



Monthly Report

*October 2023
Human Resources*

HUMAN RESOURCES REPORT – OCTOBER 2023

Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 581 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 October, Human Resources met individually with every benefit eligible employee (449 total) to confirm their benefit enrollments to audit that information before entering it into the new Benefits software on NeoGov.

Also in October, employees were able to receive the latest Flu and Covid vaccination; and female employees could receive a free mammogram.

Human Resources hosted two engagement events; first employees were treated to BBQ from Logan's at the Annual Employee & Retiree Appreciation Luncheon. On October 31st, Human Resources also hosted "*Treats & Team Spirit*" which had each department decorate an area and provide treats to employees. Employees were encouraged to intermingle with each other and explore the different decorated departments scattered throughout the City complex at four different locations.

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

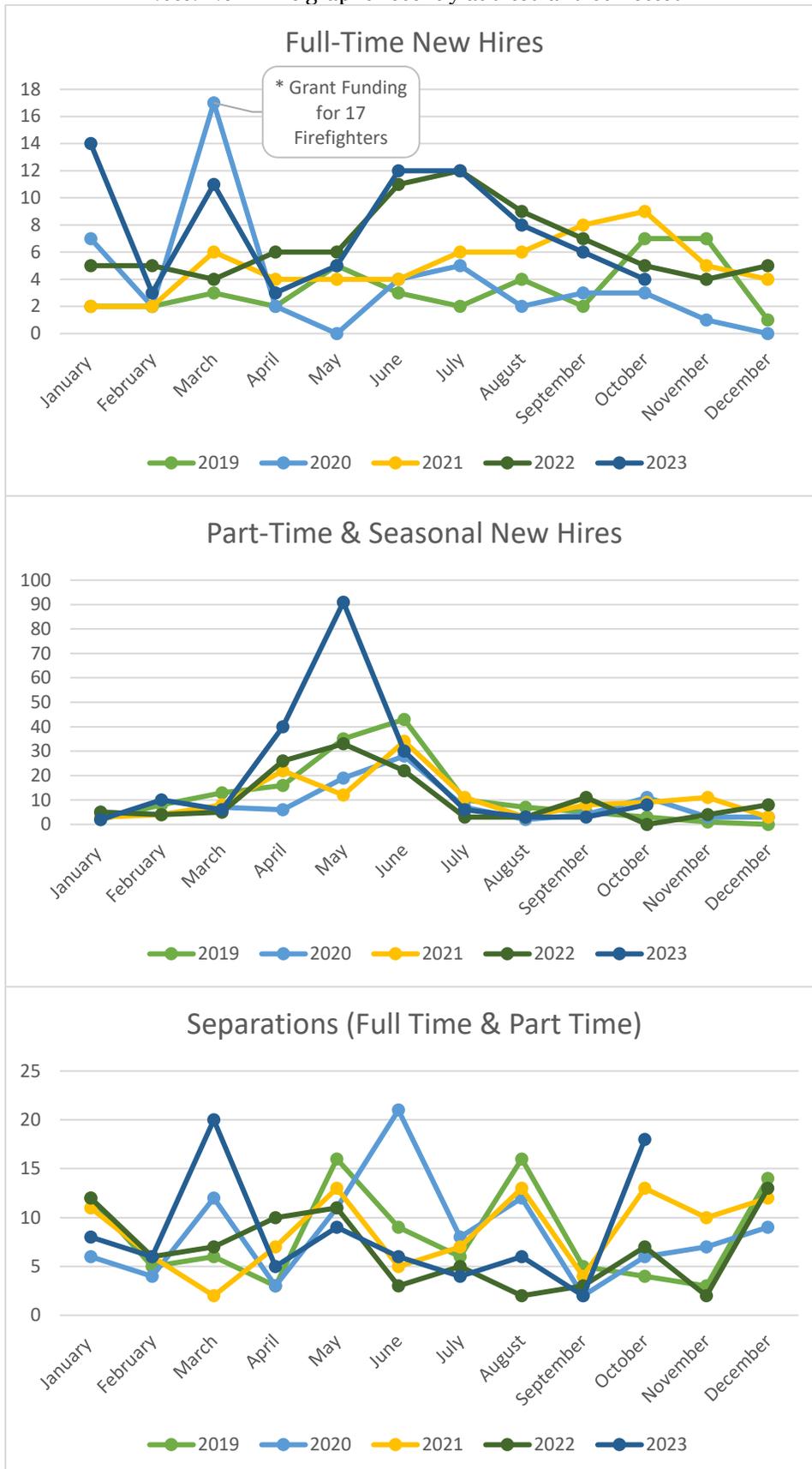
Coming up in November, the City's employees will receive their Holiday Bonus on 11/17.

The City will close for 11/23 & 11/24 for employees to spend Thanksgiving with their loved ones.

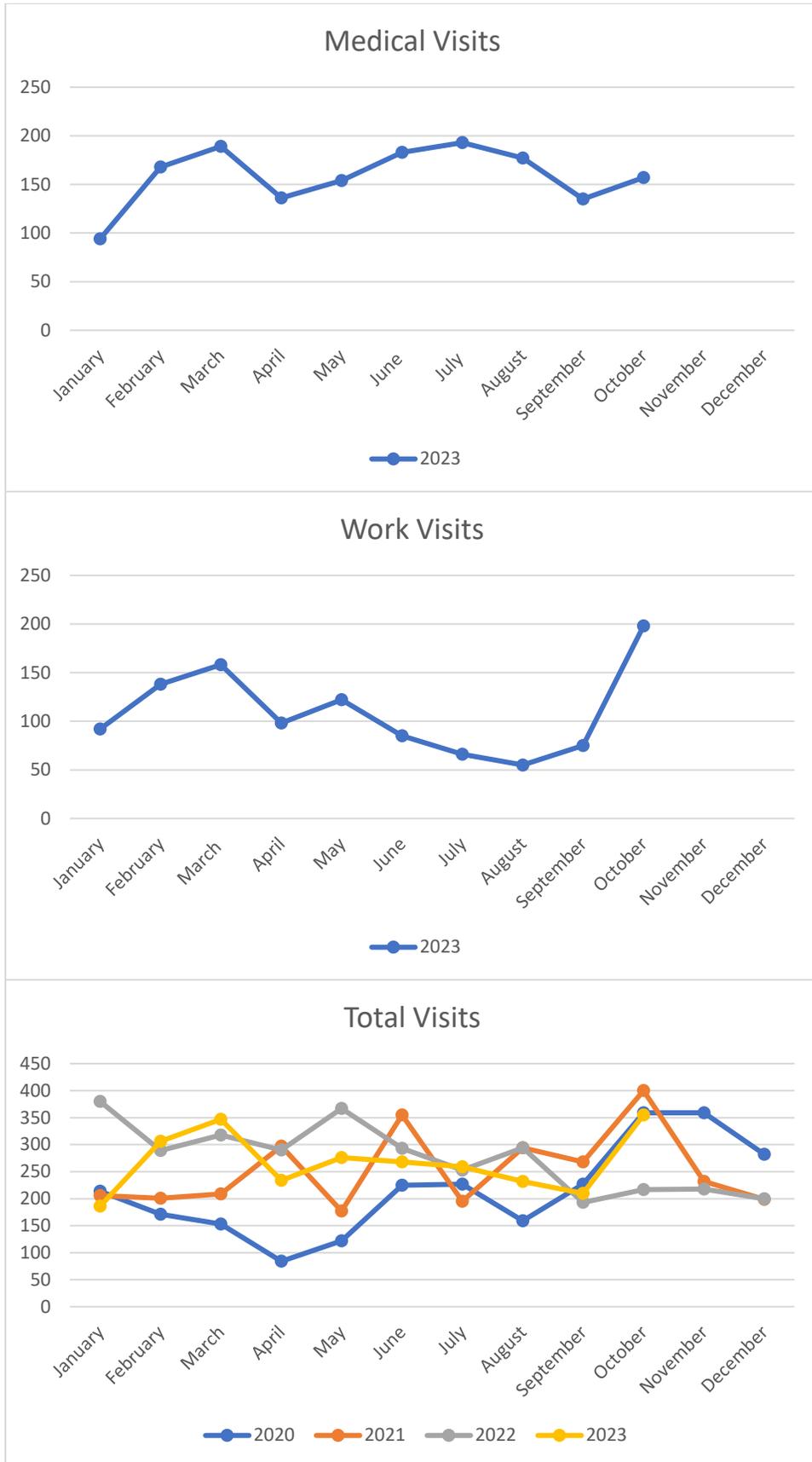
Human Resources will host the Annual Employee Meetings (11/28 – 11/30) where employees will be updated on any changes to FSA and other important information including the role out of the Benefits and Open Enrollment capabilities of NeoGov. Employees will have from 11/28 – 12/15 to make their FSA, DCFSA, and Sick Leave Bank enrollments.

Employment Statistics

Note: New Hire graphs recently audited and corrected



Clinic Statistics



Benefits Statistics

Employee (BCBS & SAV- Rx) Insurance Update:		
<u>SEPTEMBER</u>	Medical Claims Paid	\$471,597.83
<u>SEPTEMBER</u>	Dental Claims Paid	\$24,476.98
<u>SEPTEMBER</u>	Vision Claims Paid	\$2,398.66
<u>SEPTEMBER</u>	Drug Card*	\$38,690.92
TOTAL	September	\$537,164.39

