



November 22, 2021

TO: Wayne Jackson
Acting City Manager

FROM: Karen DC Shultz
Human Resources Specialist

SUBJECT: October 2021 Monthly Report

Personnel Issues:

Accomplished:

- October 26, 2021, facilitated Chief of Police Interview Panel.
- Original timeclock installed over 2 years ago, intermittent problems started on Monday, Nov.1, 2021. Contact ADP informed it would have to be replaced. Clock received and on Nov. 3rd Administrative Assistant and I replaced and registered the ADP breakroom clock. Because we could not connect remotely (out server too slow) the registration was completed manually. Notified all affected employees that the clock is now working and usable.
- Administrative Assistant set up interviews for Gold Room Crew Member (2 positions). Interviews conducted by Gold Room Coordinator, Administrative Assistant and Human Resources. Contacted eight candidates, Coordinator selected one candidate, however she declined the position, at a later date for personal reasons.
- Reviewed annual leave balances and verified information with finance. Employees with projected excess annual leave received notification that all leave over 160 hours had to be used or the leave will be forfeited on January 1, 2022. Suggested affected employees collaborate with their supervisor to use leave prior to January 1, 2022.
- Acting City manager sent to all supervisors a reminder informing them that with the 2021-2022 performance cycle, mid-term reviews would be required. Instructions for completing reviews are in the documentation provided by Acting City Manager Jackson. All reviews are due no later than December 31, 2021. HR should only receive an email certifying mid-term have been completed.
- Health Benefits Open Season ended November 12, 2021. Four employees participated in Open Season effective date of changes will be January 1, 2022.
- November 16, 2022, provided Acting City Manager Certificate of Eligible Applicants for the position of Director of Public Works.
- Working with Mutual of America on personnel issues.
- Worked with City Attorney on personnel issues.

Projected Goals:

- Review and provide Mayor Cross with list of eligible candidates for the position of:
 - City Manager
 - Chief of Police
 - Treasurer

Council also requested and received eligible candidates.

- Interview for 2nd Gold Room Crew Member.
- Working on new Time-Off Award Program

New Hires:

N/A

Separation(s):

N/A

Vacancy Announcement(s):

- City Manager closes Nov. 19, 2021
- Gold Room Crew Member closes Nov. 24, 2021

Miscellaneous Items:

- Completed the Affordable Care Act (ACA) monthly reports.

Performance Evaluations:

- Public Works employees did not receive a 2020-2021 final performance rating.
- Due to COVID and the departure of the City Manager and Treasurer, the following departments and/or employees did not receive a 2020-2021 final rating:
 - Finance: 2 employees (new contract temporary did not start until end of March)
 - Gold Room: 3 remaining staff out due to COVID and furlough the entire rating cycle (2 separated and did not return)
 - Administration: 3 employees were unavailable to receive rating prior to departure of City Manager