



MEMO

To: Mayor and City Council Members
From: Tracey Vasquez, Human Resources Manager
Date: January 18, 2023
RE: **December 2022**

Meetings and Events:

Holidays in the Park

December 3, 2022

HR Workshop Roundtable Meeting

December 8, 2022

Staff Meetings

December 13, 2022

Black History Month Committee Meeting

December 14, 2022

TML Region 10 Meeting

December 15, 2022

6:00 p.m. Southside Market Elgin, TX

Staff Holiday Luncheon

December 16, 2022

12:00 p.m. The Marriott Pflugerville, TX

December 2022

- HR participated in the City of Manor's annual Holidays in the Park with assuming chair role after the Tourism's Manager needed to leave due to personal reasons; The Human Resources department assisted Santa Clause in "Letters to Santa" with almost 200 letters to local children; And ending out the year with \$600 in merchandise sales for the day.



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- Exit interview and retirement with the Public Works director, Mike Tuley.
- Aurora training on “How to Build a Pay Grade Structure from Scratch”.
- Assisted City Secretary as needed with the TML Region 10 Meeting.
- Zoom meeting with McGrath Human Resources compensation firm.
- Organized and participated in the City Staff Holiday luncheon for the first time in 2 years; GREAT success with almost 60 employees attending and senior staff serving lunch. GO TEAM!!!
- 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.