



City of Groveport
Human Resources Report to the Mayor and City Council
October 11, 2018

Human Resources - Sue E Wadley, Personnel Director

- Actively recruiting/interviewing to fill the part-time receptionist position at the Municipal Building.
- Positions filled:
 - Community Affairs – part-time Activities Assistant – Donna Buckler
 - Police – Police Officer – David Fairman
- Drug Free Workplace Program annual training is underway for all City employees and management.
- HR coordinated the annual flu vaccines for employees. Vaccines were administered on Thursday, October 2018.
- HR is preparing for the employee health insurance open enrollment for the 2019 plan year. Open enrollment will take place in the month of November for coverage effective January 1, 2019.

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

Thank you,

Sue