



MEMORANDUM

Town of Ponce Inlet

Human Resources / Deputy Clerk Department

The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Jeaneen Witt, Town Manager
From: Peg Hunt, Assistant Deputy Clerk
Through: Kim Cherbano, Human Resource Director/Deputy Clerk
Date: May 31, 2022
Re: Monthly Report

Below is a summary of the Human Resource Department's activities performed during the month of **May 2022**:

Personnel – **11 hours**

Processed and updated employee evaluations in NeoGov PE

On-Boarding activities for new personnel, including:

Ordering background checks; scheduling physicals, creation of electronic and hard copy personnel files; provide HR orientation and send documents/benefits enrollment forms to appropriate agencies

Candidate application activities - **2 hours**

Received, reviewed, and copied employment applications

Requested Background & Reference Checks on qualified applicants

NeoGov Insight and On-Boarding – **34 hours**

Continued edits to online job application and submittal processes

Created forms and other documents for the on-boarding process

User training for implementation of NeoGov

Terminated Employees – **2.5 hours**

Processed two FF for termination

Processed benefit forms and submit to Brown & Brown

Closed electronic & paper copies of personnel files

Safety Committee - **1.5 hours**

Rescheduled June 7th meeting to June 14th

Researched agenda items for future agenda

Public Records requests - **3.5 hours**

Researched and retrieved records

Scanned and uploaded Evaluations; Emailed same to labor attorney

Records Management – 3 hours

- Inventoried, packed, and shipped records to File Tech storage facility
- Retrieved & Returned existing records to File Tech storage facility
- Inventoried, packed and placed short-term records in on-site storage facility

Bargaining Unit Activities – Cancelled by bargaining unit members

Budget Activities - 30 hours

- Prepared Mid-year Budget projections and adjustments
- Prepared Budget proposals for FY 22/23

Insurance Benefits activities - 2 hours

- Requested quotes and information regarding employee insurance benefits
- Prepared census information regarding employee insurance benefits

Insurance Liability activities – 2½ hours

- Received and reviewed claims, forwarded to insurance company for processing

Workers Compensation - 3.5 hours

- Processed workers compensation injury claims

Family Medical Leave Act (FMLA) - 2.5 hours

- Prepared and processed FMLA paperwork

Miscellaneous activities - 4.5 hours

- Provided monthly employment data to the U.S. Department of Labor
- Assisted with staff coverage due to meetings, trainings, and staff absences
- Made and Returned phone calls and emails regarding general inquiries
- Prepared monthly report

/ph