

The Human Resources Department is charged with the responsibility of administering of all benefits, including a medical and dental insurance plan and workers' compensation benefits, recruiting new employees, processing new employees, and preparing and maintaining personnel policies, procedures, and employee handbooks. The department also handles job descriptions, personnel, medical records, payroll, unemployment benefits, employee training, and retirement plan.

## **E-Verify**

The City of Remerton is in the E-Verify Program, which is an internet-based system that allows businesses to determine the eligibility of their employees to work in the United States.

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