

DEPARTMENT HEAD REPORT
HUMAN RESOURCE MANAGER

January 2015

- AFSCME (PW) Negotiations
- Drafted Final AFSCME (PW) Contract for Approval & Signature
- Set Up New Tables for PD Accruals
- MUNIS Training
- Safety Committee Meeting
- MMEHT Invoice Reconciliation
- Prepared HR Budget for Manager's Review
- Weekly Accruals (Vacation, Sick, & Comp Time)
- Forward New Hires and Termination to DHS
- General Human Resource Duties – Benefit Management
 - 1) Health/Life/Dental/IPP Insurance Billing
 - 2) Workers Compensation
- Handled Personnel Matters

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