



Monthly HR Department Report

To: Albert P. Childress
City Manager

Handwritten initials "AS" in blue ink, circled.

Date: June 6, 2024

From: Bridget Flores
HR Department Director

Subject: May 2024 HR Department Report

PERSONNEL ACTIONS – ONE SOLUTION

- **Recruitment**
 - 75 Applications Received
 - 65 Paper Applications
 - 10 Jobsite Applicants
- **Hiring**
 - 73 Applicants referred to Hiring Manager
 - 7 Positions Filled plus 8 BLE Recruit
- **Orientation**
 - 16 Orientations
- **Benefits**
 - 2 FMLA Approved
 - Counseling and 60 Days Enrollment
- **Termination**
 - 5 Resignation/Dismissal
- **Retirement**
 - 1 Retirements

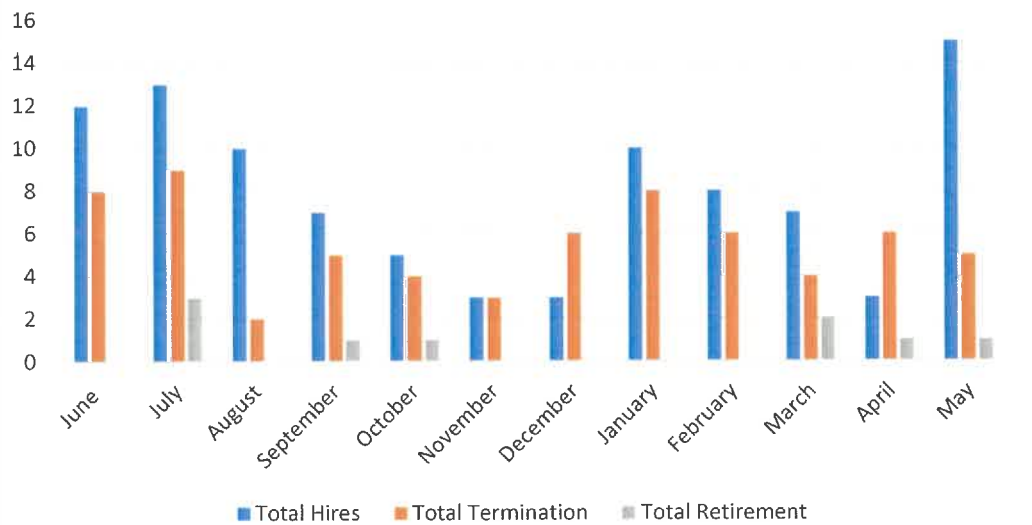
HUMAN CAPITAL MANAGEMENT IMPLEMENTATION – HR and IT began the implementation of data conversion and workshops. Project estimated to take 4.5 months with “go live date” of October 1, 2024.

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.

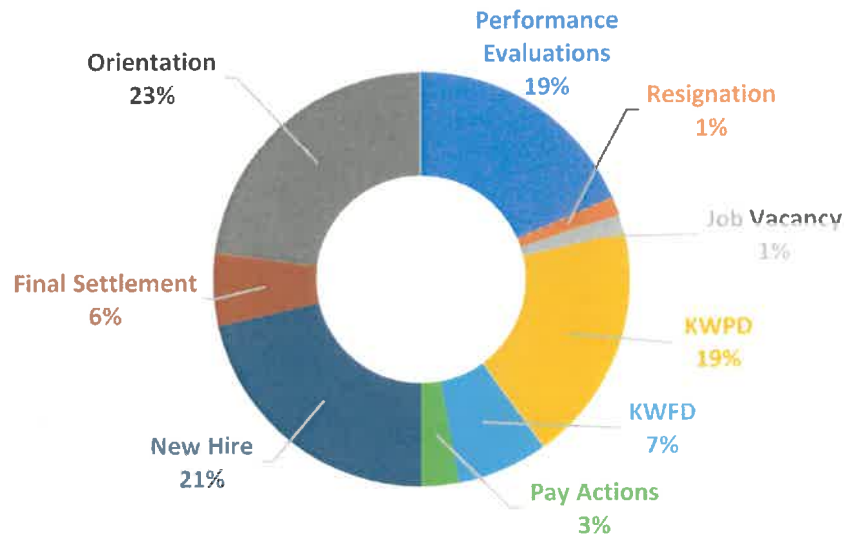
UPDATES: Addition of Pregnant Workers Fairness Act, ADA Accommodations, Harassment-Free Workplace, Standards of Conduct, Benefits, Safety & Security, Administrative Employee Definition.

LKMC MOU – Lower Keys Medical Center signed the MOU for 24/7 Drug testing for City Employees: Interim Emergency Department Director delayed start date.

2024 Employee Status



MAY PERSONNEL ACTIONS



Open Positions 2023 vs 2024



- **Employee Committee**

- **Suggestion Boxes –3 Digital, 7 Paper**
- **City Health Fair – May 21 -22, 2024**
- **City Holiday Party – December 14, 2024**
- **Employee Service Awards**

- **Collective Bargaining**

- **PBA – Expires September 30, 2026**
 - Healthcare Overpayment Refund Processed
- **IAFF – Expires Sept 20, 2024 – IAFF negotiations began May 14, 2024.**
 - Proposals received by the City, estimated impact and cost evaluations in progress.
 - Next meeting scheduled for July 9, 2024.
- **Teamsters – Expires Sept 30, 2024 – Teamsters negotiations begin May 1, 2024.**
 - Proposals received by the City, estimated impact and cost evaluations in progress.
 - Next meeting scheduled for June 18, 2024.