



City of Groveport
Human Resources Report to the Mayor and City Council
October 11, 2017

Human Resources - Sue E Wadley, Personnel Director

- HR is in the process of training to all employees and management on our Drug Free Workplace Program. To date, 120 individuals have attended the training. This training is required per our Drug Free Work Place policy and helps to ensure a safe working environment for all.
- HR is coordinating the annual flu vaccines for employees. The flu vaccines will take place on 10/17/17.
- HR is partnering with Canal Winchester and Madison Township to hold an employee health/wellness/safety fair. This event will take place on Thursday, 10/26/17 from 8:00 am to 11:00 in Paddock's Banquet Room at The Links.
- HR is preparing for the employee health insurance open enrollment for the 2018 plan year. Open enrollment will take place in the month of November for coverage effective January 1, 2018.
- Continuing to evaluate and implement HR processes to better serve our employees/customers.

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

Thank you,

Sue