



MEMO

To: Mayor and City Council Members

From: Tracey Vasquez, Human Resources Manager

Meeting Date: November 16, 2022

RE: October 2022

Meetings and Events:

City Council Meetings

October 19, 2022

HR Workshop Roundtable Meeting

October 13, 2022

October 27, 2022

Staff Meetings

October 18/2022

October 25, 2022

Sesquicentennial Meeting

October 11, 2022

October 26, 2022

Tesla Job Fair

October 10, 2022

City of Manor Benefits Fair

October 18, 2022

Chamber of Commerce Golf Tournament

October 20, 2022

Manor Night Out

October 28, 2022



MEMO

October 2022

- Manor HR program study with PGal senior associate.
- Interviewed three (3) candidates for the open positions in the Utility Department.
- Onboarding of one (1) Utility Billing Clerk and one (1) Utility Maintenance Worker.
- Social Security and Medicare luncheon for current employee.
- Zoom meeting with newly added supplemental benefit Mission Square.
- Retirement meeting with current employee.
- Posted new and updated employment opportunity notices for the 22 positions available at the City of Manor.
- Continuing to update and revamp new policy manual for proposal.
- Day to day operations of the Human Resources department regarding property, liability, and worker's comp insurance. Assisted employees with specific needs regarding benefits claims, FMLA, and training schedules.