

**DEPARTMENT HEAD REPORT**  
**HUMAN RESOURCE MANAGER**

**November 2014**

- Social Media Training
- OSHA Training
- Safety Committee Meeting
- Drafted Town Hall Evacuation Plan
- Town Hall Evacuation Training
- Workshop – FF & Law Enforcement Retiree Subsidy Program
- Drafted & Reviewed Job Descriptions
- AFSCME (PW) Negotiations
- MMEHT Invoice Reconciliation
- 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

Filename: HR Office November 2014.docx  
Directory: \\Store01\users\tlambert\Website Documents  
Template: C:\Users\tlambert\AppData\Roaming\Microsoft\Templates\Normal.dot  
m  
Title:  
Subject:  
Author: Tammy Lambert  
Keywords:  
Comments:  
Creation Date: 12/2/2014 5:50:00 PM  
Change Number: 2  
Last Saved On: 12/2/2014 5:50:00 PM  
Last Saved By: Tammy Lambert  
Total Editing Time: 1 Minute  
Last Printed On: 12/2/2014 5:50:00 PM  
As of Last Complete Printing  
Number of Pages: 1  
Number of Words: 83 (approx.)  
Number of Characters: 476 (approx.)