

DEPARTMENT HEAD REPORT
HUMAN RESOURCE MANAGER

JULY 2014

- Rec Interviews - Camp Counselor
- New Hires (Orientation & Paperwork) – Lifeguards
- Meeting with MMA Worker’s Comp Representatives
- 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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