



City of Groveport
Human Resources Report to the Mayor and City Council
August, 16, 2017

Human Resources - Sue E Wadley, Personnel Director

- HR will host “The Chameleon Communicator” a customer service/communication training for employees. Training will be held on Monday, 8/28/17.
- The Employee Enrichment Committee (EEC) hosted a **Clippers Night** for Groveport Employees. The event was a success with 130+ in attendance. We have received great feedback from those who attended. The EEC is currently planning an employee picnic/tailgate luncheon to take place in September.
- Finalizing the collection of documents to update employee insurance and personnel files.
- Completed the Scanning of 20 +/- terminated Part-time and Seasonal employee’s personnel files to digital format. Thank you to Claire Pan, HR/MORPC Intern, for all her hard work on this project.
- HR also assisted Public Works in scanning the cemetery records to create a digital format of those records.
- HR implementing Seamless docs. Seamless docs specializes in working with Government Entities to automate our existing forms as well as create fillable, smart & secure online forms that can be completed from any device. Another effort to move to the digital age and improve efficiencies and turnaround time.
- Continuing to review and evaluate 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