



# MEMO

To: Mayor and City Council Members

From: Tracey Vasquez, Human Resources Manager

Meeting Date: October 19, 2022

RE: September 2022

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## **Meetings and Events:**

### ***Holidays in the Park Meetings***

September 1, 2022

September 14, 2022

### ***Sesquicentennial Meetings***

September 13, 2022

### ***Small Business Coffee***

United Methodist Church

September 21, 2022

### ***Keep Manor Beautiful***

Citywide Clean -up

September 24, 2022

### ***City Council Meetings***

September 21, 2022

Executive Session- Personnel Matters

### ***HR Workshop Roundtable Meeting***

September 1, 2022

September 15, 2022

### ***Certified Human Resource Manager Training***

September 26 through September 30, 2022

(Passed with 90%!!)



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## **September 2022**

- Held strategic planning and benefits call with TML.
- Exit interview with one (1) Police Department employee.
- Interviewed three (3) candidates for the open positions in the Parks Department.
- Interview Receptionist/ Utility Billing Clerk candidates.
- Policy and Procedure reviews with the City Manager regarding revamping current layout and updating policies.
- Initializing format and structure of proposed New Policy Manual to adhere to 360\* evaluations and 360\* compensation.
- Onboarding of one (1) Parks department employee.
- Onboarding of two (2) Police department employees, one Cadet and one Police Officer.
- 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.