

HUMAN RESOURCES 2020 ANNUAL REPORT

Human Resources Director – The Human Resources Department has accomplished the following in 2020:

- ✓ A Health/Wellness/Safety Program was created in 2019 with a Health/Wellness/Safety Event, which was held in the Fall 2019. 2020 involved Health and Wellness in person and virtual lunch and learns for employees as well as virtual presentations on financial wellness. In addition, employees may have been eligible to receive reimbursements for qualifying events.
- ✓ Created job descriptions for new positions and updated job descriptions as needed.
- ✓ Created an Employee Evaluation Program in 2019, which was implemented in 2020.
- ✓ Vice President of and works with the Safety Committee to ensure employees are working in a safe and healthy environment by implementing safety measures.
- ✓ Co-Secretary for the Human Resources Montgomery County Consortium.
- ✓ Worked with the police regarding issues, questions and concerns with Benefits.
- ✓ Created Policies and provided assistance with policies that were implemented such as the COVID-19 Policy and the Telecommuting/Working from Home Policy.
- ✓ Researched and switched benefit providers for HSA/HRA/FSA/DCA for 2021.
- ✓ Coordinated an onsite Flu Vaccination event for employees and their dependents.
- ✓ Implemented a new training platform for employees and supervisors which involves access to training courses for employees to take as well as department heads can schedule training and track the training for their departments.
- ✓ Recruiting/Interviews/Onboarding – Due to COVID-19, Human Resources had to change the way we operate in many ways but especially with Recruiting/Onboarding. Human Resources was able to recruit, interview, and hire employees virtually. This resulted in a smooth transition allowing department openings to be filled as well as for the Mary Barnes Community Pool to be staffed in the summer.