

Monthly HR Department Report

To: Albert P. Childress

City Manager

From: Bridget Flores

HR Department Director

Subject: January 2024 HR Department Report

Date: February 8, 2024

PERSONNEL ACTIONS – ONE SOLUTION

- Recruitment
 - o 73 Applications Received
 - o 71 Paper Applications
 - 2 Indeed Jobs Applicants
- Hiring
 - o 70 Applicants referred to Hiring Manager
 - o 11 Positions Filled
- Orientation
 - 11 Orientations
- Benefits
 - Counseling and 60 Days Enrollment
 - Elections: 5
 - 3
 - Declines:
- 0
- Termination
 - 7 Resignation/Dismissal
- Retirement
 - o 0 Retirements

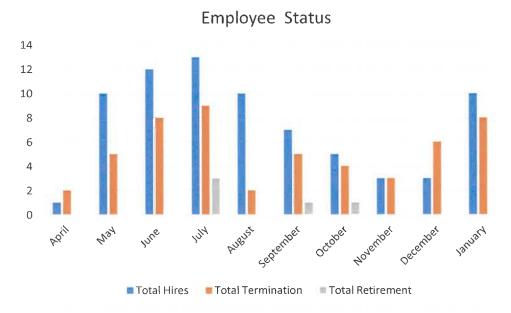
HUMAN RESOURCE INFORMATION SYSTEM (HRIS) – Platforms have been compared and analyzed for sustainability and compatibility with current systems. Input was provided by IT, Finance, and Human Resource staff. Approval through the City Commission is scheduled for February 2024.

- Oracle Fusion Cloud
- NEOGOV
- Paylocity
- Workday

CITY OF KEY WEST POLICY & PROCEDURES

- MANUAL DRAFT released to Director's 3 Directors provided input and suggestions.
- **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: estimated start date February 2024.
- HR Director & HR Consultant completed review; pending appendix reviews it will be reviewed by Employee Committee in February.





January Personnel Actions



• Employee Committee

- O Suggestion Boxes O Digital, 8 Paper
- o Employee of the Quarter Floyd Jenkins
- o Employee Service Awards

• Collective Bargaining

- o PBA Expires September 30, 2026
- o IAFF Expires Sept 20, 2024 Negotiation begins April 2024
- o Teamsters Expires Sept 30, 2024 Negotiation begins April 2024