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MEMORANDUM

Human Resources Department

To: *Ron Whitlatch, Interim City Manager* Date: *June 3, 2024*
From: *Angela Solesbee, HR Director*
Subject: *Department Update for City Manager Report*

- Recruitment:
 - Communications Specialist – See PD City Manager Report for detail.
 - Police Officer – See PD City Manager Report for detail.
 - LINX PT Dispatcher – Employee hired 5/6/24
- Benefits:
 - Business as usual
- Classification and Compensation:
 - Business as usual
- Training and Development:
 - May Safety training – Hazard Communications
 - June Safety training – Accident – Incident Analysis
 - May All Employee training – None
 - June All Employee training – Drugs & Alcohol in the Workplace
- Performance Management:
 - 34 evaluations are past due as of 5/31/2024
 - 3 in Finance (oldest is over 2 years past due)
 - 8 in City Manager's Office (Director Evals)
 - 7 in Public Works (oldest is nearly 3 years past due)
 - 15 in Police Department (oldest is over 6 years past due – 6 employees)
 - 1 in SC/LINX (9 months past due)
- Other
 - Ongoing testing of electronic Personal Action (PA) forms. So far no major concerns or issues.
 - Created Manager resource page on ADP to house frequently used manager forms and reports.
 - Teamster union negotiations ongoing.
 - ADP Learning module on hold.
 - Document storage system on hold.