



Monthly Report

*July 2023
Human Resources*

HUMAN RESOURCES REPORT – JULY 2023

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 230 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 July, Human Resources started the process of gathering all employment information needed to fully implement a new HRIS system.

Employees were able celebrate Independence Day as the City was closed July 4th.

Employees from the Finance and Planning departments were encouraged to complete their wellness consultation which would be their final step in the wellness plan so that they're eligible to receive all the wellness benefits for 2024.

On July 19th and 20th, employees had the opportunity to meet Daisy Jones with Mission Square to discuss their retirement plans.

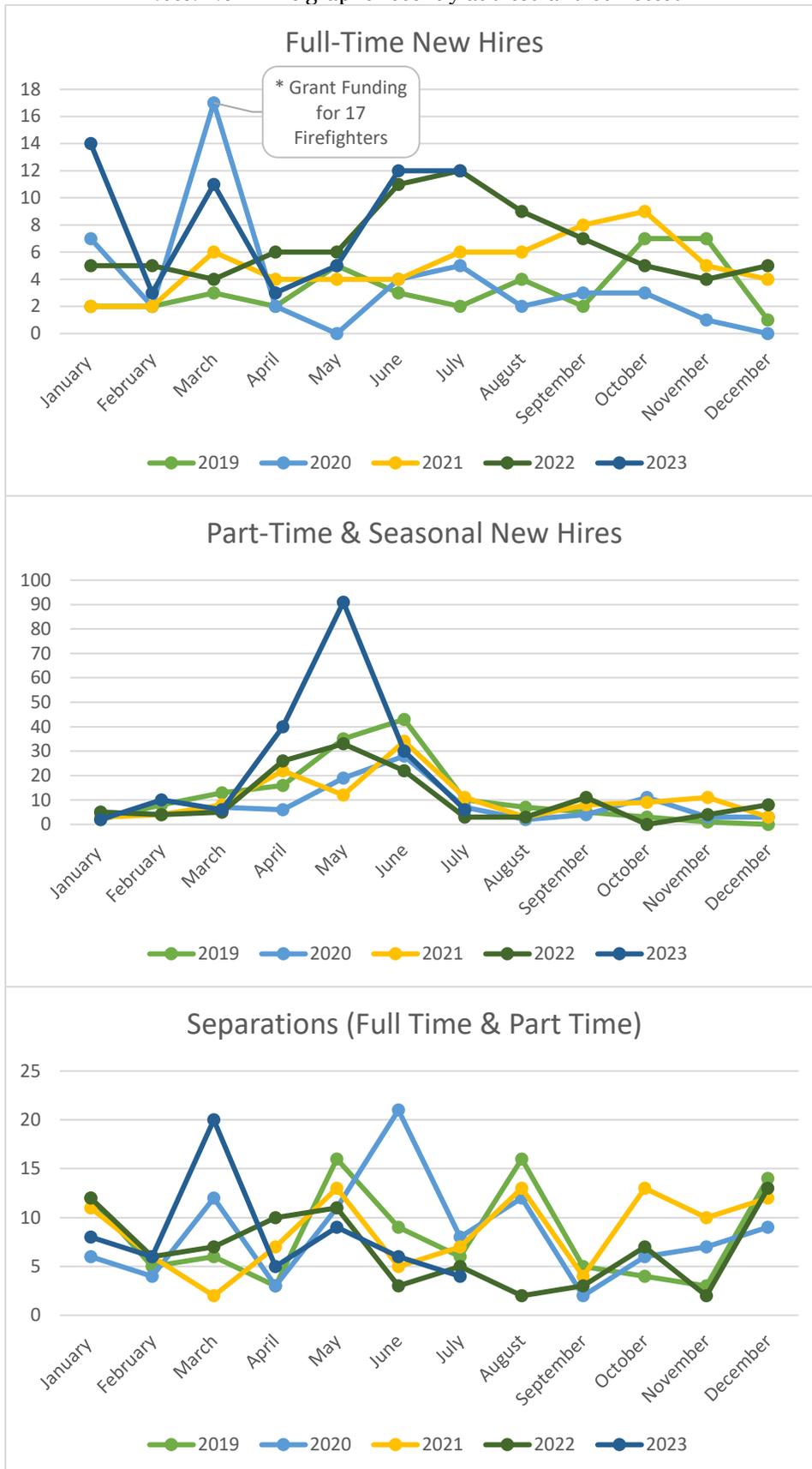
Human Resources also continued to promote a drug free workplace and administered random drug tests.

Coming up in August, Human Resources will start a series of meetings with different departments introducing them to our EAP vendor. These meetings will serve as an effort to increase employee awareness and participation in this valuable benefit.

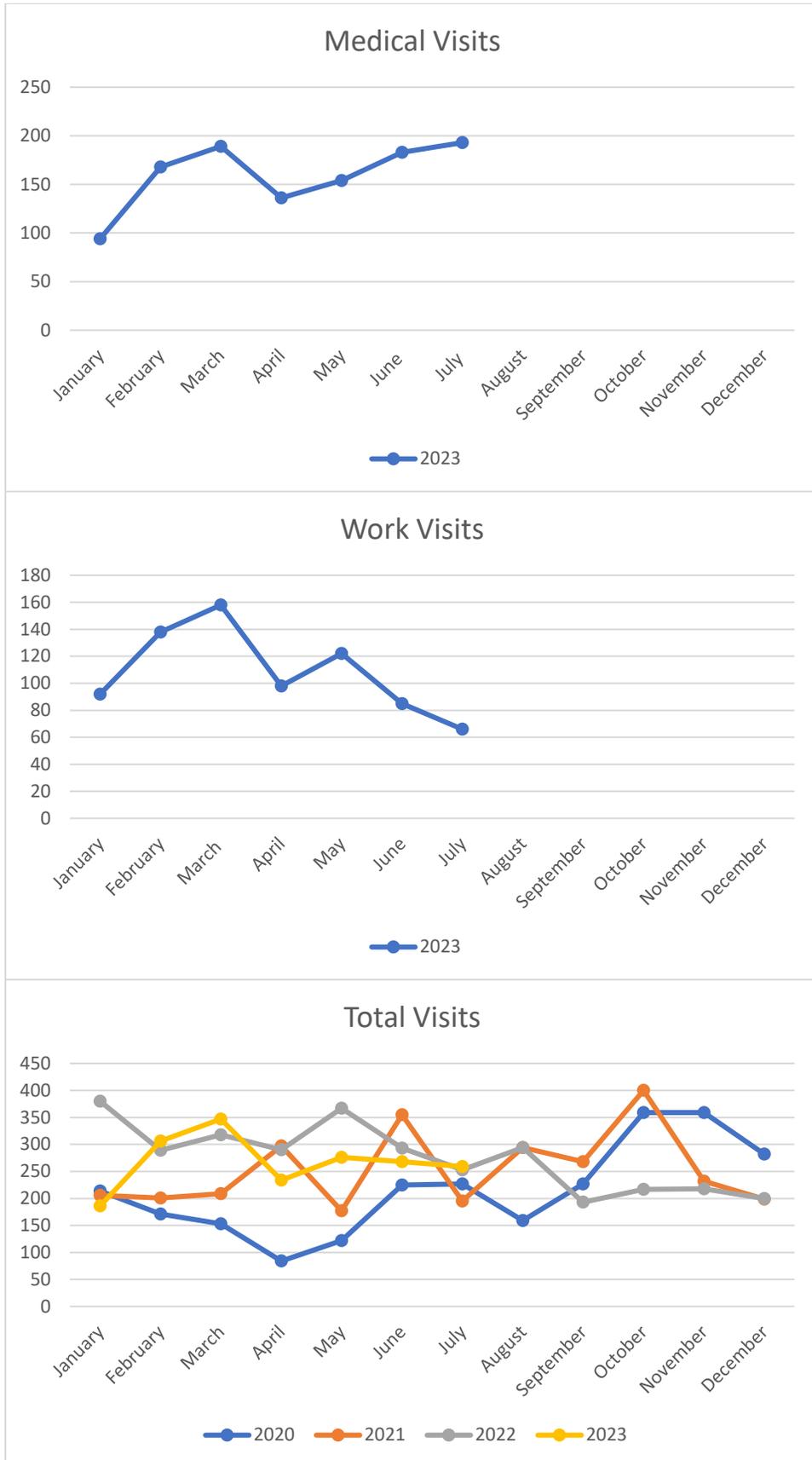
Human Resources will also be hosting a new wellness challenge promoting a healthy intake of water and discussing the benefits of hydration with employees.

Employment Statistics

Note: New Hire graphs recently audited and corrected



Clinic Statistics



Benefits Statistics

Employee (BCBS & SAV- Rx) Insurance Update:

| | | |
|--------------------|---------------------|---------------------|
| <u>JUNE</u> | Medical Claims Paid | \$450,085.93 |
| <u>JUNE</u> | Dental Claims Paid | \$22,073.99 |
| <u>JUNE</u> | Vision Claims Paid | \$2,503.04 |
| <u>JUNE</u> | Drug Card* | \$43,970.55 |
| TOTAL | MAY | \$518,633.51 |

