



Monthly Report

*January 2023
Human Resources*

HUMAN RESOURCES REPORT – JANUARY 2023

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 629 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.

In January, employees provided key feedback over the Annual Employee Training and how impactful the training was. To thank the participants, random prize winners were announced for completing the survey.

January 9th – 13th and 17th – 18th employees had 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 to earn funds towards their HRA.

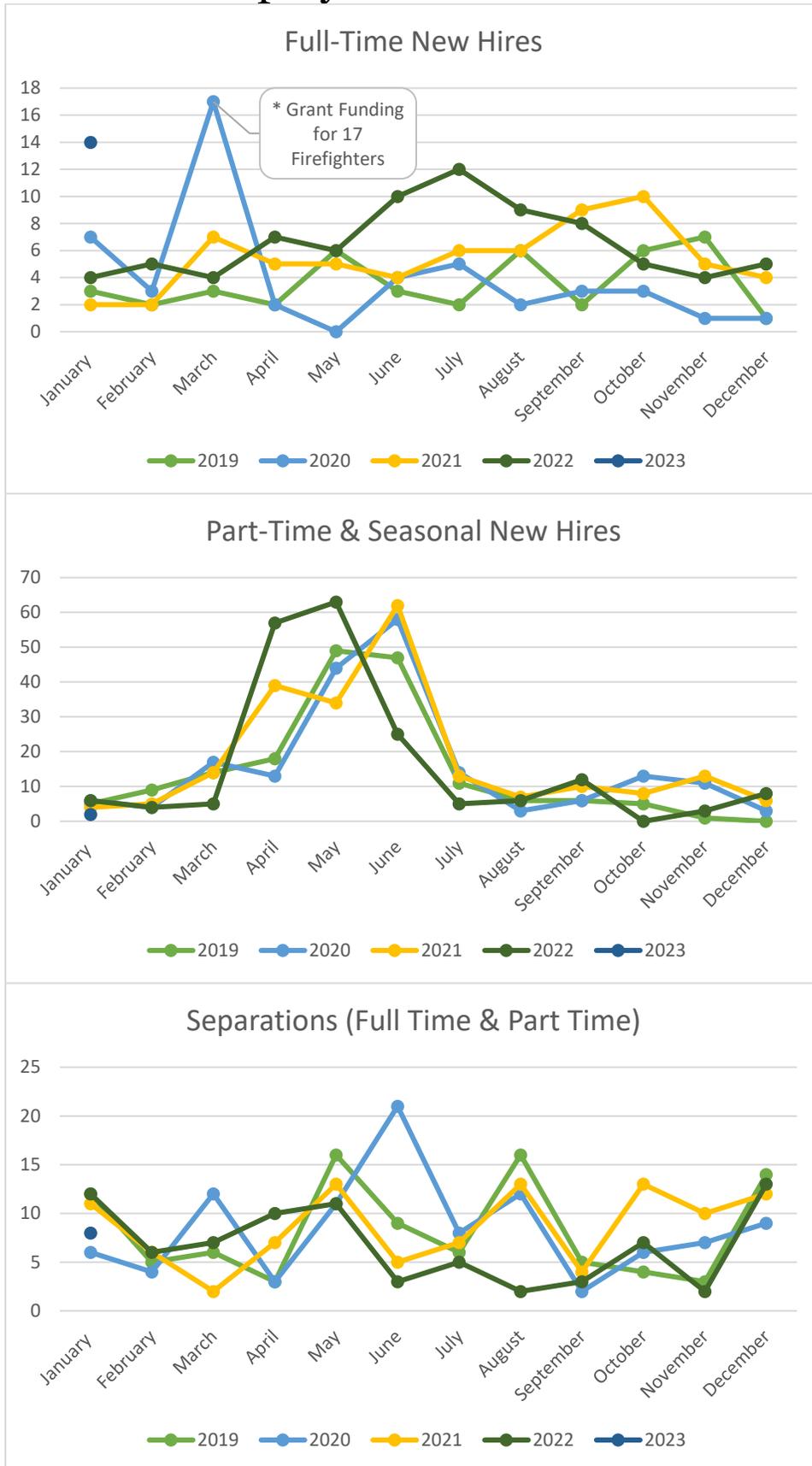
January 25th and 26th Daisy Jones from Mission Square was on-site offering retirement meetings for City employees. Daisy continues to help employees understand their pension, social security, 401 (a), 457, and Roth IRA.

During the month of February Police, Police Spouses, and Fire Spouses can participate in their Wellness Consultation. For employees to earn the health insurance premium discount for 2024, they must complete this final step.

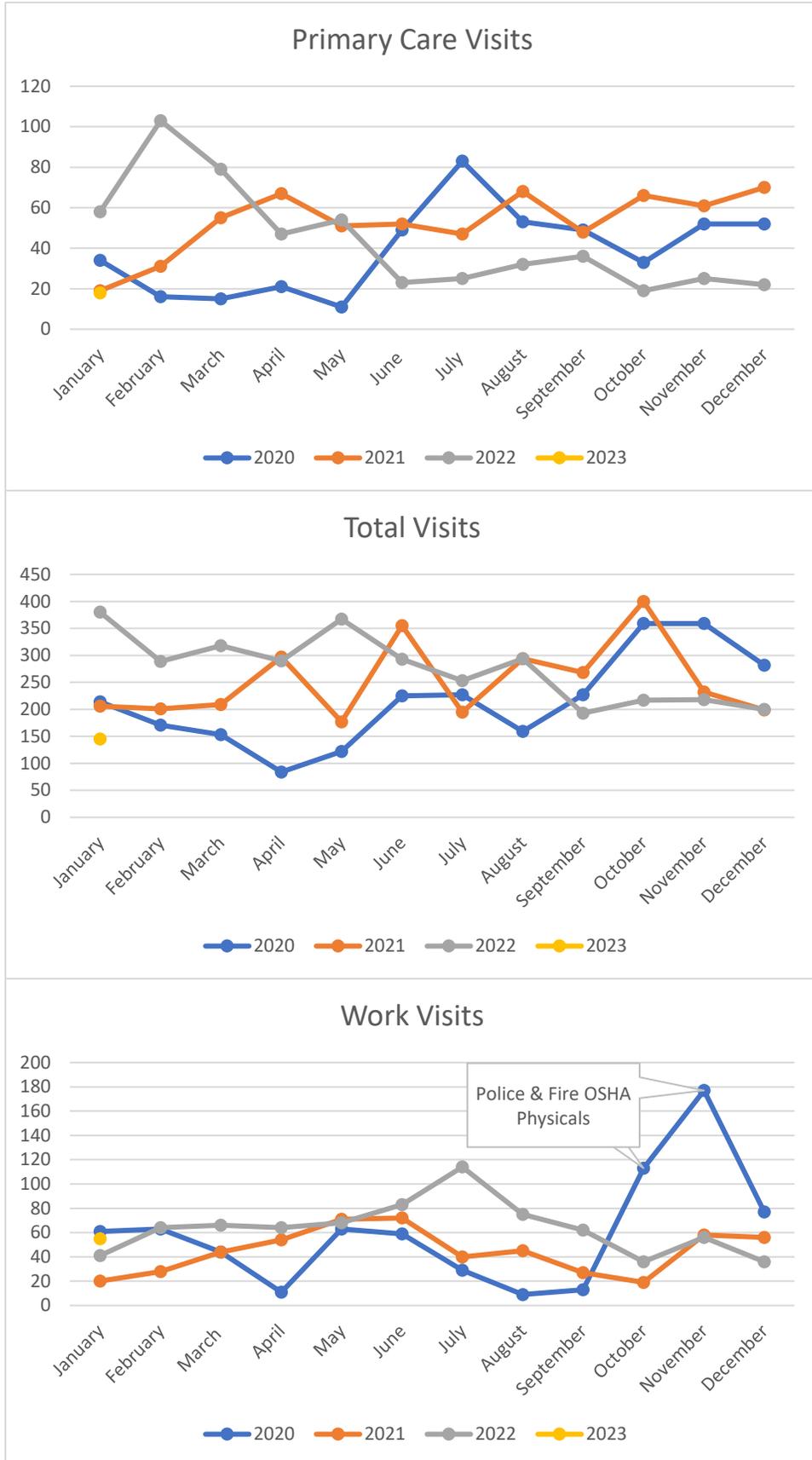
Any remaining employees yet to complete their annual biometric screening will have until February 28th to return the Primary Care Physician form back to the Health Center. If an employee and/or the employee's spouse does not complete the biometric screening they will not be eligible for the health insurance premium discount for 2024.

Midway through February, HR will be surprising employees with an Employee Appreciation Day accompanied by special treats.

Employment Statistics



Clinic Statistics



Benefits Statistics

Employee (BCBS & SAV- Rx) Insurance Update:

<u>DECEMBER</u>	Medical Claims Paid	\$298,362.31
<u>DECEMBER</u>	Dental Claims Paid	\$21,235.00
<u>DECEMBER</u>	Vision Claims Paid	\$4,019.13
<u>DECEMBER</u>	Drug Card*	\$84,635.00
TOTAL	December	\$406,251.44

