

## **DEPARTMENT HEAD REPORT**

### **HUMAN RESOURCE MANAGER**

**December 2013**

- Fire Fighter's Negotiations
- Police Negotiations
- WWTP Work's Negotiations
- Weekly Accruals (Vacation, Sick, & Comp Time)
- Weekly ICMA (wiring)
- Forward New Hires and Termination to DHS
- General Human Resource Duties – Benefit Management
  - 1) Health/Life/Dental/IPP Insurance Billing
  - 2) Workers Comp
- Handled Personnel Matters

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