



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: Kim Cherbano, Human Resources Director
Date: April 3, 2019
Subject: Monthly Report - Human Resources office

Below is a summary of the Human Resource Department's activities performed during **March 2019**:

Payroll activities - **51 hours**

- Prepared and processed two payrolls, end of month reports, end of quarter reports
- Reconciled and processed benefit(s) invoices for payments

Personnel – **43 hours**

- Processed evaluations and pay adjustments
- Attended Orientation for one new employee (PW Office Manager)
- Reviewed and updated employee job descriptions
- Attended staff meetings
- Reviewed and prepared draft changes to Personnel Rules & Regulations manual

Bargaining Unit activities - **14 hours**

- Attended IAFF pre-session meetings with staff and attorney
- Coordinated and attended IAFF bargaining sessions
- Researched and assembled IAFF documents
- Prepared IAFF session minutes

Tyler/Incode project – **54 hours**

- Incode System conversion
- Attended Incode training for accounting and payroll systems upgrade

Miscellaneous activities - **27 hours**

- Hurricane Irma – continued/close-out processing related to Hurricane Irma
- Assisted with staff coverage due to meetings, trainings, and vacations
- Prepared monthly reports