

# Monthly Report

*June 2023  
Human Resources*

## **HUMAN RESOURCES REPORT – JUNE 2023**

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 272 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 June, eligible full-time employees were able to make changes to their benefits during the Open Enrollment period 6/1 – 6/30.

Also in June, Human Resources mailed an updated Open Enrollment Book to full-time employees and hosted a Benefits Pop-Up event on June 8<sup>th</sup>. At the Benefits Pop-Up, full-time employees were able to meet with benefit vendors and ask any questions they had to help them decide on any necessary changes needed for their benefits.

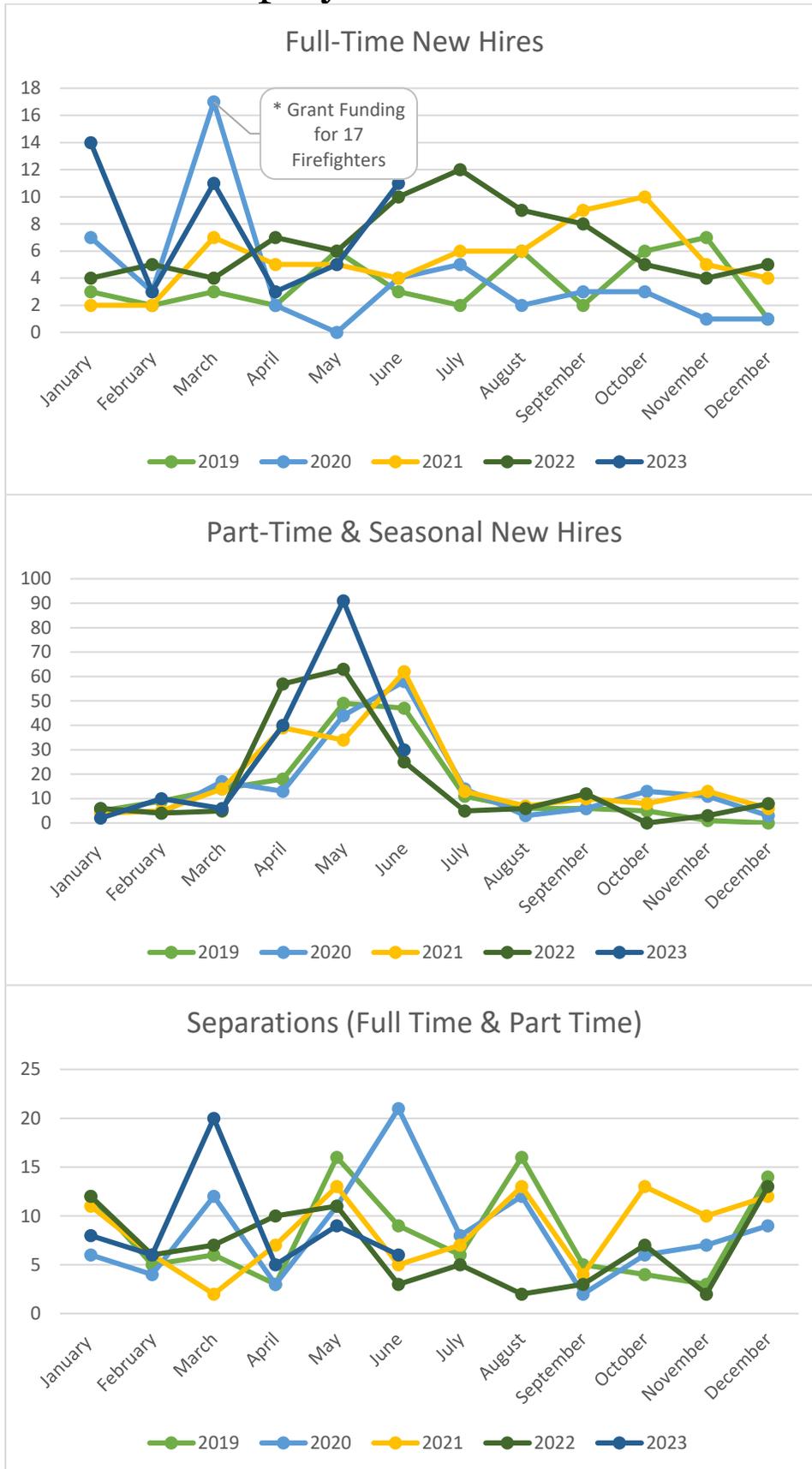
On June 5<sup>th</sup>, retirees were able to meet with Larry Plyler to learn more about Medicare and ask any pertinent questions.

Later in June, Human Resources continued to promote a drug free workplace and administered random drug tests.

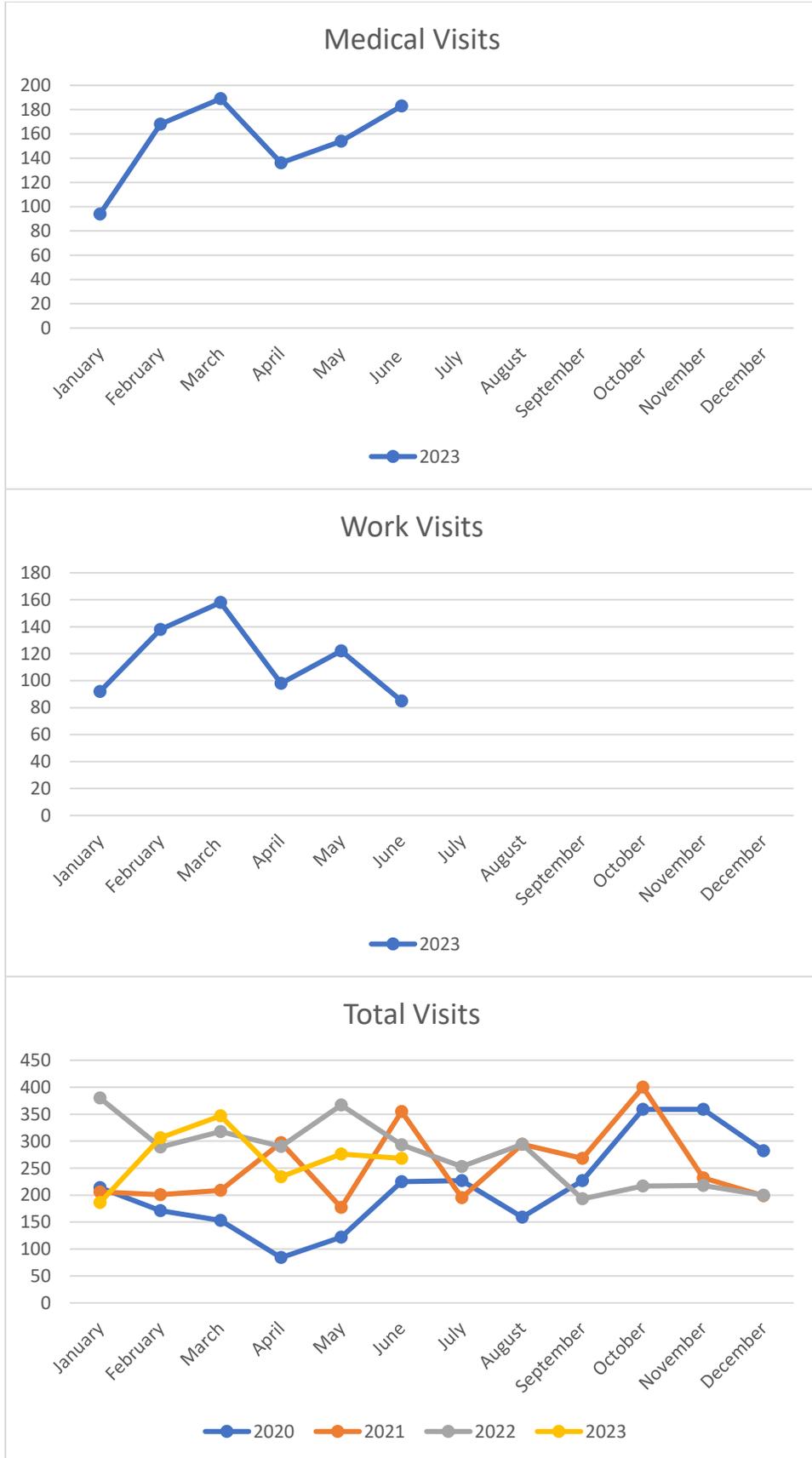
Human Resources also decided on a vendor to use for a new state-of-the-art HRIS system, this change will dramatically improve the employee experience by providing live and updated information regarding benefits, and employment information.

In July, Human Resources will start the process of gathering all employment information needed to fully implement the new HRIS system. Employees will have the opportunity to meet Daisy Jones with Mission Square to discuss their retirement plans. Also, employees will celebrate Independence Day as the City will be closed July 4<sup>th</sup>.

# Employment Statistics



# Clinic Statistics



# Benefits Statistics

<b>Employee (BCBS &amp; SAV- Rx) Insurance Update:</b>		
<b><u>MAY</u></b>	Medical Claims Paid	\$327,296.90
<b><u>MAY</u></b>	Dental Claims Paid	\$27,499.56
<b><u>MAY</u></b>	Vision Claims Paid	\$3,647.70
<b><u>MAY</u></b>	Drug Card*	\$108,197.11
<b>TOTAL</b>	<b>MAY</b>	<b>\$466,641.27</b>

