Monthly HR Department Report

To: Brian L. Barroso, City Manager **Date: September 11, 2025**

From: Bridget J. Flores, HR Department Director

Subject: August 2025 HR Department Report

PERSONNEL ACTIONS – ONE SOLUTION/ORACLE

- **Recruitment**
  - **35 Oracle Applications**
  - **20 Applications per Job (average)**
  - **Average 33 Days to Fill Requisition**
- **Hiring**
  - **47 Applicants referred to Hiring Manager**
  - **7.4 % of Jobs Offered to Internal Applicants**
  - **10 Offers Extended**
- **Orientation**
  - **7 Orientations**
- **Benefits**
  - **5 FMLA Approvals (25 Active FMLA Cases)**
  - **11 Health Benefits Counseling and 60 Days Enrollment**
  - **22 EMS Trip Reports Releases**
- **Termination**
  - **11 Resignation/Dismissal**
- **Retirement**
  - **0 Retirements**
- **Performance Evaluations**
  - **16 Employee Evaluations completed. 85% Completion Rate.**

ORACLE HUMAN CAPITAL MANAGEMENT - Human Resources continues to improve employee interaction with the Oracle platform. This month, HR released four trainings for all employees through the Journey app – assigning Ethic training, harassment training, discrimination, and bullying training as part of the Grand Jury recommendations. We anticipate a completion date of September 1, 2025.

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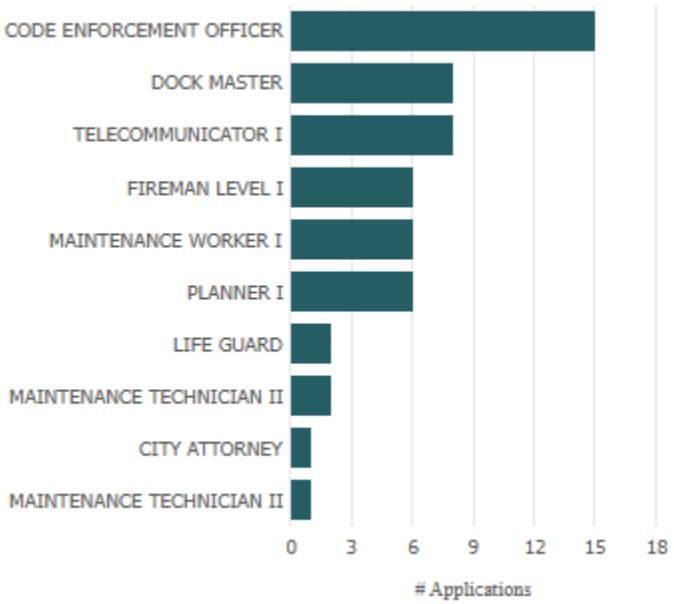
RECRUITING – CITYOFKEYWEST-FL.GOV – LINKEDIN – INDEED - Human Resources is monitoring our source tracking and the city website is our best recruiting this month. 51 candidates completed the application process and 33 of the candidates reported their search started with the CityofKeyWest-fl.gov site (66%).

Top Jobs Attracting Candidates



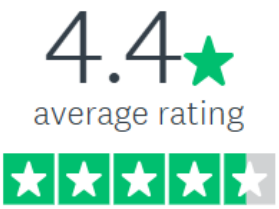
GROW FROM WITHIN – CELEBRATING OUR TEAM'S SUCCESS –
Three Promotions in August 2025!
One of the great things about working for the City is the opportunity to grow your career right here at home. Internal applicants—those who have completed at least six months with us—get the first chance to apply for open positions before they're shared with the public.
We look forward to supporting the professional goals of all our employees as we continue building a strong, knowledgeable, and passionate team.

NEW EMPLOYEE ENGAGEMENT – Human Resources has launched a new way to stay connected with our newest team members—email check-in surveys at 30 days and six months.
The 30-day survey gives employees a chance to share their first impressions, highlight collaborative efforts, and provide feedback on the initial training for their role.

The six-month survey marks the end of the probationary period—a milestone worth celebrating! It focuses on leadership, growth opportunities, and the overall work environment.

Please rate the City's leadership team.

Answered: 7 Skipped: 0



These check-ins help us ensure our team members feel supported, heard, and set up for success from day one.

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. Specifically in August, partners provided implementation feedback on new Emergency Responder Schedules recommend by the State in pros and cons listing.

- **Employee Committee**
  - **Upcoming Events:**
    - **City Float Building** **November 1, 2025**
    - **Holiday Parade** **December 6, 2025**
    - **City Holiday Party** **January 11, 2026**
    - **October Health Challenge** **Recharge in 8 – Sleep Challenge**
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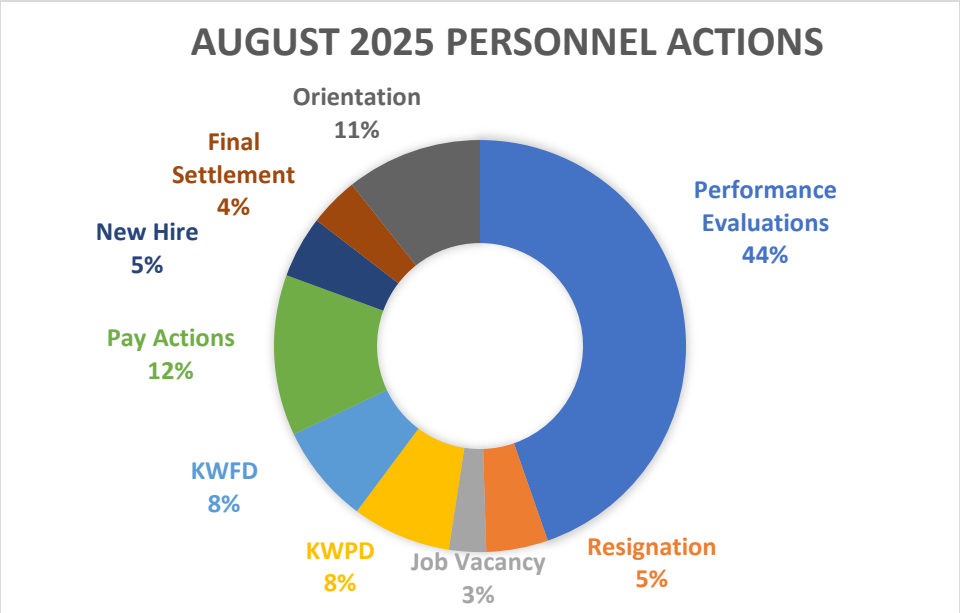
  - **VIP Seating for Special Events –** The Employee Committee is looking at opportunities with Management to have a viewing area for City employees at events like Fantasy Fest Parade, Boatraces and Holiday Parade to allow for enjoyment while performing their duties for the community.
  - **Holiday Door Decorations -** Human Resources and Dorian will work together again this year to host Halloween and Holiday Door Decorating Contests throughout City Office Buildings. We encourage all to participate; rules and entry requirements are coming soon!

- **Collective Bargaining**
  - **PBA –** Expires September 30, 2026

- **IAFF –** Expires Sept 20, 2025 – September 8 & 9, 2025 – Negotiation teams will meet at City Hall for a three year contract. Executive Session for Commission scheduled for September 3, 2025.
- **Teamsters –** Expires Sept 30, 2027; MOU for part-time telecommunicator to alleviate overtime.