



Monthly HR Department Report

To: Albert P. Childress
City Manager 

Date: April 11, 2024

From: Bridget Flores
HR Department Director

Subject: March 2024 HR Department Report

PERSONNEL ACTIONS – ONE SOLUTION

- **Recruitment**
 - **77 Applications Received**
 - **72 Paper Applications**
 - **5 Indeed Jobs Applicants**
- **Hiring**
 - **73 Applicants referred to Hiring Manager**
 - **7 Positions Filled**
- **Orientation**
 - **9 Orientations**
- **Benefits**
 - **Open Enrollment Completed!**
 - **New HSA plan was chosen by 32 employees**
 - **Counseling and 60 Days Enrollment**
Elections: 8 Declines: 0
- **Termination**
 - **14 Resignation/Dismissal**
- **Retirement**
 - **2 Retirements**

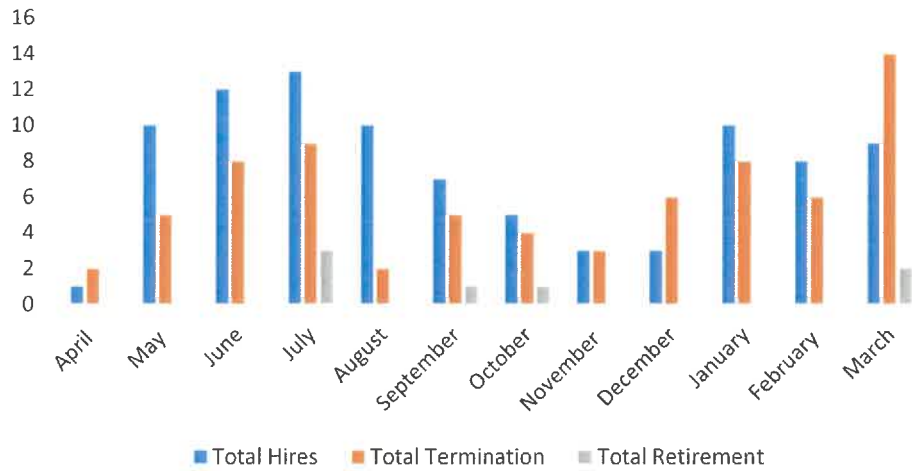
HUMAN RESOURCE INFORMATION SYSTEM (HRIS) – We are continuing to work with IT and both companies toward implementation. Project timeline is 4.5 months; anticipated start date of late April to have all items live for start of FY25.

CITY OF KEY WEST POLICY & PROCEDURES

- **MANUAL DRAFT** pending review of progressive discipline and final discrepancies. Anticipate release for legal review in April 2024.

- **UPDATES:** Addition of Parental Leave, 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: LKMC has not responded to City on start date.

2023-2024 Employee Status



March Personnel Actions



Open Positions



- **Employee Committee**
 - **City Picnic – April 6, 2024 at Truman Waterfront**
 - **City Health Fair – May 21 -22, 2024**
 - **Employee Service Awards**
 - **City Holiday Parade – December 7**
 - **City Holiday Party – December 14 (Tentative)**
- **Collective Bargaining**
 - **PBA – Expires September 30, 2026**
 - **IAFF – Expires Sept 20, 2024 – IAFF provided readiness to negotiate on February 29, 2024.**
 - **Teamsters – Expires Sept 30, 2024 – Teamsters emailed to plan negotiations.**