



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: September 2, 2022
Re: Monthly Report – Human Resources

Below is a summary of the Human Resource Department's activities performed during the month of **August 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 – 6 hours

Received, reviewed, and copied employment applications

- Administrative Assistant (Code Enforcement Division)
- Police Officer position
- Senior Planner

NeoGov Insight and On-Boarding – 6 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 hours

Researched agenda materials for next meeting: September 13, 2022

Public Records requests - 18 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 – 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

Budget Activities - 3 hours

Modified Personnel Budget proposals for FY 22/23

Insurance Liability activities – 2 hours

Received and reviewed claims, forwarded to insurance company for processing

Workers Compensation – 2.5 hours

Processed workers compensation injury claims

Family Medical Leave Act (FMLA) - 3 hours

Processed FMLA paperwork for two employees

Miscellaneous activities - 10 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
Reported water leak and Chambers kitchen
Prepared monthly report

/ph