



# Monthly HR Department Report

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**To:** Todd Stoughton  
Interim City Manager

**Date:** August 8, 2024

**From:** Bridget Flores  
HR Department Director

**Subject:** July 2024 HR Department Report

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## PERSONNEL ACTIONS – ONE SOLUTION

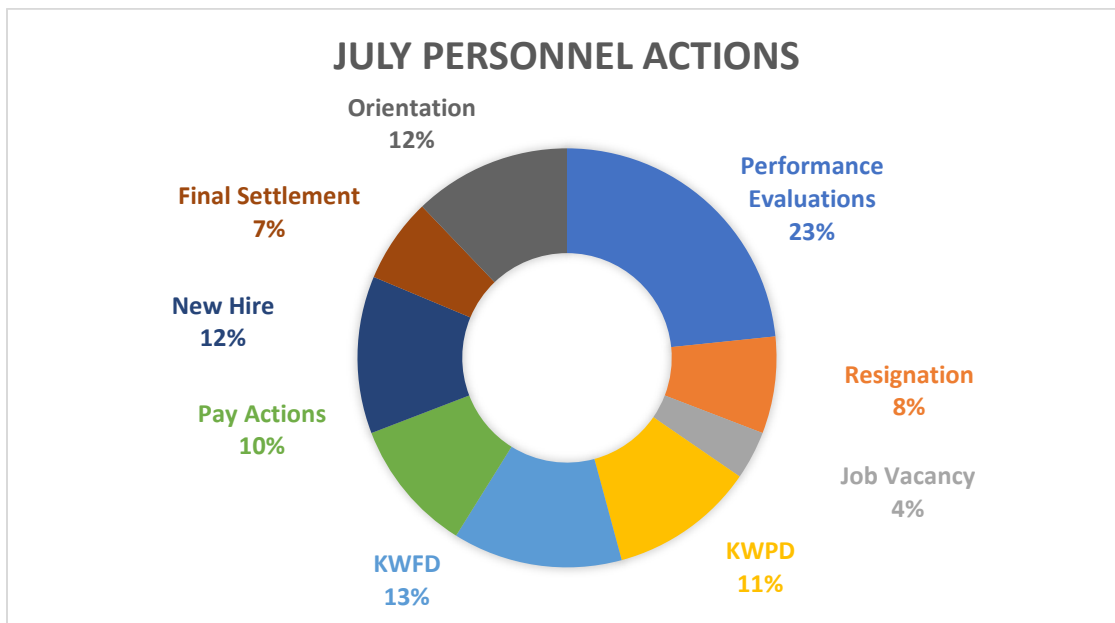
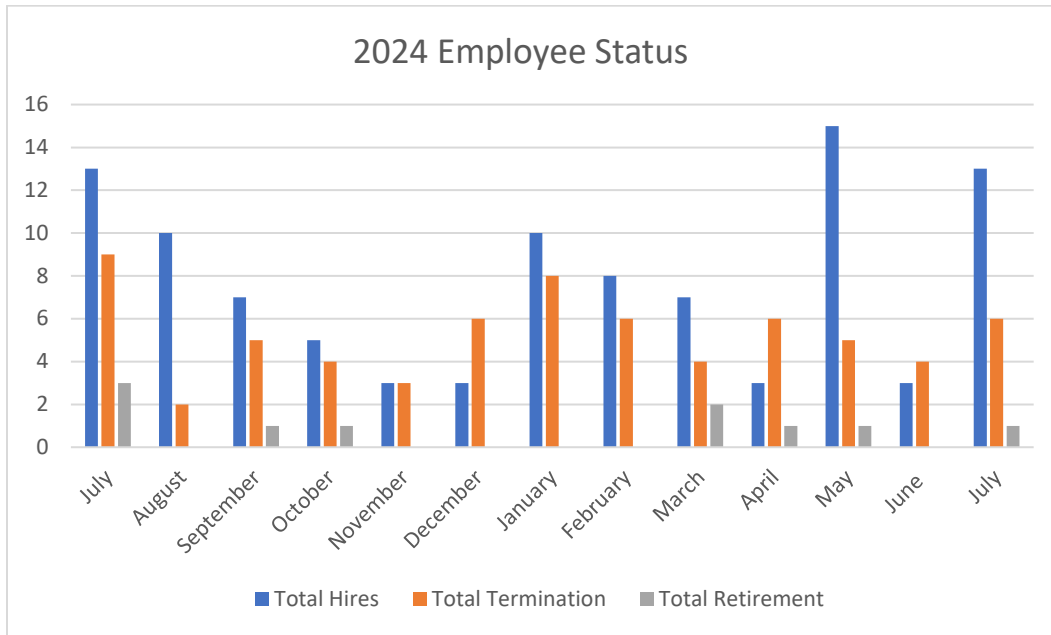
- **Recruitment**
  - **50 Applications Received**
  - **45 Paper Applications**
  - **5 Jobsite Applicants**
- **Hiring**
  - **48 Applicants referred to Hiring Manager**
  - **3 Positions Filled**
- **Orientation**
  - **13 Orientations**
- **Benefits**
  - **1 FMLA Approved**
  - **14 Health Benefits Counseling and 60 Days Enrollment**
- **Termination**
  - **6 Resignation/Dismissal**
  - **17 Idle Hands Interns – Back to School!**
- **Retirement**
  - **1 Retirements**

**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 the 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. Project estimated to take 4.5 months with “go live date” of October 1, 2024.

**CITY OF KEY WEST POLICY & PROCEDURES MANUAL DRAFT** review completed with Legal and HR. HR working on legal corrections and integration of recent City policies for final review and submission for Union (PBA, IAFF, & Teamsters) approval.

**UPDATES:** Addition of Pregnant Workers Fairness Act, ADA Accommodations, Harassment-Free Workplace, Standards of Conduct, Benefits, Safety & Security, Administrative Employee Definition.

**LKMC MOU** – Lower Keys Medical Center signed the MOU for 24/7 Drug testing for City Employees: Delays continue on approval side from LKMC.





- **Employee Committee**
  - **Suggestion Boxes –0 Digital, 2 Paper**
  - **City Holiday Party – December 14, 2024**
  - **Employee Service Awards**
  - **Employee of the Quarter- Martha Castro, Finance**
  
- **Collective Bargaining**
  - **PBA** – Expires September 30, 2026
  - **IAFF** – Expires Sept 20, 2024 – 1 year contract ratified on July 20, 2024. Contract for Commission approval on August 8, 2024, Agenda.
  - **Teamsters** – Expires Sept 30, 2024 – Teamsters negotiations begin May 1, 2024.
    - Tentative agreement on 31 of 36 Articles, pending articles counteroffers will be sent by email for next meeting discussion.
    - Next meeting scheduled for August 15, 2024.