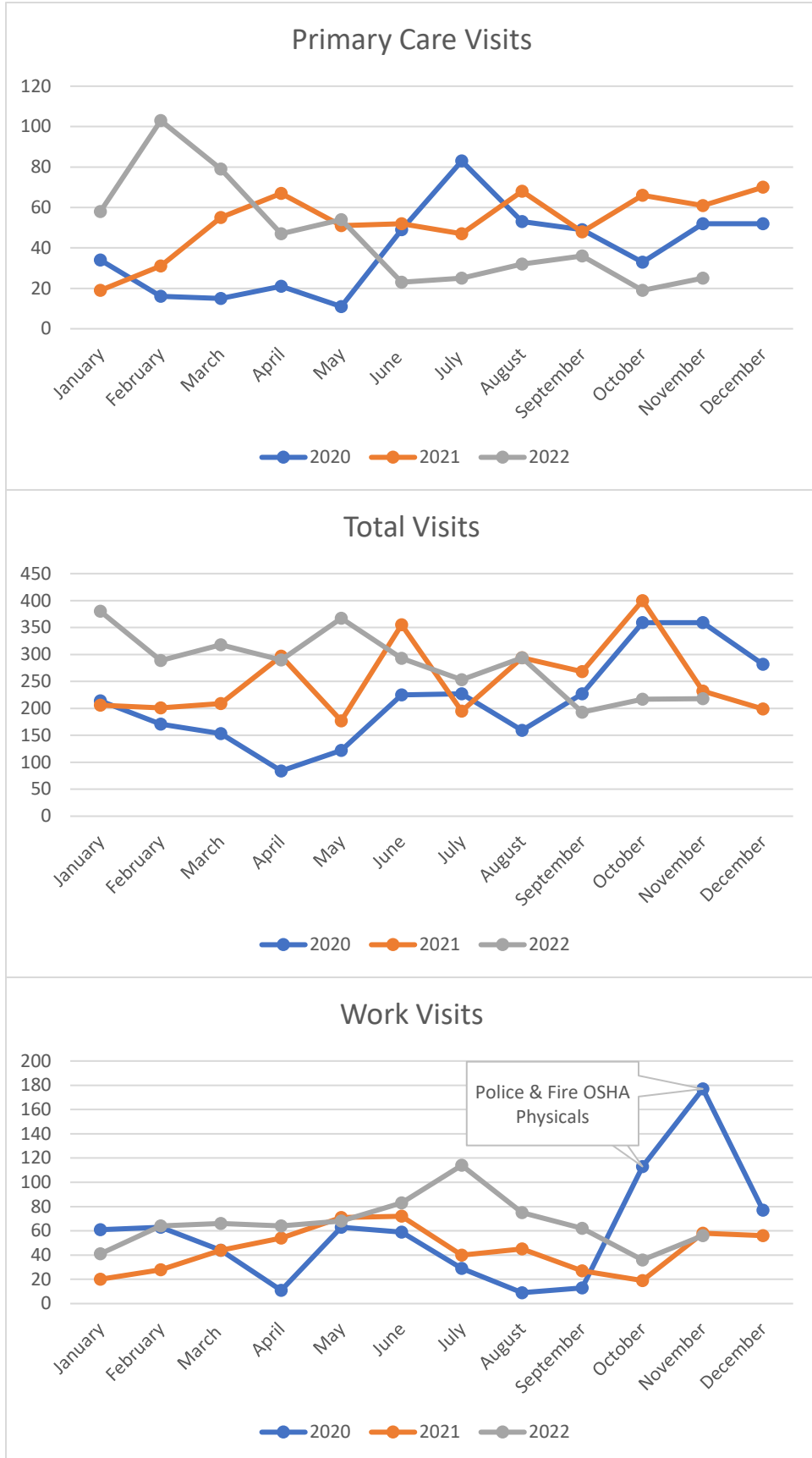
All employees were asked to provide their 2023 FSA contribution elections by November 28th. HR has processed all forms and 2023 FSA funds will be available January 2023.

Coming in December, employees will have the ability to enroll in the Sick Leave Bank from December 1st – 16th. Human Resources will be hosting holiday contests on December 16th, employees and departments are encouraged to decorate their doors and/or workspaces, as well as dress in their best holiday attire. Judges will determine the winners of both doors/workspaces and holiday attire. Winners will receive a prize! Human Resources will be starting an audit of I-9 forms via the Equifax service provider. Employees that have information fields flagged will be meeting with HR to amend/attest to the information gathered by Equifax. This will ensure that the City is compliant with all federal employment laws pertaining to employment authorization.

Employment Statistics



Clinic Statistics



Benefits Statistics

Employee (BCBS & SAV- Rx) Insurance Update:		
<u>OCTOBER</u>	Medical Claims Paid	\$356,564.30
<u>OCTOBER</u>	Dental Claims Paid	\$20,310.00
<u>OCTOBER</u>	Vision Claims Paid	\$4,079.24
<u>OCTOBER</u>	Drug Card*	\$97,316.76
TOTAL	October	\$478,270.30

