



## 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: July 1, 2019  
Subject: Monthly Report - Human Resources office

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

#### Payroll activities - **46 hours**

- Prepared and processed two payrolls and associated reports
- Reconciled and processed benefit(s) invoices for payments

#### Personnel – **66 hours**

- Processed evaluations and pay adjustments
- Prepared employee manual & documents for New Employee Orientation (Police Officer)
- Reviewed and updated employee job descriptions
- Attended and recorded interviews regarding Police Department
- Attended senior staff meetings

#### Open Enrollment - **13 hours**

- Coordinated Open Enrollment 2019 session
- Obtained benefit information; created benefit packets
- Participated in phone conferences with insurance agents & vendors

#### Employee Wellness and Safety Committee - **4 hours**

- Coordinated and scheduled EWSC meeting
- Prepared agenda, assembled agenda item materials, created and disseminated packets
- Attended meeting and prepared minutes

#### Tyler/Incode project – **8 hours**

- Incode System - continued maintenance of converted information (on-going)

#### Miscellaneous activities - **27 hours**

Irma

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

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