



# Monthly HR Department Report

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**To:** Brian L. Barroso, City Manager

**Date:** May 8, 2025

**From:** Bridget J. Flores, HR Department Director

**Subject:** April 2025 HR Department Report

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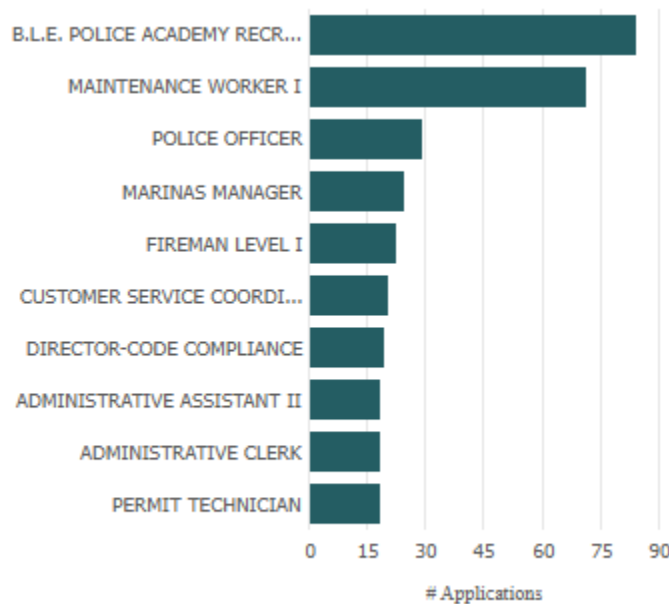
## PERSONNEL ACTIONS – ONE SOLUTION/ORACLE

- **Recruitment**
  - **47 Oracle Applications**
  - **10 Applications per Job (average)**
  - **Average Days to Fill 22 Requisition**
- **Hiring**
  - **45 Applicants referred to Hiring Manager**
  - **4% of Jobs Offered to Internal Applicants**
  - **8 Offers Extended**
- **Orientation**
  - **5 Orientations**
- **Benefits**
  - **3 FMLA Approved**
  - **6 Health Benefits Counseling and 60 Days Enrollment**
- **Termination**
  - **5 Resignation/Dismissal**
- **Retirement**
  - **3 Retirements**
- **Performance Evaluations**
  - **33 Employee Evaluations completed. 81% Completion Rate.**

**ORACLE HUMAN CAPITAL MANAGEMENT** - Human Resources is actively training and working through the integration of Oracle for recruiting, administrative records, and personnel files. We are still working on the transition from FREVVO to Oracle for all payroll processes, we found a few obstacles and were not able to meet the April date for complete turnover. As we continue with the transition, we have scheduled a demonstration for May to see the benefits of transitions payroll to Oracle for online payroll access for employees, etc. We will continue to look for better ways to serve our employees.

**PROFESSIONAL CONNECTIONS – LINKEDIN – INDEED** - Human Resources continues to look at professional connections through media platforms. LinkedIn brought 8 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



**RECRUITMENT** – Key West Police Department will hire 9 Basic Law Enforcement Candidates in May 2025 for the upcoming Law Enforcement Academy at College of the Florida Keys. We received over 40 applications and look forward to sponsoring these new recruits through the academy and ultimately integrating into the Key West Police Department.

**FLORIDA PUBLIC EMPLOYEE LABOR RELATIONS ASSOCIATION** – The HR Director continues to network with Florida municipalities of similar size for employee information on salary, employee relations, organization structures and employee recognition. As FPELRA provides resources free of additional cost for mediation, arbitration, and professional discussions on labor negotiations, to assist Human Resource Directors through unique circumstances.

- **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 hosted approximately 300 attendees to the City Picnic on Friday, April 18, 2025 from 2pm – 5pm. Live music, over 100 prizes to be given out. Employees enjoyed food, snow cones, cotton candy, and laughter. We have posted winners of raffle items on social media platforms to celebrate the start of summer
- **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 pictures of our great City sway as we remind employees of all our benefits plan has to offer: financial, mental, nutrition, and medical options!
- **Collective Bargaining**
  - **PBA** – Expires September 30, 2026
  - **IAFF** – Expires Sept 20, 2025 – 1 year contract approved by City Commission on August 8, 2024; negotiations opened on April 14, 2025. A second meeting is scheduled for mid-June 2025.
  - **Teamsters** – Expires Sept 30, 2027