



Monthly HR Department Report

To: Albert P. Childress
City Manager

APC

Date: May 9, 2024

From: Bridget Flores
HR Department Director

Subject: April 2024 HR Department Report

PERSONNEL ACTIONS – ONE SOLUTION

- Recruitment
 - 91 Applications Received
 - 79 Paper Applications
 - 12 Indeed Jobs Applicants
- Hiring
 - 90 Applicants referred to Hiring Manager
 - 12 Positions Filled
- Orientation
 - 1 Orientations
- Benefits
 - Counseling and 60 Days Enrollment
 - Open Enrollment Elections: 530
 - Open Access Employee Only – 427
 - Open Access + Spouse/Family/Children - 19
 - Local Plus Plan (Employee + Child) - 17
 - High Deductible Health Plan (HSA) - 31
- Termination
 - 6 Resignation/Dismissal
- Retirement
 - 1 Retirements

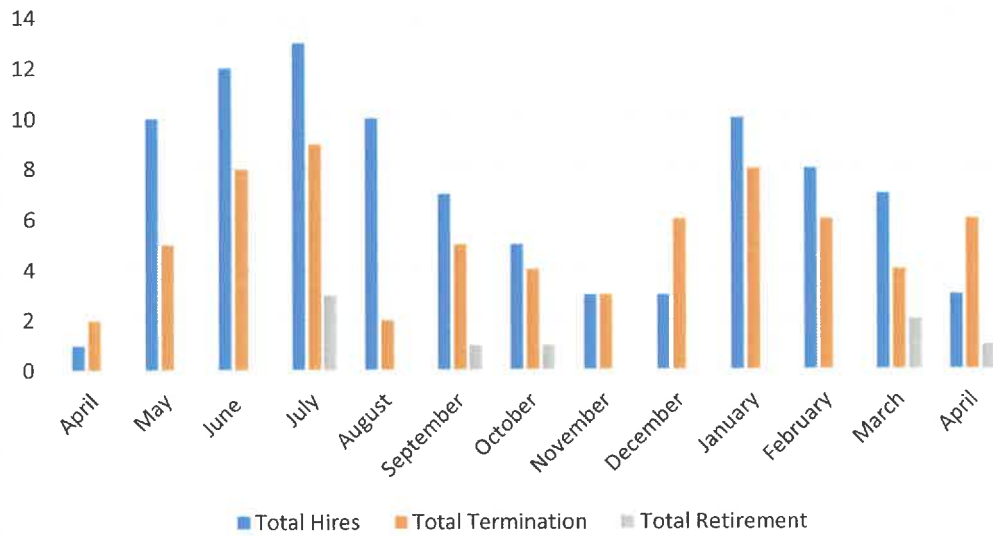
HUMAN CAPITAL MANAGEMENT IMPLEMENTATION - FourthSquare has completed the Scope of Work, Project Workbook and pending updates to the purchase of Oracle Fusion through GSA provider anticipated mid-May implementation. Project estimated to take 4.5 months with “go live date” of October 1, 2024.

CITY OF KEY WEST POLICY & PROCEDURES MANUAL DRAFT review completed with Legal and HR.

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 plans to start testing May 13, 2024.

2024 Employee Status



April Personnel Actions



Open Positions 2023 vs 2024



- **Employee Committee**

- **Suggestion Boxes –2 Digital, 2 Paper**
- **City Picnic – April 6, 2024 at Truman Waterfront**
- **City Health Fair – May 21 -22, 2024**
- **City Holiday Party – December 14, 2024**
- **Employee Service Awards**
- **Employee of the 2nd Quarter – Nikki James, Telecommunicator**

- **Collective Bargaining**

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