



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: Michael E. Disher, Interim Town Manager
From: Peg Hunt, Deputy Clerk
Through: Kim Cherbano, Human Resource Director/Town Clerk
Date: November 7, 2022
Re: Monthly Report – Human Resources

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

Personnel – **8 hours**

Processed and updated employee evaluations in NeoGov PE

On-Boarding activities for new personnel:

- 1 Police Officer

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

- Senior Planner (and re-advertised with NeoGov)

NeoGov Insight and On-Boarding – **44 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

Attended a Training Conference on NeoGov

Terminated Employees – **3 hours**

Closed out personnel files

Terminated insurance benefits

Volunteer Tasks – **8 hours**

Received, reviewed, and forwarded applications to PD for background checks

Updated Volunteer Rosters

Safety Committee - **0 hours**

No meeting

Public Records requests - 12 hours

- Received and Reviewed Records Requests
- Researched and Retrieved Records
- Copied, scanned and/or uploaded same
- Redacted where necessary
- Notified requestors and closed out requests

Records Management – 1½ 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
(Due to Hurricane Ian)

Workers Compensation Tasks – 4 hours

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

Short-term and Long Term Disability Tasks – 2 hours

- Assisted with submittal of documents to insurance company

Miscellaneous Activities – 3½ 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
- Prepared Monthly Report

/ph