



## ***Human Resource Department Report January 2022***

### **Fire Department Accident Reporting**

Currently working investigation for Mason FD accident with volunteer fighter, Mason FD fire truck and FD building. Accident has been reported to our insurance carrier and volunteer fire fighter has been relieved of duty until investigation is complete.

### **Blue Cross Blue Shield Annual Reporting**

Annual Employee reporting of demographics and employee status submitted to BCBS 2022

### **Customer Complaint Hotline/Email Updates**

One complaint concerning potholes needing to be filled. This complaint has been submitted to PW to rectify

### **HR File Retention/Clean Up Project**

Completed

### **Annual Fidelity Reporting**

Annual reporting to our drug testing administrator is complete for 2021

Michele L Scott

Town of Mason HR Director [mScott@townofmasontn.org](mailto:mScott@townofmasontn.org)