



Monthly HR Department Report

To: Todd Stoughton
Interim City Manager

Date: November 14, 2024

From: Bridget Flores
HR Department Director

Subject: October 2024 HR Department Report

PERSONNEL ACTIONS – ONE SOLUTION

- **Recruitment**
 - 63 Applications Received
 - Paper Applications
 - Jobsite Applicants (FLC, FCCMA, Indeed)
- **Hiring**
 - 1 Applicants referred to Hiring Manager
 - 5 Positions Filled
- **Orientation**
 - 16 Orientations
 - 5 Promotions
- **Benefits**
 - 6 FMLA Approved
 - 8 Health Benefits Counseling and 60 Days Enrollment
- **Termination**
 - 5 Resignation/Dismissal
- **Retirement**
 - 0 Retirements

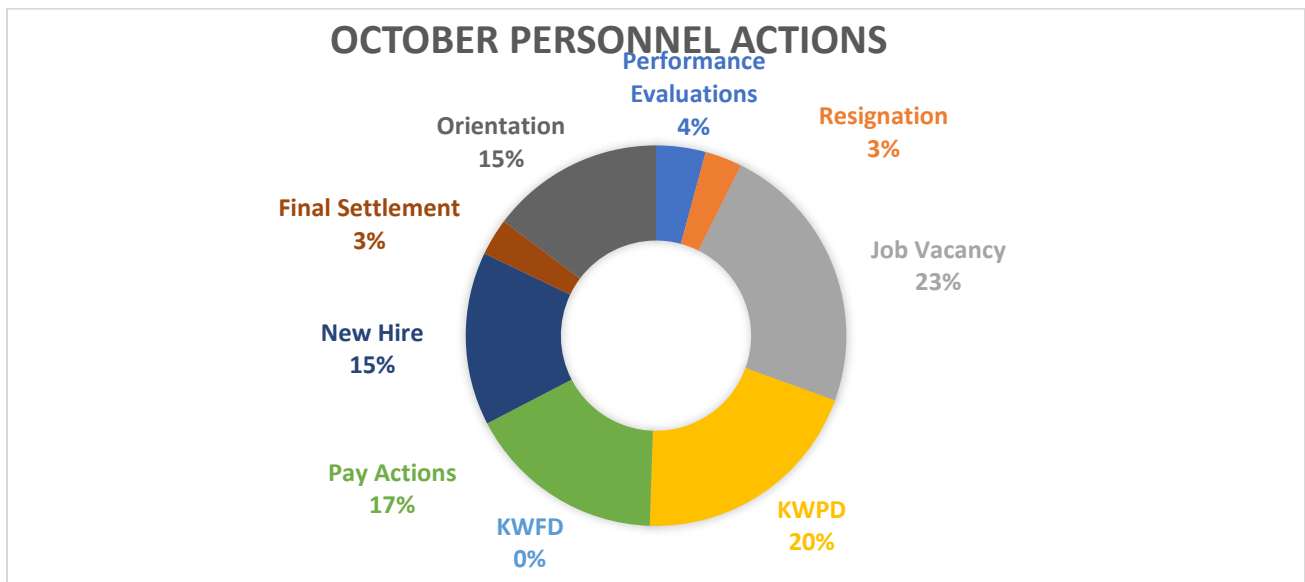
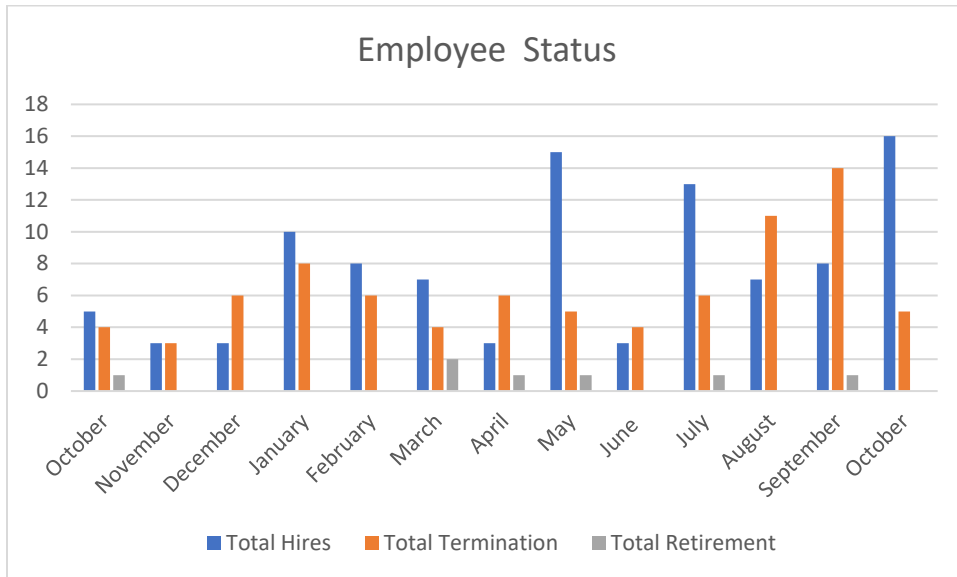
PROMOTIONS – 4 City employees were promoted to new positions.

Positions include Customer Service Coordinator, Heavy Equipment Operator, Code Compliance Inspector and Parking Enforcement Specialist.

HUMAN CAPITAL MANAGEMENT IMPLEMENTATION – HR and IT continue to work with Fourthsquare for the build out of the Core HR System and HR Recruitment. 544 employees were added to test site with approval routings, organizational structure, and workflow design tested. Core HR workflows for Personnel Action Forms build out began with documents for

employee self-service or administrative assistance; training with City Admins on routing of forms and test system access was held the last week of September. Project estimated at 4.5 months with a little delay happening in late July; updated “go live date” is November 19, 2024. Transition of Data from Navaline is 40% complete (3000+ employee info); data from One Solution will be verified the first week of September. Human Resources staff is continuing to conduct testing to verify all data is accurate.

STEP IT UP CHALLENGE – 88 City employees signed up for the challenge. 45 employees walked more than 12,000 steps a day! One lucky employee won a gym membership.





- **Employee Committee**

- **Halloween/Christmas Door Decorating**
- **City Holiday Party – December 14, 2024**
- **Employee Service Awards** – Employees requested better notification for the ceremony at Commission Meetings. HR now mails a personal invitation to each employee and email invite.
- **Childcare need Survey** – The Employee Committee is reaching out to City employees about childcare needs; the survey will be available in 3 languages and published soon.
- **October Wellness Challenge – STEP IT UP!** Employees are challenged to increase their daily steps to 5,000 steps per day the first week and 8,000 steps by the fourth week! HR is providing pedometers for employees to keep track of their steps and head into the holidays healthy!

- **Collective Bargaining**

- **PBA** – Expires September 30, 2026
- **IAFF** – Expires Sept 20, 2025 – 1 year contract approved by City Commission on August 8, 2024; negotiations will reopen in March 2025.
- **Teamsters** – Expires Sept 30, 2027