

**HUMAN RESOURCES DEPARTMENT
MONTHLY REPORT
JULY 2025**

PERSONNEL								Monthly Totals	YTD Totals
Number of Employees, Volunteers, and Others:									
	Hired	Transferred	Resigned	Dismissed	Retired	Deceased	OTH		
Regular Full-Time (566 budgeted slots for fiscal year)	12		13	1				703	806
Regular Part-Time (65 budgeted slots for fiscal year)	3		2					49	60
Temporary Full-Time								12	13
Temporary Part-Time				6				55	63
Fiscal YTD Totals:	209		89	13	21	1		819	942
Reserve Police Officers								13	13
Volunteer Firefighters								12	15
Texas Workforce Solutions/Work Experience								1	3
AARP Participants								9	27
Volunteers							7	252	315
Volunteers Fiscal YTD Totals:							87	287	373
Staffing									
Request for Positions Processed								20	168
Positions Advertised								86	360
Application for Employment Processed								121	1302
Volunteer Applications Processed								7	91
Interviews Processed								50	334
Job Offers Processed								15	215
New Hire Enrollments Processed								15	213
Turnover Rate					13/703				1.90%
Retention Rate					794/806				98.00%
Pre-Employment Screenings									
Driver License Checks (MVR)								14	156
Mission Police/Mission Municipal Court Record Check								14	156
Hidalgo County Courthouse								14	156
Criminal History Background/Sex Offender Check (DPS)								18	226
Drug Testing, Physical and Pre-placement Screening								15	188
PERSONNEL, con't									
Human Resources Department Visitors:									
Employees, Citizens, Vendors/Representatives Assisted								446	4470
Exit Interviews Conducted:									
Employee Exit Interview								3	17
Supervisor Exit Interview								12	82
Forms Processed									
Employee Change of Status Forms Processed								75	751
Employee Requests for Personnel Information Processed								0	21
Employee Disciplinary Forms Processed								3	55
Employment Verifications Processed								11	106
Unemployment Claims Processed								1	7
Public Information Requests Processed								1	49
Family and Medical Leave Act (FMLA) Forms Processed:									
FMLA Requests								6	63
-- Employee's Serious Health Condition								4	37
-- Family Member's Serious Health Condition								1	15
-- Birth of a Child								1	11
-- Military Family Leave								0	0
-- Injury or Illness of Covered Servicemember								0	0
FMLA Approvals								6	59
FMLA Denials/Withdrawals								0	9
FMLA Return-to-Work								4	47
Employees out on FMLA								15	70
PERSONNEL TRAINING SEMINARS								Training Seminars	Employees Attended
10/18/2024 - Live2Lead								1	20
11/19/2024 - HR Consortium Supervisor's Training								1	30
12/03/2024 - Director's Workshop								1	45
01/16/2025 - Risk Management Essentials for Supervisors								1	36

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05/07/2025 - Workers' Compensation - Navigating the Process	1	12
06/06/2025 - TML Safe Driving	1	17
07/24/2025 - Excel Training	2	50
	Fiscal YTD Totals:	8 210
HEALTH & WELLNESS SEMINARS/EVENTS	Training Seminars	Employees Attended
10/02/2024 - Breast Cancer Awareness Luncheon	1	106
10/10/2024 - Airrosti - Is Sitting A Pain	1	3
10/15/2024 - Airrosti - Is Sitting A Pain	1	3
10/17/2024 - Airrosti - Is Sitting A Pain	1	3
10/22/2024 - Airrosti - Is Sitting A Pain	1	4
10/22//2024 - Annual Health & Benefits Fair	1	160
11/18/2024 - Health and Wellness Seminar - Diabetes - Parks	1	10
11/18/2024 - Health and Wellness Seminar - Diabetes - City Hall	1	15
11/18/2024 - Health and Wellness Seminar - Diabetes - Public Works	1	46
02/13/2025 - Airrosti - Don't Let Knee Pain Hold You Back	1	3
02/21/2025 - Heart Health Seminar - Parks	1	33
02/21/2025 - Heart Health Seminar - Public Works	1	58
02/26/2027 - Heart Saver - CT Screening	1	19
02/26/2027 - Heart Saver - CT Screening	1	21
03/11/2025 - Airrosti - Don't Let Back Pain Hold you Back	1	3
03/13/2025 - Airrosti - Don't Let Back Pain Hold you Back	1	3
03/25/2025 - Airrosti - Don't Let Back Pain Hold you Back	1	5
03/27/2025 - Airrosti - Don't Let Back Pain Hold you Back	1	2
05/01/2025 - Airrosti - Lower Back Pain	1	30
05/01 /2025 - Airrosti - Lower Back Pain	1	6
05/01 /2025 - Airrosti - Lower Back Pain	1	14
05/01 /2025 - Airrosti - Lower Back Pain	1	36
05/13/2025 - Airrosti - Step into a Pain-Free Life	1	4
05/20/2025 - Mental Health Awareness Lunch and Learn	1	34
05/20/2025 - Self Defense Class	1	9
07/08/2025 - TMRS Retirement Seminar	1	200
07/28/2025 - Open Enrollment Informational Session	1	30
07/29/2025 - Open Enrollment Informational Session	5	75
07/30/2025 - Open Enrollment Informational Session	5	105
	Fiscal YTD Totals:	37 1040
EMPLOYEE RECOGNITION/EVENTS		Employees Attended
11/06/2024 - Veterans Appreciation Luncheon	1	73
11/20/2024 - Employee Appreciation Luncheon	1	650
12/02/2024 - Service Awards Breakfast	1	94
02/28/2025 - Employee of the Month Luncheon	1	19
03/04/2025 - Employee Appreciation Lunch	1	400
	Fiscal YTD Totals:	5 1236
RISK MANAGEMENT		
	Monthly Totals:	
Workers' Compensation	5	
General Liability	3	
Property	0	
Auto Property	1	
Cyber	0	
Law Enforcement	1	
	Fiscal YTD Totals:	10