



Monthly Report

*February 2023
Human Resources*

HUMAN RESOURCES REPORT – FEBRUARY 2023

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 588 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 February, Police, Police Spouses, and Fire Spouses were invited to participate in their Wellness Consultation. For employees to earn the health insurance premium discount for 2024, they must complete this final step. These three groups have until the end of March to complete their Wellness Consultation.

HR, in partnership with Finance, provided city-wide pay increases during the pay period of February 12th. This required great efforts from leaders across all departments to ensure all performance reviews prior to the effective date of the pay increase be completed ahead of time so that each City employee is paid appropriately.

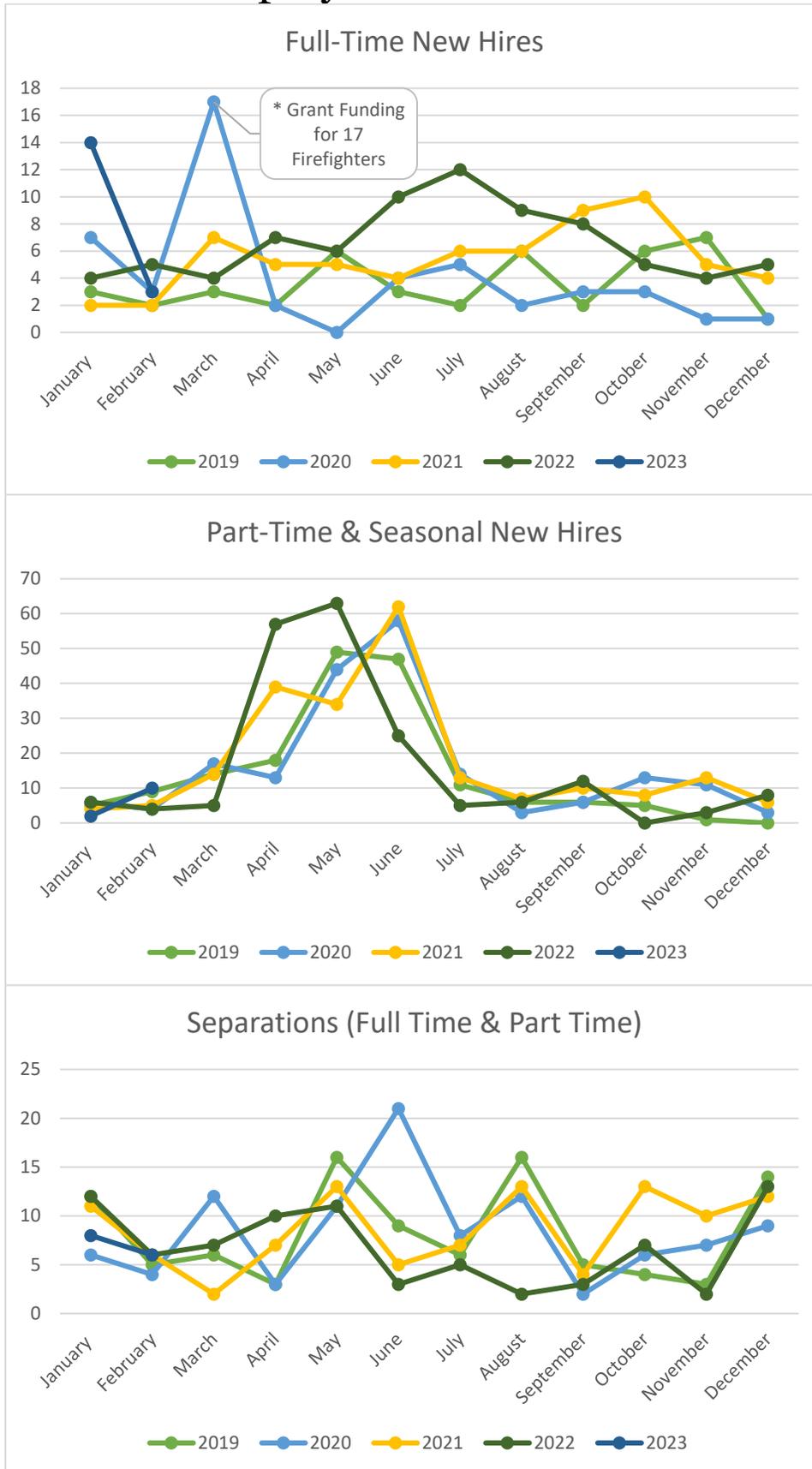
February 16th, HR surprised employees with an Employee Appreciation Day accompanied by special Almond Treats.

During the month of March employees will have the opportunity to donate blood. Red Cross will be onsite March 1st & 2nd. Full-Time employees who donate blood will receive a \$10 Visa card and 4 hours of paid vacation leave.

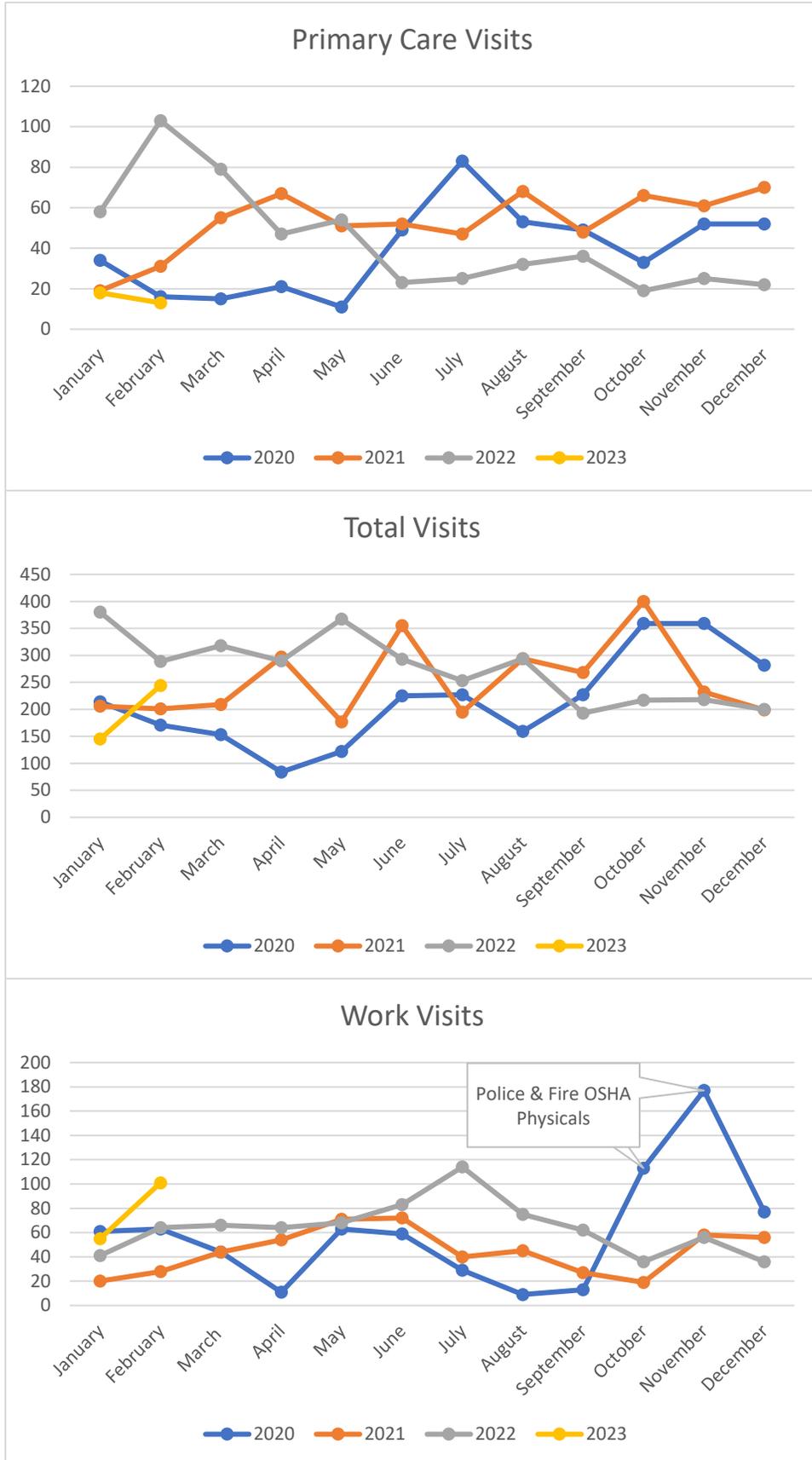
Employees participating in the Calorie Challenge will continue tracking their health and calorie intake thru March 31st. The employees that track their calories for the entirety of that time will earn a reasonable alternative standard credit. Those credits can help the employee ensure they earn all their annual HRA funds.

Later in March, HR will be working with employees to validate and confirm their personal information, such as their home address and emergency contact. This will ensure that the City is best able to support its employees in case of an emergency.

Employment Statistics



Clinic Statistics



Benefits Statistics

Employee (BCBS & SAV- Rx) Insurance Update:		
<u>JANUARY</u>	Medical Claims Paid	\$496,489.10
<u>JANUARY</u>	Dental Claims Paid	\$35,963.00
<u>JANUARY</u>	Vision Claims Paid	\$3,287.00
<u>JANUARY</u>	Drug Card*	\$95,141.00
TOTAL	January	\$630,880.10

