



Monthly HR Department Report

To: Albert P. Childress
City Manager

Handwritten initials "AP2" in blue ink, circled.

Date: January 11, 2024

From: Bridget Flores
HR Director

Subject: December 2023 HR Department Report

PERSONNEL ACTIONS – ONE SOLUTION

- **Recruitment**
 - 33 Applications Received
 - 30 Paper Applications
 - 3 Indeed Jobs Applicants
- **Hiring**
 - 32 Applicants referred to Hiring Manager
 - 12 Positions Filled
- **Orientation**
 - 3 Orientations
- **Benefits**
 - Counseling and 60 Days Enrollment
 - Elections: 6
 - Declines: 0
- **Termination**
 - 6 Resignation/Dismissal
- **Retirement**
 - 0 Retirements

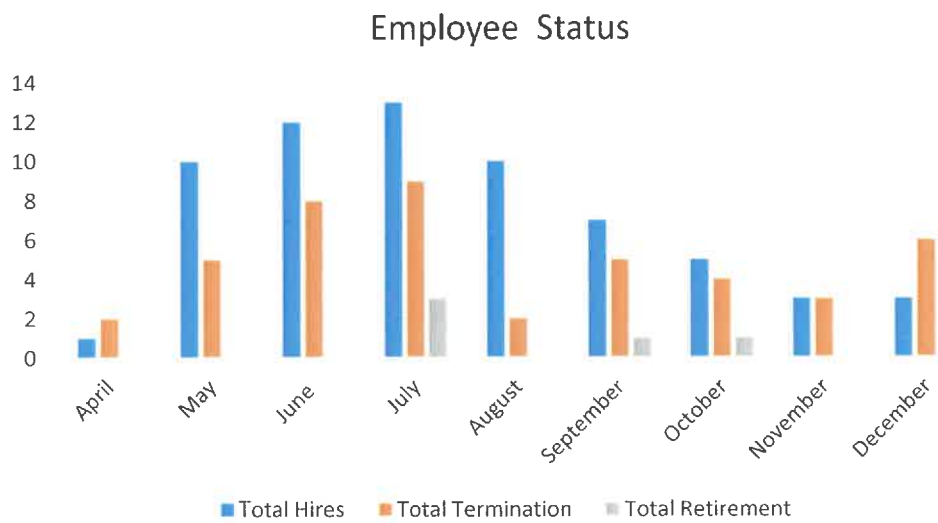
HUMAN RESOURCE INFORMATION SYSTEM (HRIS)

- **Oracle** – Sales team completed quote and integration for options for Finance, Building Planning, & Licensing. Demonstration and implementation meeting January 8, 2024.
- **NEOGOV** – Sales team completed demonstration and quotes, awaiting HR Consultant review of systems with HR Team
- **Paylocity** – Sales team completed demonstration and quotes, awaiting HR Consultant review of systems with HR Team

- **Workday** – Sales team provided verbal quote for HCM, awaiting quote for comparison with other platforms.

CITY OF KEY WEST POLICY & PROCEDURES MANUAL

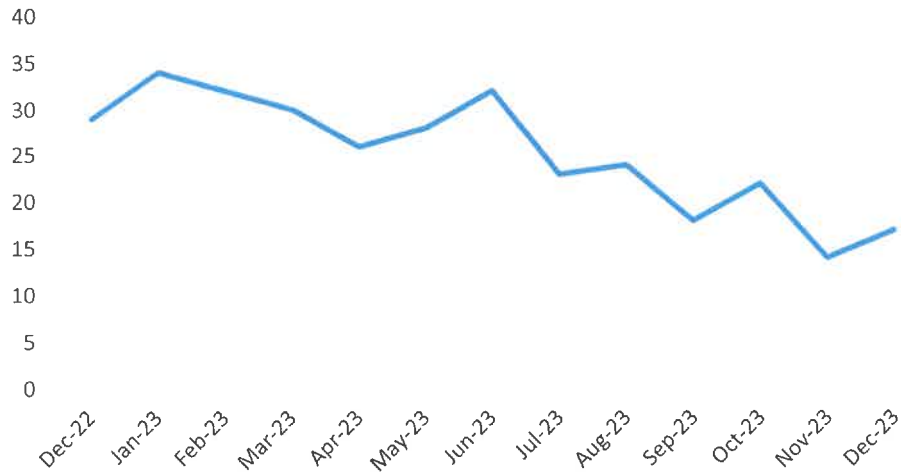
- **DRAFT** released to HR Consultant December 29 ,2023
- **UPDATES:** Addition of Pregnancy Discrimination Act, ADA Accommodations, Harassment-Free Workplace, Standards of Conduct, Benefits, Safety & Security, Administrative Employee Definition.
- Director’s review begins in January 2024 for input.



December Personnel Actions



Open Positions 2022 vs 2023



- **Employee Committee**
 - **Suggestion Boxes – 2 Digital, 6 Paper**
 - **Holiday Publix Gift Card Raffle**
 - **Holiday Party – Opal Resort with \$13K in donated prizes**
 - **41 Local Children sponsored by employees for the Holiday’s**
 - **Holiday Luncheon at City Hall**
 - **Employee of the Quarter**
- **Collective Bargaining**
 - **PBA – Expires September 30, 2026**
 - **IAFF – Expires Sept 20, 2024 – Negotiation begins March 2023**
 - **Teamsters – Expires Sept 30, 2024 – Negotiation begins March 2023**