

DEPARTMENT HEAD REPORT

HUMAN RESOURCE MANAGER

November 2013

- Fire Fighter's Negotiations
- Police Negotiations
- WWTP Work's Negotiations
- Meeting with Fire Chief – Bloodborne Pathogen Training
- AFLAC – meeting with Steve Gilbert
- Oversaw and processed payroll weekly. (Wired weekly payroll and retirement). Processed vacation and sick accruals. Forwarded new hires & termination notices to DHS
- Processed new hires; including verifying all paperwork, background checks, setting up pre-employment physicals, and inputting the data into the MUNIS System (recreation & WWTP)
- General Human Resource Duties – Benefit Management
 - 1) Health/Life/Dental/IPP Insurance Billing
 - 2) Workers Comp
- Handled Personnel Matters

Filename: HR Office November 2013.docx
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m
Title:
Subject:
Author: Tammy Lambert
Keywords:
Comments:
Creation Date: 12/20/2013 8:33:00 AM
Change Number: 2
Last Saved On: 12/20/2013 8:33:00 AM
Last Saved By: Tammy Lambert
Total Editing Time: 0 Minutes
Last Printed On: 12/23/2013 8:21:00 AM
As of Last Complete Printing
Number of Pages: 1
Number of Words: 104 (approx.)
Number of Characters: 593 (approx.)