



**City of Groveport  
Human Resources Report to the Mayor and City Council  
December 9, 2020**

**Human Resources - Sue E Wadley, Personnel Director**

- Review of 2020 Human Resources
  - Recruiting/Positions filled
    - Full-time positions - 7
    - Part-time Positions - 20
    - Seasonal positons - 19
- Software – process improvement
  - SeamlessDocs – Introduction to internal depts. – Hosted Training
- Training –
  - Kronos Training – Employees and Management
  - SeamlessDocs for Departments to begin using this tool. 5 departments had representative attend
  - First Aid/CPR training for Employees
- Employee Enrichment/Events
  - Food Truck luncheon Event
  - Basket-Food Drive
  - Flu Shots
- Annual Insurance Open Enrollment under way for 2021 Benefits
- 2020 Employee performance evaluation process

If you should have any questions, please feel free to contact me regarding any Human Resources needs.

Thank you,

Sue