



Monthly HR Department Report

To: Albert P. Childress
City Manager 

Date: March 14, 2024

From: Bridget Flores
HR Department Director

Subject: February 2024 HR Department Report

PERSONNEL ACTIONS – ONE SOLUTION

- **Recruitment**
 - 67 Applications Received
 - 63 Paper Applications
 - 4 Indeed Jobs Applicants
- **Hiring**
 - 66 Applicants referred to Hiring Manager
 - 8 Positions Filled
- **Orientation**
 - 6 Orientations
- **Benefits**
 - Counseling and 60 Days Enrollment
 - Elections: 4
 - Declines: 0
- **Termination**
 - 6 Resignation/Dismissal
- **Retirement**
 - 0 Retirements

HUMAN RESOURCE INFORMATION SYSTEM (HRIS) – City Commission approved the City Manager to enter into agreement with Oracle HCM and FourthSquare for implementation. IT and HR is working with both companies for implantation and discovery calls to include transfer of data from Naviline and One Solution to bring historical employee data to the platform. Project timeline is 4.5 months; anticipate start date of late April to have all items live for start of FY25.

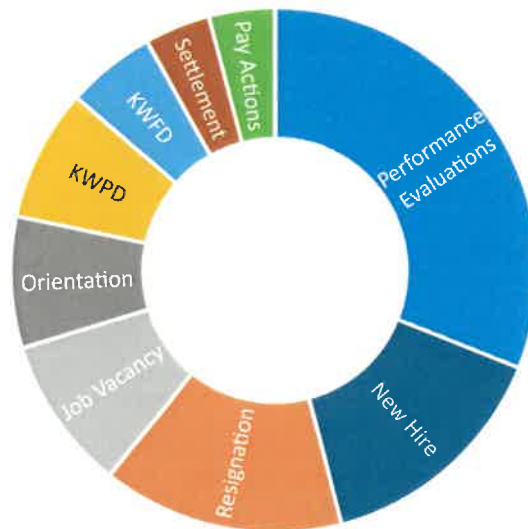
CITY OF KEY WEST POLICY & PROCEDURES

- **MANUAL DRAFT** pending review of progressive discipline and final discrepancies. Anticipate release for legal review in March 2024.
- **UPDATES:** Addition of Parental Leave, 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: LKMC has not responded to City on start date.

2023 Employee Status



February Personnel Actions



Open Positions 2023 vs 2024



- **Employee Committee**
 - **Suggestion Boxes –2 Digital, 5 Paper**
 - **City Picnic – April 6, 2024 at Truman Waterfront**
 - **City Health Fair – May 21 -22, 2024**
 - **Employee Service Awards**
- **Collective Bargaining**
 - **PBA – Expires September 30, 2026**
 - **IAFF – Expires Sept 20, 2024 – IAFF provided readiness to negotiate on February 29, 2024.**
 - **Teamsters – Expires Sept 30, 2024 – Teamsters emailed to plan negotiations.**