

DEPARTMENT HEAD REPORT
HUMAN RESOURCE MANAGER

April 2014

- Police Reserve Interviews
- MMA Labor Employment Law Workshop
- Public Work's (AFSCME) Negotiations
- Ballpark Field Manager Interviews
- Per Diem EMT Interviews
- Waste Water Treatment Plant Negotiations
- Draft Fire Union Contract
- Weekly Accruals (Vacation, Sick, & Comp Time)
- Forward New Hires and Termination to DHS
- Drafted New Hiring Policy
- Processed New Hires Fire Department & Ballpark
- General Human Resource Duties – Benefit Management
 - 1) Health/Life/Dental/IPP Insurance Billing
 - 2) Workers Compensation
- Handled Personnel Matters

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