

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION



HUMAN RESOURCES

Town of Monroe



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To: Stephen Vavrek, First Selectman
From: Cathy Lombardi, Human Resources Director
Date: December 9, 2015
Subject: Budget 2016/17

Attached is the proposed budget for the Human Resources/Risk Management Department. I have included: Goals/Accomplishments, well as a description of what is included in each line item.

Some of the line items do not have final numbers as we are still working on those with our insurance vendors. I am available for further discussion if necessary.

I would like to recommend a separate budget be prepared from the Safety Committee. Due to increases in the needs of this group, as well as future planning, they are not technically a part of the Human Resources Budget.

GOALS:

- Continue transitioning and streamlining our work processes to Munis, as well as our new website and intranet. This year we will move to on-line Performance Evaluation tracking
- Assess and develop training programs geared to all current staffing needs, such as Health Care Reform, Reducing Liability Costs to the Town, and other current employment trends which educate our staff and produce a better operating organization
- We continue to evaluate and educate employees regarding health insurance, and look at possible cost savings options
- Educate management and employees regarding health care reform and the impact on
- Costs, negotiations, and budgeting
- We will continue to work with the Board of Education to analyze health savings costs
- Implement more wellness programs to improve employee health thus maintaining a healthier workforce
- Continue our department trainings to improve performance and reduce any liabilities

RISK MANAGEMENT/SAFETY:

- We conducted 9 safety workshops and 120 employees attended them this fiscal year
- Conducted two onsite building reviews with recommendations for improvements
- Updated our Emergency Evacuation Plans
- Sub Committee continues review of incidents on a quarterly basis
- Annual Flu Clinic offered
- We will be offering Hepatitis vaccines to all staff that are at risk

STAFFING:

- We implemented, staffed, and are operating a full service Town Health Department. This included the hiring of 4 new positions (3 full time and 1 part time); conducted 47 interviews in the first 3 quarters.

ACCOMPLISHMENTS/COST SAVINGS:

- Eliminated the Town's Defined Benefit Pension Plan for the following unions: Clerical, Supervisor, and Public Works unions. This represents a significant Cost Savings long term for the Town
- Elimination of Defined Benefit Plan for all eligible new hires
- Completed for the first time on-line medical and dental benefits enrollment through MUNIS
- Town Wide Wellness Walking Program
- Enrollment of new health Plan – CIGNA resulting in a cost savings in our health insurance renewal of over 8%

5 YEAR PROJECTION:

Since last year, there has been a significant amount of work done on salary analysis for non union and part time personnel.

I am hopeful this year we can implement the 5 year plan for salary reviews and increases, which was proposed in last year's budget recommendations. Since unionized position salaries are negotiated by contract, this proposal includes non-union and part time staff. There has been a considerable amount of work done on the non-union pay plan, as well as developing a part time 3 tier wage scale. The value of these tools is paramount to maintaining key employees and remaining competitive in the job market.

Regular part time salaries need to be organized so that we are offering wages that reflect the education and skill set required for the position, as well as creating equity among employees. Part time employees are an integral part of Town Hall operations, we would not function at the level we do without them.

I have developed a "draft" of a 3-tier wage scale for part time employees. The tiers are based on job requirements which include but are not limited to the following: certification, licensure, education, and experience. I also reviewed (when possible) a full time employee wage for a similar position. Recognizing this change will require some time to implement, one way to accomplish this would be a 3 - 5 year salary plan to increase the hourly rates of regular part time staff to become comparable to full time position salaries (of important note, our part time staff do not carry a benefit package which represents a cost savings for the Town.)

HUMAN RESOURCE STAFFING:

I am recommending the part human resources assistant position be increased to full time. Our department work load continues to increase each year, as well as the responsibilities and requirements of the positions changing with technology, and changes in federal and state laws which require more time and attention. There has been a significant investment in training for this position with MUNIS, as well as transferring some of the payroll functions to Human Resources. With employee turnover and growth each function of human resources has increased.

This year alone we added 4 new positions (Pt. Time Office Assistant 1st Selectman's Office, Part Time Office Assistant in Building Department, Part time custodian/library, and full time Park Maintainer.) We conducted over 47 interviews. All of this requires a great deal of time and processing in order to advertise, recruit, screen, process, and onboard new staff, and now prepare all identification cards for new staff.

The addition of handling the volunteer fire fighter added responsibilities of vehicle tracking, clearance through the medical and required screening of PPD's and Hepatitis also adds to the time needed to focus on additional responsibilities added to the department.

The Affordable Care Act requires tracking and reporting which is now in effect and we will be reporting on this for the 2015 year.

LINE ITEM DESCRIPTION**Office Expense**

1001-10-15101-0110-153385

Postage, FedEx, printing, office supplies, copies, and other office related expenditures

Personnel Administration

1001-10-15101-0110-153415

Recruitment expenses, general staff training programs, water cooler expenses, employee recognition programs and supplies, background checks for all hires, and any other human resource related employee expenses

Education

1001-10-15101-0110-150600

Provide funds for tuition reimbursement as stated in contracts, includes fees for renewal of licenses and certifications, as well as other contracted educational requirements or recommended certifications. Specific staff educational programs and career advancement programs, new certifications or renewals required for staff. A newly negotiated tuition program for the Clerical/Town Hall Union of \$5,000 per year.

Pension

1001-10-15101-0110-153410

Funding of Town Pension Plan, ICMA/ING, and MERS funding for employee pension contributions

Labor Relations

1001-10-15101-0110-150660

Contract negotiations, settlement of possible grievances and other personnel activities requiring legal services. Contracts: Clerical, Supervisors contracts, (re-openers f 2016/17) Police and Public Works unions have full contract negotiations scheduled for the 2016/17 year.

Police Disability**(Heart & Hypertension)**

1001-10-15101-0110-153430

Legal costs specifically for police disability issues including heart and hypertension. Medical expenses related to outstanding heart and hypertension cases/settlements, including prescriptions, and specific medical expenses related to that diagnosis (i.e. physician visits, tests)

Insurance

Medical - \$

LTD & Life, ADD - \$

Dental - \$

EAP - \$

Liability Insurance (\$643,861 BOE & Town)

Workers Compensation (\$643,861),

Bonds/Officials

Insurance Deductible (\$2,500)

Unemployment Compensation

The Town is self-insured for unemployment compensation; not anticipating any lay-offs.

Wage Adjustments

Supervisors and clerical union wages are pending re-opener negotiations are in effect for the 2016/17 year. Police and Highway contracts will be up for renewal on 6/30/16.

Equipment

Small equipment items, archival project of closed workers compensation and liability files. Purchase a department shredder to insure confidentiality within the human resources department. Implement an Employee Information Center. Annual summer Park and Recreational orientation supplies (ID lanyards and other required materials.)

Loss Control

Supplies for blood borne pathogen protection, random drug tests, hepatitis vaccinations, physicals for EMT's (exploring for this budget) and fire volunteers, TB testing for EMS, pre-employment physicals, and pre-employment screenings, flu shots for staff and volunteers, other medical preventative services for staff such as vaccinations for canine control officers, and kennel workers, public works employees, and park and recreation staff. Any extra medical expenses related to volunteer fire fighter clearances.

Americans with Disabilities Act

Provide equipment, materials, and upgrades of Town Hall as well as other facilities to comply with ADA requirements for staff and public. Costs for interpreter(s) as required.

Safety Committee – Recommend a separate budget for Safety/Risk Management

Training programs for staff and volunteers to reduce liability. Safety products and refills of materials for employees. Small corrective safety issues and/or projects can be completed using these funds. Provide any specialized programs required under recommendation of the committee. Defibrillator replacement(s) or purchase, and first aid kits, for Town hall facilities.

Items to be included in this budget:

Training - \$500

Equipment - \$2000 (Defibrillator, First Aid, supplies for first aid usage)

Building Repairs – Parking Lot, Lighting, Sidewalks – Town Hall

DEPARTMENT: HUMAN RESOURCES

MISSION:

To improve quality services and support to our staff in the following areas: employment, training, employe relations, labor relations, benefits, compensation and safety in order to enable our staff to better serve our residents.

HUMAN RESOURCES:	Dept 0110	14-15	15-16	16-17
1001-10-15101-0110-150001	Director of Human Resources-Admin	78,030	78,030	-
Total Admin:		78,030	78,030	-
1001-10-15101-0110-150003	Clerk Typist Part Time	20,000	22,500	-
Total Other:		20,000	22,500	-
1001-10-15101-0110-150620	HR Wage Adjustments	198,385	170,000	-
1001-10-15101-0110-150650	HR FICA & Medicare ER Tax	675,782	707,147	-
1001-10-15101-0110-153410	HR Pension	466,779	478,777	-
Total Wage Expense:		\$ 1,340,946	\$ 1,355,925	\$ -

Hours/yr	Hrly Rate	\$ Amount	Hours/yr	Hrly Rate	\$ Amount
15-16	15-16	15-16	16-17	16-17	16-17
1,250	\$ 18.00	\$ 22,500	1,250	\$ 18.00	\$ 22,500
	\$ 24.50		1,450.00		

Total Human Resources:	14-15	15-16	16-17
Headcount-FT	1	1	-
Headcount-PT	1	1	-

	14-15	15-16	16-17
HR SALARY ADMIN	78,030	78,030	-
HR SALARY OTHER	20,000	22,500	-
HR WAGE ADJUSTMENTS	198,385	170,000	-
HR FICA & MEDICARE ER TAXES	675,782	707,147	-
HR PENSION	466,779	478,777	-
Total	1,438,976	1,456,455	-

HUMAN RESOURCES:	Dept 0110	14-15 Revised Budget	14-15 Actual	15-16 Final Budget	15-16 YTD 12/31/15	16-17 Department	16-17 FS Adj	16-17 FS Budget	15/16-16/17 \$ Change	%
1001-10-15101-0110-150001	HR SALARY ADMIN	78,030	78,030	78,030	-	-	-	-	(78,030)	-100.00%
1001-10-15101-0110-150003	HR SALARY OTHER	20,000	16,208	22,500	-	49,000	-	49,000	26,500	117.78%
1001-10-15101-0110-150600	HR EDUCATION	9,500	7,632	11,500	-	12,000	-	12,000	500	4.35%
1001-10-15101-0110-150610	HR SAFETY COMMITTEE	600	-	1,000	-	3,000	-	3,000	2,000	200.00%
1001-10-15101-0110-150620	HR WAGE ADJUSTMENTS	-	-	170,000	-	-	-	-	(170,000)	-100.00%
1001-10-15101-0110-150630	HR INSURANCE	3,320,270	3,245,929	3,541,860	-	-	-	-	(3,541,860)	-100.00%
1001-10-15101-0110-150640	HR UNEMPLOYMENT COMPENSATION	15,000	1,283	8,000	-	5,000	-	5,000	(3,000)	-37.50%
1001-10-15101-0110-150650	HR FICA & MEDICARE ER TAXES	686,942	684,888	707,146	-	-	-	-	(707,146)	-100.00%
1001-10-15101-0110-150660	HR LABOR RELATIONS	55,000	114,516	70,000	-	70,000	-	70,000	-	0.00%
1001-10-15101-0110-150670	HR LEGAL DISABILITY	-	-	-	-	-	-	-	-	-
1001-10-15101-0110-150680	HR AMERICAN DISABILITIES ACT	500	-	-	-	500	-	500	500	#DIV/0!
1001-10-15101-0110-150690	HR LOSS CONTROL	14,500	9,424	15,500	-	17,000	-	17,000	1,500	9.68%
1001-10-15101-0110-153145	HR EQUIPMENT	300	503	600	-	600	-	600	-	0.00%
1001-10-15101-0110-153385	HR OFFICE EXPENSE	1,800	1,175	1,800	-	1,200	-	-	#REF!	#REF!
1001-10-15101-0110-153410	HR PENSION	466,779	463,350	478,777	-	-	-	-	(478,777)	-100.00%
	HR OPEB	-	-	30,000	-	-	-	-	-	-
1001-10-15101-0110-153415	HR PERSONNEL ADMINISTRATION	5,700	1,318	5,700	-	5,700	-	5,700	-	0.00%
1001-10-15101-0110-153430	HR POLICE DISABILITY	63,000	57,400	50,000	-	57,400	-	57,400	7,400	14.80%
1001-10-15101-0110-153005	HR ADMINISTRATION CHARGEBACK	(5,000)	(4,870)	(5,000)	-	-	-	-	5,000	-100.00%
TOTAL HUMAN RESOURCES:		4,732,921	4,676,786	5,187,413	-	221,400	-	#REF!	#REF!	#REF!

Explanation of Increases/Decreases:

LAP - 643,861
WC - 643,861