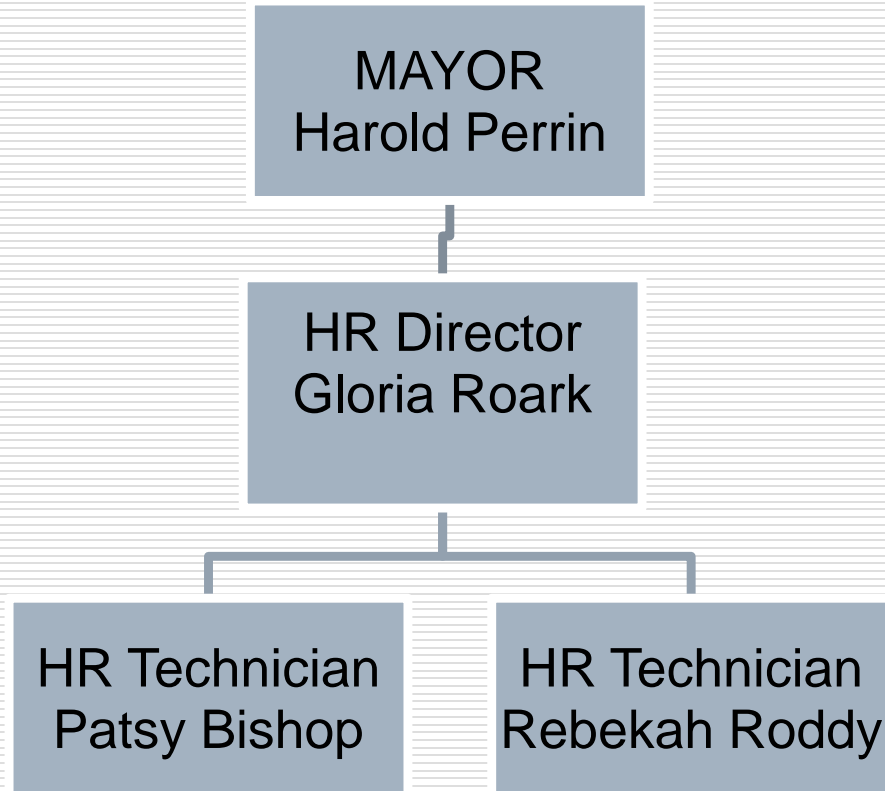




HUMAN RESOURCES DEPARTMENT

HUMAN RESOURCES DEPT





HUMAN RESOURCES DEPT

- Advertisement and Recruitment
-



HUMAN RESOURCES DEPT

□ Advertisement and Recruitment

- Newspaper ads placed in several area newspapers
 - Post jobs on Jonesboro.org website
 - Post jobs on Arkansasjobs.net
 - Post on department bulletin boards
 - Post in trade magazines
 - 2450 Applications received and processed
-

HUMAN RESOURCES DEPT

- Advertisement and Recruitment
 - New Hire Paperwork and orientation
-

HUMAN RESOURCES DEPT

- New Hire Paperwork and orientation
 - Hired 135 employees this year
 - Conducted new employee orientation
 - Revised Employee handbook
 - Coordinated summer students from Workforce
-

HUMAN RESOURCES DEPT

- Advertisement and Recruitment
 - New Hire Paperwork and orientation
 - Benefits/Wellness/Retirement
-

HUMAN RESOURCES DEPT

□ Benefits/Wellness/Retirement

- Health, Dental, Life, Cancer, Vision, Critical Illness, Long and short term disability, flex spending accounts
 - On-line enrollment for voluntary products
 - 457B retirement plans - Nation Wide and AR Diamond
 - LOPFI and Principal Retirement plans
 - Coordinate Open enrollment meetings with all employee for voluntary products in November and December
 - Manager Catastrophic Sick Bank
 - Order service award pins for employees
 - Coordinated Health Fair for employees
 - Coordinated Flu Shots for employees
-

HUMAN RESOURCES DEPT

- Advertisement and Recruitment
 - New Hire Paperwork and orientation
 - Benefits/Wellness/Retirement
 - HR/Payroll entries in Springbrook
-

HUMAN RESOURCES DEPT

- ❑ HR/Payroll entries in Springbrook
 - ❑ New hires
 - ❑ Terminations
 - ❑ Promotions/demotions
 - ❑ Shift change
 - ❑ Incentive pay
 - ❑ Applications
 - ❑ Disciplinary actions
 - ❑ Performance Evaluations
 - ❑ Injuries
 - ❑ Training attendance
 - ❑ Deductions
-

HUMAN RESOURCES DEPT

- Advertisement and Recruitment
 - New Hire Paperwork and orientation
 - Benefits/Wellness/Retirement
 - HR/Payroll entries in Springbrook
 - Compliance
-

HUMAN RESOURCES DEPT

□ Compliance

- EEO 4 Report
 - Arkansas New Hire Report
 - US Census Report
 - Random and DOT Drugs Screen
 - Grievances
 - Civil Service Hearing
 - Unemployment claims and hearings
-

HUMAN RESOURCES DEPT

- Advertisement and Recruitment
 - New Hire Paperwork and orientation
 - Benefits/Wellness/Retirement
 - HR/Payroll entries in Springbrook
 - Compliance
 - Supervisor/Employee Training
-

HUMAN RESOURCES DEPT

□ Supervisor/Employee Training

- Corter Consulting – Department Heads
 - Johanson Consulting - supervisors
 - EAP – St Bernard's - supervisors
 - ABCBS training – employees and supervisors
 - FMLA Training – all employees
 - Documentation and Disciplinary Training – supervisors
 - HIPAA – supervisors
 - Safety Training – employees
 - Proctor and Score Police test – about 100 applicants
-

HUMAN RESOURCES DEPT

- Advertisement and Recruitment
 - New Hire Paperwork and orientation
 - Benefits/Wellness/Retirement
 - HR/Payroll entries in Springbrook
 - EEO/AA compliance
 - Supervisor/Employee Training
 - Salary Surveys
-

HUMAN RESOURCES DEPT

- Advertisement and Recruitment
 - New Hire Paperwork and orientation
 - Benefits/Wellness/Retirement
 - HR/Payroll entries in Springbrook
 - Compliance
 - Supervisor/Employee Training
 - Salary Surveys
 - FMLA & Sick Bank
-

HUMAN RESOURCES DEPT

□ FMLA & Sick Bank

- 27 request for FMLA
 - 10 request for Catastrophic Sick Bank
 - 445 Catastrophic Sick Bank Members
-



HUMAN RESOURCES DEPT

- Advertisement and Recruitment
 - New Hire Paperwork and orientation
 - Benefits/Wellness/Retirement
 - HR/Payroll entries in Springbrook
 - Compliance
 - Supervisor/Employee Training
 - Salary Surveys
 - FMLA & Sick Bank
 - Workers Compensation and Safety
-



HUMAN RESOURCES DEPT

- Workers Compensation and Safety
 - 64 treatable injuries
 - 77 injuries with no treatment received
 - Completed Rule 32 program for hazardous employers
 - Revised Safety Program
 - Physical inspection by Municipal League
-



HUMAN RESOURCES DEPT

- Advertisement and Recruitment
 - New Hire Paperwork and orientation
 - Benefits/Wellness/Retirement
 - HR/Payroll entries in Springbrook
 - Compliance
 - Supervisor/Employee Training
 - Salary Surveys
 - FMLA & Sick Bank
 - Workers Compensation and Safety
 - Website and Shared Folder
-



HUMAN RESOURCES DEPT

□ Website and Shared Folder for HR

1. Shared Folder

- Safety Folder – contains forms, training materials, safety manual
 - FMLA Folder – contains required FMLA forms
 - Benefits at a glance – contains Summary of benefits from insurance carriers
 - Job Descriptions – all city jobs descriptions are available
 - Forms Folder – all HR forms are electronic and available for download and use
-



HUMAN RESOURCES DEPT

- Website and Shared Folder for HR
 - 2. Website
 - Maintain Current job descriptions
 - Maintain list of current vacancies
 - Have electronic applications
-



HUMAN RESOURCES DEPT

- Advertisement and Recruitment
 - New Hire Paperwork and orientation
 - Benefits/Wellness/Retirement
 - HR/Payroll entries in Springbrook
 - Compliance
 - Supervisor/Employee Training
 - Salary Surveys
 - FMLA & Sick Bank
 - Workers Compensation and Safety
 - Website and Shared Folder
 - Personnel Files
-



HUMAN RESOURCES DEPT

Personnel Files

Personnel files are all scanned – no more paper files. Files of pervious employees also scanned from back in the 70 and 80's.
