



**City of Groveport**  
**Human Resources Report to the Mayor and City Council**  
**January 8, 2024**

Human Resources – Joyce Myers, Personnel Director

- Hiring:
  - Patrol Officers Lateral Entry – 1 Hired
  - Lifeguard – 1 Hired
  - Front Desk Attendant – 1 Rehired
  - Maintenance Worker (Infrastructure) – 1 Hired
- Recruiting:
  - Swim Instructors – Recruiting
  - Lifeguards – Recruiting
  - Head Lifeguards - Recruiting
  - Building Inspector – Recruiting
  - Maintenance Worker (Parks) – Recruiting
  - Assistant Superintendent Golf – Recruiting
  - Assistant Golf Professional - Recruiting
- Training/Meetings:
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- Projects:
  - Performance Evaluations for all employees - finishing up the process in early January
  - Payroll Authorizations for all employees completed and entered for 1/1/24 pay rate increases
  - Open enrollment and FSA forms finalized on December 12th
  - Fun Committee:
    - White Elephant Gift Exchange (Ornaments) – Held December 14th
    - Ugly Christmas Sweater/Outfit Day – Held December 19<sup>th</sup>
- Upcoming Events/Projects:
  - T-shirt design contest – To be held in January
  - Christmas Club sign up forms – To be sent to employees in January

Please feel free to contact me if you have any questions.

Thank you,

Joyce