



MEMORANDUM
Town of Ponce Inlet
Human Resources 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: July 1, 2022
Re: Monthly Report

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

Personnel – 11 hours

Processed and updated employee evaluations in NeoGov PE

On-Boarding activities for new personnel:

Ordered background checks; scheduled physicals, created electronic and hard copy personnel files; provided HR orientation and sent documents/benefits enrollment forms to appropriate agencies

Candidate application activities – 5½ hours

Received, reviewed, and copied employment applications

Requested Background & Reference Checks on qualified applicants

Interviewed candidates for Public Works Manager position

NeoGov Insight and On-Boarding – 17 hours

Continued edits to online job application and submittal processes

Created forms and other documents for the on-boarding process

Continued User Training for implementation of NeoGov

Terminated Employees – 1.5 hours

Processed one employee for termination

Processed benefit forms and submit to Brown & Brown

Closed electronic & paper copies of personnel files

Safety Committee - 1.5 hours

Attended June 14th meeting

Prepared Minutes of meeting

Researched agenda items

Public Records requests - 13.5 hours

Received records requests, researched, and retrieved records
Copied, scanned and/or uploaded same
Redacted where necessary
Notified requestors and close out requests

Records Management – 2¼ 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

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 – 1.5 hours

Processed workers compensation injury claims

Family Medical Leave Act (FMLA) - 1.5 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

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