



**City of Groveport**  
**Human Resources Report to the Mayor and City Council**  
**June 14, 2017**

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

- Wrapping up on-boarding of seasonal employees.
- On-going process to audit employee personnel files and other related employment documents to ensure compliance requirements
- Attended "Train the Trainer" Supervisor training for our Drug Free Workplace Program
- Research new options for onboarding employees and improve the documentation process
- Preparing previous Part-time and Seasonal employees files for scanning process (due to lack of storage space) and transferring files/documents to digital status
- Working with Insurance broker to identify how to
- improve employee communication and begin preparation for open enrollment

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

Thank you,

Sue