



Monthly HR Department Report

To: Albert P. Childress
City Manager

Date: February 8, 2024

From: Bridget Flores 
HR Department Director

Subject: January 2024 HR Department Report

PERSONNEL ACTIONS – ONE SOLUTION

- **Recruitment**
 - **73 Applications Received**
 - **71 Paper Applications**
 - **2 Indeed Jobs Applicants**
- **Hiring**
 - **70 Applicants referred to Hiring Manager**
 - **11 Positions Filled**
- **Orientation**
 - **11 Orientations**
- **Benefits**
 - **Counseling and 60 Days Enrollment**
 - **Elections: 5**
 - **Declines: 0**
- **Termination**
 - **7 Resignation/Dismissal**
- **Retirement**
 - **0 Retirements**

HUMAN RESOURCE INFORMATION SYSTEM (HRIS) – Platforms have been compared and analyzed for sustainability and compatibility with current systems. Input was provided by IT, Finance, and Human Resource staff. Approval through the City Commission is scheduled for February 2024.

- **Oracle Fusion Cloud**
- **NEOGOV**
- **Paylocity**
- **Workday**

CITY OF KEY WEST POLICY & PROCEDURES

- **MANUAL DRAFT** released to Director's – 3 Directors provided input and suggestions.
- **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: estimated start date February 2024.
- HR Director & HR Consultant completed review; pending appendix reviews it will be reviewed by Employee Committee in February.

Open Positions 2023 vs 2024



Employee Status



January Personnel Actions



- **Employee Committee**
 - **Suggestion Boxes – 0 Digital, 8 Paper**
 - **Employee of the Quarter – Floyd Jenkins**
 - **Employee Service Awards**
- **Collective Bargaining**
 - **PBA – Expires September 30, 2026**
 - **IAFF – Expires Sept 20, 2024 – Negotiation begins April 2024**
 - **Teamsters – Expires Sept 30, 2024 – Negotiation begins April 2024**