



City of Groveport
Human Resources Report to the Mayor and City Council
July 12, 2017

Human Resources - Sue E Wadley, Personnel Director

- HR is hosting a BWC safety training for our employees who work along the roadway as part of their daily duties on Thursday, 7/13/17 "Work zone Traffic Control & Safety"
- Reviewing and revising on-boarding processes in an attempt to reduce the paperwork burden for management and employees
- Working with employees to update data and forms for insurance and/or personnel records
- Scanning of terminated Part-time and Seasonal employees' files to digital format has begun. About 20+ boxes will be moved to digital storage when completed
- Met with MMO (Medical Plan) Rep and Insurance Broker to discuss best method to keep employee informed of the benefits available to them

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

Thank you,

Sue