



Monthly Report

*December 2022
Human Resources*

HUMAN RESOURCES REPORT – DECEMBER 2022

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 290 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.

From December 1st – 16th employees had the ability to enroll in the Sick Leave Bank. This program provides employees with extended paid sick leave if they exhaust all other time off benefits.

On December 16th, Human Resources hosted two holiday contests. Employees and departments were encouraged to decorate their office door and/or their workspace. The second contest had employees come to the atrium on December 16th to show off their most festive holiday attire. We had great participation in both contests and prizes were given to the winners.

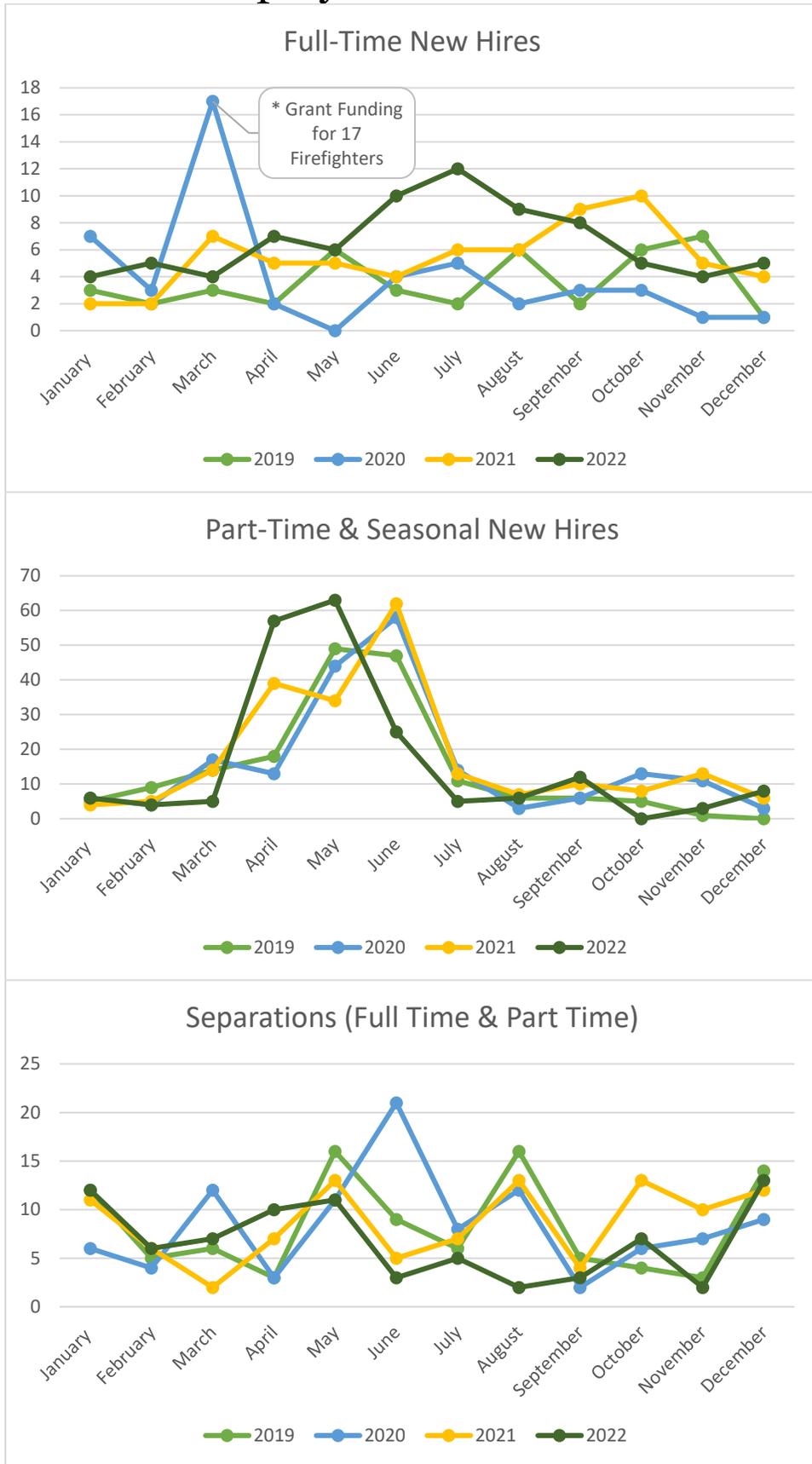
Human Resources also initiated an in-depth audit of all I-9 forms and is working with employees to address any I-9 compliance issues.

In January, employees will have the ability to provide key feedback over the Annual Employee Training and how impactful the training was. Those who complete the survey by January 6th are automatically entered into a raffle and four winners will be announced for their participation.

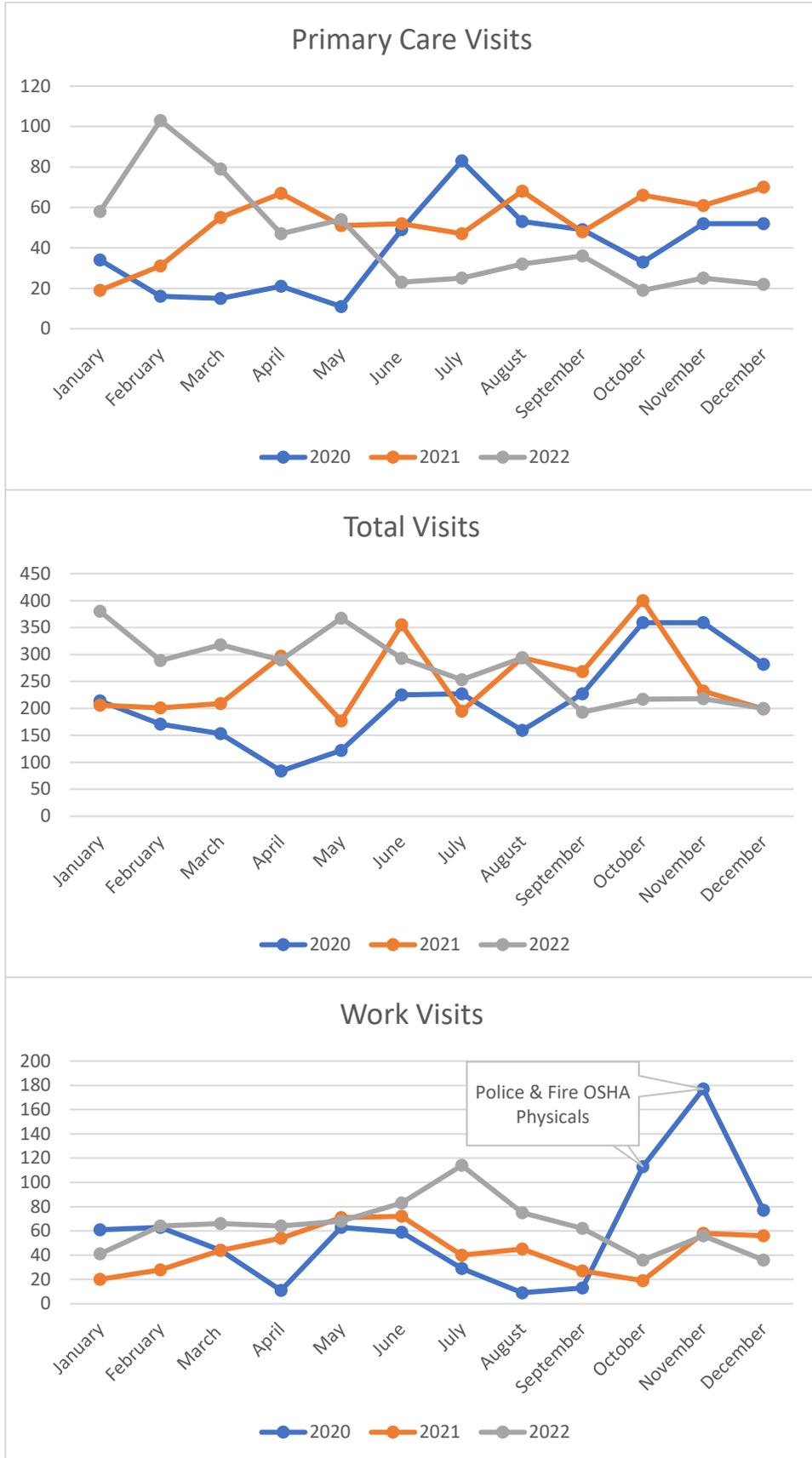
January 9th – 13th and 17th – 18th employees will have the opportunity to complete their annual biometric screening. Completing the biometric screening is one of the steps employees must take to be eligible for their health insurance discount and earn funds towards their HRA.

January 25th and 26th Daisy Jones from Mission Square will be on-site offering retirement meetings for City employees. Daisy can help employees understand their pension, social security, 401 (a), 457, and Roth IRA.

Employment Statistics



Clinic Statistics



Benefits Statistics

Employee (BCBS & SAV- Rx) Insurance Update:		
<u>NOVEMBER</u>	Medical Claims Paid	\$441,192.10
<u>NOVEMBER</u>	Dental Claims Paid	\$31,732.00
<u>NOVEMBER</u>	Vision Claims Paid	\$3,418.79
<u>NOVEMBER</u>	Drug Card*	\$102,984.00
TOTAL	November	\$579,326.89

