

MEMORANDUM



From the desk of

CINDY VAN METER

Office Manager/Human Resource Coordinator

DATE : December 27, 2017

TO : Board of Directors

CC : John Tillotson/Public Works Director

RE : Human Resource Coordinator Activities Report

Below are tables which reflect HR related activities that have occurred since the last board meeting:

Reported/Active Workers Compensation Cases:

Water	Wastewater	Parks	Fire	Admin
0	0	0	0	0

Recent New Hires:

Water	Wastewater	Water/Wastewater	Parks	Pool	Fire	Admin
0	0	0	0	0	0	0

**Note - Although the Intermittent-Seasonal employees are paid through and employees of Express Employment Professionals, in accordance with our Civil Service Ordinance, the District still does all the advertising, interviewing, and establishment of an eligibility list for these positions. New Hires may include Intermittent-Seasonal employees but does not include Fire Department volunteers/interns.

Recent Terminations:

Water	Wastewater	Water/Wastewater	Parks	Pool	Fire	Admin
0	0	0	0	0	0	0

**Note - Recent Terminations (includes Intermittent-Seasonal employees but does not include Fire Dept. volunteers/interns):

Active Disability Claims:

Water	Wastewater	Parks	Fire	Admin
0	0	0	0	0

Benefit Changes:

Water	Wastewater	Parks	Fire	Admin
6	8	1	3	8

**Note – The District is just finishing up the 2018 Health Benefits open enrollment. Staff will be addressing the increases and any changes, and inputting the information into the payroll system.

Additional Resources:

PRA(s)	Subpoena(s)			
0	0	0	0	0