



Monthly HR Department Report

To: Brian L. Barroso, City Manager

Date: April 6, 2025

From: Bridget J. Flores, HR Department Director

Subject: March 2025 HR Department Report

PERSONNEL ACTIONS – ONE SOLUTION/ORACLE

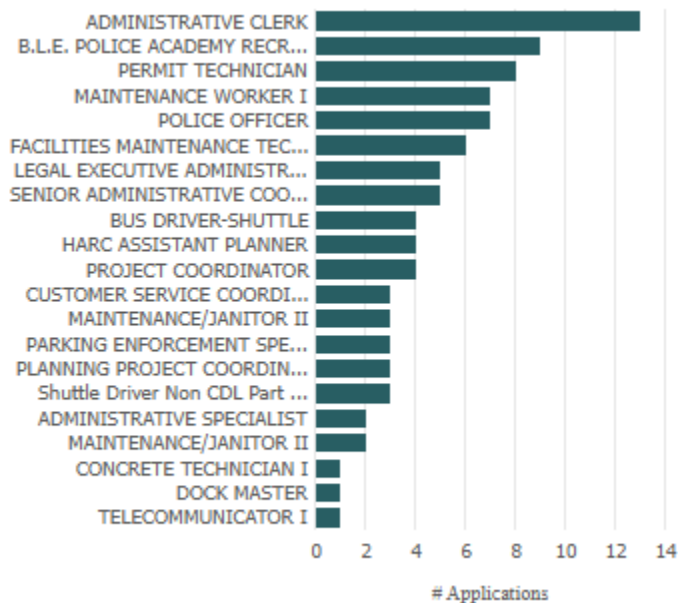
- **Recruitment**
 - **63 Oracle Applications**
 - **6 Applications per Job (average)**
 - **50% Requisitions filled in 30days**
- **Hiring**
 - **63 Applicants referred to Hiring Manager**
 - **12% of Jobs Offered to Internal Applicants**
 - **9 Offers Extended**
- **Orientation**
 - **6 Orientations**
- **Benefits**
 - **4 FMLA Approved**
 - **1 Health Benefits Counseling and 60 Days Enrollment**
- **Termination**
 - **5 Resignation/Dismissal**
- **Retirement**
 - **1 Retirements**
- **Performance Evaluations**
 - **28 Employee Evaluations completed. Completion rate timeliness is improving!**

HEALTH CARE OPEN ENROLLMENT – The City of Key West completed enrollment in March for 2025 benefit year. Human Resources has worked diligently with Gehring Group to identify areas to offer cost effective plans for employees with dependents. Human Resources achieved 100% active enrollment. 128 people chose the HSA plan; 360 are participating in the OAP and Local Plus plans. 17 full-time employees waived health insurance.

ORACLE HUMAN CAPITAL MANAGEMENT - Human Resources began training with Directors, Hiring Managers, and Administrative Coordinators on Oracle Fusion. Anticipating a March 2025 timeline to route all employee actions through Oracle Fusion and streamline administrative work. Online applications through Oracle have matched the total applications we received in 2024 in just 3 months!

PROFESSIONAL CONNECTIONS – LINKEDIN – INDEED - Human Resources continues to look at professional connections through media platforms. LinkedIn brought over 13 applicants to the City website this month for professional positions with one applicant accepting the position and making the move to Key West! We are excited to make connections for our top jobs!

Top Jobs Attracting Candidates



FLORIDA PUBLIC EMPLOYEE LABOR RELATIONS ASSOCIATION - The HR Director attended the FPELRA Conference and annual training in Orlando, FL. Three days of labor relations topics that include PWFA updates, retirement, health care, and the 2025 legislative agenda. The keynote speaker Sheryl Scully, prior San Antonio City Manager and author of *Greedy Bastards*, focused on the uphill battle of municipal government to engage change that must happen to improve.

- **Employee Committee**

- **Employee Service Awards** – Employees and Director’s receive an email and personal invitation by mail to attend Commission Meetings for Service Awards. RSVP percentages continue to improve.
- **City Picnic 2025** – “Make it a Great Friday!” the City Manager has approved an alternate worksite for employees to attend the City Picnic on Friday, April 18, 2025 from 2pm – 5pm. Live music, over 100 prizes to be given out. Attendance isn’t required to win.
- **HEALTHY, WEALTHY, & WISE HEALTH FAIR** The City will host the annual Health Fair on May 13 & 14 in the City Hall Chambers! Stay tuned for more information...

- **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 on April 14, 2025.
- **Teamsters** – Expires Sept 30, 2027