



City of Seat Pleasant

Office of the Human Resources

A CITY OF EXCELLENCE SMART CITY

“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things”

Department Name: Human Resources

Date of Report: November 2018

Reporting Period November 1, 2018 – November 30th. 2018

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized:

- Unemployment Cases (1)
- EEOC Claims (2)
- Worker’s Compensation Case Submissions (4)
 - (2) Police Department
 - (1) Department of Public Works
 - (1) Neighborhood & Commercial Compliance
- Worker’s Compensation Meeting (1)
- Review and update employee files (50)
- New Hires (2)
 - Assistant to the Chief Financial Officer
 - Customer Service Support Specialist
- Process new employee benefits (2)
- Create new employee packets (2)
- Terminations/Resignation/Exit Interviews (2)
 - Neighborhood & Commercial Compliance Inspector – Resigned
 - Marketing & Communications Specialist – Terminated
- Disciplinary Action Reports Received (6)
- Merit Increases & Retro Pay Submissions (3)
- Performance Improvement Plans (1)
- Mutual America 457b Contribution Updates (37)
 - November 2nd, 16th, and 30th pay dates
- Mutual America 457b/401a Contribution Requests (2)
- Military Leave Requests (0)
- Leave Donation Requests (0)
- Verification of employment (2)

- Salary Verifications & Adjustments (7)
- Personnel Meetings (15)
- Review/Approve PTO Requests (12)
- Compensatory Time Updates (26)
- Payroll Processing (3)
 - November 2nd, 16th, & 30th (includes Council Stipend)
- Distribute Payroll Checks (22)
- Process Payroll Garnishments (3)
- Process Andrews Federal Credit Union Applications (1)
- Time & Attendance Updates/Research (50)
- Business License Payments (1)
- Direct Deposit Set-Up & Updates (5)
- Health Insurance Policy Updates/Requests (3)
- Health Insurance Deductions (2)
- New Hire Reference & Background Check Requests/Submissions (1)
- TASC Updates (1)
 - Replacement of TASC benefit card
- ADP Employee Access Request (2)
- Personnel Manual Requests (1)
- Notice of Wage Response (0)
- Leave Donations (0)
- Monthly Reports (1)
 - September 2018
- Public Information Act Request (0)
- Mileage Reimbursement Submissions (1)
- Annual Leave Payout Request (1)
- AFLAC Enrollments and Updates (2)

Analyze department improvements that are needed and/or achieved based on the Smart City model.

- Open Vacancies**
 - Advertised open vacancy on Indeed.com for the Environmental Service Engineer I position within the Department of Public Works. Received and reviewed over 104 applications. Interviews scheduled for December 10th, 2018.
 - Full time NCC Inspector resigned from position. Advertised position on Indeed.com. Received and reviewed over 114 applicants. Interviews scheduled for December 20th, 2018.
 - Marketing and Communications Specialist was terminated for violating the City of Seat Pleasant Personnel Rules and Regulations Manual. Reviewed pool of applicants interviewed for the Marketing and Communications Specialists and was able to fill position with another candidate.

Indicate problems identified, barriers encountered and solutions reached.

- LGIT MEETING**
 - Met with Matthew Peter from LGIT on November 2nd with Chief Operating Officer, Jeannelle Wallace and Chief Martin regarding two (2) ongoing EEOC claims against the City. Reviewed

disciplinary action processes, updates regarding termination letters, and proper documentation of disciplinary actions. More updates regarding the outcome of each claim will be provided within the next report.

□ **Unemployment Claims Point of Contact Updates**

- Unemployment claims were being forwarded to the previous HR Manager, Ms. Barber. Contacted MD Unemployment to change the point of contact to myself. All unemployment/separation requests will now be forwarded to the appropriate personnel.

□ **Employee Appreciation**

- Met with Old Town Inne regarding Holiday Party 2018 set up. Reviewed and selected menu options for holiday party and price details.

Identify goals for the next reporting period.

Goal **40%** - review and update PTO accruals and balances for Year End reviews

Goal **20%** - review and verify all employee's personal, wage, and tax information for W2 purposes

Goal **20%** - prepare and plan for staff appreciation Holiday Day Party 2018

Goal **20%** - continue ongoing research on redeveloping and upgrading the Human Resources system

Summary of Major Expenditures

All Departments - Budget vs. Actual

FINANCIAL ROW	AMOUNT	BUDGET AMOUNT	AMOUNT OVER BUDGET	% OF BUDGET
■ Ordinary Income/Expense				
Gross Profit	\$0.00	\$0.00	\$0.00	0.00%
■ Expense				
5100 - Salaries	\$23,452.16	\$56,650.00	(\$33,197.84)	41.40%
5140 - FICA	\$1,732.90	\$4,334.00	(\$2,601.10)	39.98%
5150 - Employee Appreciation	\$103.27	\$5,000.00	(\$4,896.73)	2.07%
5160 - MD Unemployment	\$5,106.53	\$25,000.00	(\$19,893.47)	20.43%
5161 - Federal Unemployment	\$654.50	\$3,500.00	(\$2,845.50)	18.70%
5170 - Workers Compensation	\$130,458.00	\$160,000.00	(\$29,542.00)	81.54%
5190 - Dues & Memberships	\$0.00	\$500.00	(\$500.00)	0.00%
5200 - Office Supplies	\$104.75	\$500.00	(\$395.25)	20.95%
5220 - Training	\$779.36	\$2,800.00	(\$2,020.64)	27.83%
5260 - Contractual Services	\$3,700.87	\$7,000.00	(\$3,299.13)	52.87%
5277 - Executive Team Retreat	\$0.00	\$15,000.00	(\$15,000.00)	0.00%
5470 - Recruiting/Drug Testing	\$0.00	\$3,500.00	(\$3,500.00)	0.00%
5480 - Retirement	\$0.00	\$100,000.00	(\$100,000.00)	0.00%
5490 - Health/Dental/Vision	\$104,977.26	\$255,000.00	(\$150,022.74)	41.17%
5500 - IT Support	\$29,594.02	\$70,000.00	(\$40,405.98)	42.28%
Total - Expense	\$300,663.62	\$708,784.00	(\$408,120.38)	42.42%
Net Ordinary Income	(\$300,663.62)	(\$708,784.00)	\$408,120.38	42.42%
Net Income	(\$300,663.62)	(\$708,784.00)	\$408,120.38	42.42%

5100 – Salaries = Payroll Deductions **\$5,000**

5140 – FICA = Payroll Deductions **\$376.04**

5160 – MD Unemployment = Payroll Deductions **\$872.93**

5161 – Federal Unemployment = Payroll Deductions **\$108.34**

5170 – Workers Compensation = Chesapeake Employers Insurance **\$87,216**

5490 – Health/Dental/Vision = TASC Monthly Payment **\$4,021**

5500 – IT Support = Peake Technologies Monthly Payment **\$5,804.98**

TOTAL EXPENSES FOR NOVEMBER 18 = \$103,399.29

Source: NetSuite