



## 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, Deputy Clerk  
**Through:** Kim Cherbano, Human Resource Director/Town Clerk  
**Date:** October 7, 2022  
**Re:** Monthly Report – Human Resources

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

#### Personnel – **13 hours**

Processed and updated employee evaluations in NeoGov PE

On-Boarding activities for new personnel:

- 2 Police Officers
- Administrative Assistant (Code Enforcement Division)

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 – **3 hours**

Received, reviewed, and copied employment applications

- Police Officer positions
- Senior Planner (and re-advertised with NeoGov)

#### NeoGov Insight and On-Boarding – **4 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 – **0 hours**

#### Safety Committee - **1 hours**

Attended meeting and prepared minutes

#### 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 Tasks – 11 hours**

Received and reviewed Incident Reports  
Received and processed Workers Compensation claims  
Filed claims

**Family Medical Leave Act (FMLA) - 3 hours**

Processed FMLA paperwork for two employees

**Short-term and Long Term Disability Tasks – 6 hours**

Prepared documents for employee(s) to submit to physicians  
Assisted with submittal of documents to insurance company

**Miscellaneous activities - 10 hours**

Provided monthly employment data statistics 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 in Chambers kitchen  
Prepared monthly report

/ph