

PROGRAM BUDGET SUMMARY

DEPARTMENT OF HUMAN RESOURCES – SUMMARY

Mission/Program Description

The function of the Human Resources Department is to ensure quality human resource services to the Borough's most important asset, its employees. The merge last fiscal year that consolidated personnel, payroll and risk management allows for a "one-stop shop" for employees human resources needs.

Major Long-Term Issues and Concerns

The long-term goal of the Human Resources Department is to provide a quality human resource management system and maintain legal employment practices that support strategic Borough goals and fulfills the needs of the workforce.

Objectives for FY 2003

- Continue to review policies/procedures to ensure legal compliance and to gain efficiency.
- Review human resource related programs and processes to ensure fair and equitable processing.
- Work collaboratively with the School District EEO office for Borough's EEO service function.
- See division objectives

Significant Budget Changes

- The FY 2003 budget reflects a .5 FTE reduction for the EEO Coordinator position.
- Risk Management budget increases are due predominately to insurance rate increases.
- See division for specific changes.

Previous Year's Accomplishments

- Successfully merged personnel, payroll, and risk management functions into HR Department.
- See division objectives for specific accomplishments.

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**Dept: Human Resources
Departmental Summary**

	1999/00 Actual	2000/01 Actual	2001/02 Approved	2001/02 Revised	2002/03 Recommended	2002/03 Approved
PERSONNEL SERVICES						
Permanent Salaries	-	-	528,700	524,082	513,200	513,200
Overtime Wages	-	-	2,030	2,030	5,030	5,030
Temporary Salaries	-	-	2,550	2,550	3,000	3,000
Benefits	-	-	221,560	219,633	209,130	209,130
Subtotal:	-	-	754,840	748,295	730,360	730,360
COMMODITIES						
Office Supplies	-	-	6,730	6,280	6,550	6,550
Computer Supplies	-	-	1,100	1,100	1,100	1,100
Operating Supplies	-	-	2,400	2,213	2,400	2,400
Books and Periodicals	-	-	6,980	6,980	8,330	8,330
Repair and Maint. Supplies	-	-	100	100	100	100
Clothing Supplies	-	-	100	100	100	100
Motor Fuels and Lubricants	-	-	-	-	-	-
Equipment Parts	-	-	-	-	-	-
Subtotal:	-	-	17,410	16,773	18,580	18,580
CONTRACTUAL SERVICES						
Professional Services	-	-	87,000	90,000	148,250	148,250
Communications	-	-	100	400	2,900	2,900
Travel	-	-	1,120	1,120	1,070	1,070
Professional Dues/Meetings	-	-	2,120	2,120	2,200	2,200
Training	-	-	17,260	17,260	22,460	22,460
Advertising, Printing & Binding	-	-	11,580	11,580	12,600	12,600
Insurance and Bonding	-	-	892,250	891,950	961,300	961,300
Repairs & Maint. -Bldg. & Grounds	-	-	-	-	-	-
Repairs & Maint. -Office Equipment	-	-	-	-	-	-
Repairs & Maint. -Other Equipment	-	-	-	-	-	-
Rent	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Equipment Leases	-	-	-	-	-	-
Other Contractual Services	-	-	20,050	23,595	19,050	19,050
Subtotal:	-	-	1,031,480	1,038,025	1,169,830	1,169,830
Grants Local Match & Indirect Costs	-	-	-	-	-	-
CAPITAL OUTLAY						
Buildings & Structures	-	-	20,000	20,000	-	-
Road Construction	-	-	-	-	-	-
Office Furniture	-	-	-	637	-	-
Office Equipment	-	-	-	-	-	-
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	-	-	20,000	20,637	-	-
GRAND TOTAL:	-	-	1,823,730	1,823,730	1,918,770	1,918,770
FUNDING SOURCES:						
General Fund Revenues						

PROGRAM BUDGET SUMMARY

DEPARTMENT OF HUMAN RESOURCES – PERSONNEL/PAYROLL DIVISION

Mission/Program Description

The mission of the new Personnel/Payroll Division is to ensure quality personnel and payroll services to Borough employees that are in full compliance with all federal and state law requirements. Deliver quality human resources support to all Borough Departments and ensure equal opportunity is consistently applied.

Major Long-Term Issues and Concerns

Implement and maintain a quality personnel/payroll resource management system and maintain legal employment practices that support strategic Borough goals and fulfill workforce needs. Provide and coordinate meaningful employee training programs. Serve as liaison between management and the various unions. Develop Web site that allows for employee self-service.

Objectives for FY 2003

- Provide human resource services for the Borough and its employees. Maintain current personnel policies and employment practices to ensure compliance with changing federal and state law.
- Develop a realistic needs assessment for training all Borough employees. Provide employee training on HR topics. Continue development and cross-training programs for division employees.
- Coordinate, test and implement payroll calendar changes effective July 1, 2002.
- Maintain and continue development of HR TRIAD, and IFAS Payroll system. Consider alternate processing methods for automating time reporting. Implement multiple direct deposit program.
- Conduct detailed new-hire orientation, enroll employees in benefit programs. Conduct exit interviews and maintain checkout procedures for all terminating employees.
- Administer current union contracts; negotiate contracts that will expire June 30, 2003. Manage grievance and contract interpretation. Respond to Labor Relations Agency's and other Government Agency requests.
- Coordinate EEO service function with the School District, ensuring that the Borough's affirmative Action Program provides fair and equitable treatment regarding all aspects of the employment process.
- Implement recommendations to policies, procedures and processes made by HR Consultant. (HR Audit)
- Assist with tracking of HR related data as needed for the Borough's safety program.
- Develop formal tracking systems of services for management reporting and future needs assessments.
- Continue implementation of HR Web site to allow for easy access to HR related forms and information.

Significant Budget Changes

The FY 2003 budget reflects a net increase in personnel costs due to cost of living adjustments and normal longevity. This budget also reflects funding in Contractual Services to allow for consulting services on a variety of human resource related issues. As this is only the second budget for this new department, many minor adjustments were made to bring the budget more in line with the actual expenditures of FY02.

Previous Year's Accomplishments

- Coordinated with the unions to clarify the intent of several sections of the contract that were ambiguous.
- Designed and implemented payroll calendar changes to bring timesheets into legal compliance and to address payroll-processing issues.
- Recruited and hired HR staff and continued progress in training and cross training. (50% of HR staff).
- Hired a HR consulting firm to complete a HR audit of policies and practices.
- Updated the Drug Testing Policy. Re-bid and awarded the Drug Testing contract.
- Worked with Finance staff to learn our new responsibilities (IFAS payroll system, calendar year end, fiscal year end, salary projections, budget, etc.).
- Met with School District officials to coordinate the EEO service function, which began on February 14, 2002.
- Attended several job fairs and provided other outreach services.
- Processed: 154 recruitments; 1,381 applications; 60 regular new hires; and 25 regular promotions.

Dept: Human Resources
Div: Personnel/Payroll

	1999/00 Actual	2000/01 Actual	2001/02 Approved	2001/02 Revised	2002/03 Recommended	2002/03 Approved
PERSONNEL SERVICES						
Permanent Salaries	-	-	316,830	312,212	297,380	297,380
Overtime Wages	-	-	-	-	3,000	3,000
Temporary Salaries	-	-	2,550	2,550	3,000	3,000
Benefits	-	-	132,360	130,433	121,340	121,340
Subtotal:	-	-	451,740	445,195	424,720	424,720
COMMODITIES						
Office Supplies	-	-	4,730	4,730	5,000	5,000
Computer Supplies	-	-	900	900	900	900
Operating Supplies	-	-	-	-	-	-
Books and Periodicals	-	-	4,980	4,980	4,980	4,980
Repair and Maint. Supplies	-	-	-	-	-	-
Clothing Supplies	-	-	-	-	-	-
Motor Fuels and Lubricants	-	-	-	-	-	-
Equipment Parts	-	-	-	-	-	-
Subtotal:	-	-	10,610	10,610	10,880	10,880
CONTRACTUAL SERVICES						
Professional Services	-	-	-	3,000	61,250	61,250
Communications	-	-	-	-	2,500	2,500
Travel	-	-	-	-	-	-
Professional Dues/Meetings	-	-	1,110	1,110	1,110	1,110
Training	-	-	14,250	14,250	18,800	18,800
Advertising, Printing & Binding	-	-	10,250	10,250	11,500	11,500
Insurance and Bonding	-	-	-	-	-	-
Repairs & Maint. -Bldg. & Grounds	-	-	-	-	-	-
Repairs & Maint. -Office Equipment	-	-	-	-	-	-
Repairs & Maint. -Other Equipment	-	-	-	-	-	-
Rent	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Equipment Leases	-	-	-	-	-	-
Other Contractual Services	-	-	2,000	5,545	2,000	2,000
Subtotal:	-	-	27,610	34,155	97,160	97,160
Grants Local Match & Indirect Costs	-	-	-	-	-	-
CAPITAL OUTLAY						
Buildings & Structures	-	-	20,000	20,000	-	-
Road Construction	-	-	-	-	-	-
Office Furniture	-	-	-	-	-	-
Office Equipment	-	-	-	-	-	-
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	-	-	20,000	20,000	-	-
GRAND TOTAL:	-	-	509,960	509,960	532,760	532,760
FUNDING SOURCE:						
General Fund Revenues						

PROGRAM BUDGET SUMMARY

DEPARTMENT OF HUMAN RESOURCES – RISK MANAGEMENT DIVISION

Mission/Program Description

The primary mission of the Risk Management Division is to protect the personnel, physical, and financial assets of the Borough and School District from the effects of unpredictable casualty losses. Our secondary mission is to coordinate, promote, and monitor the Borough employee benefit programs.

The Division manages the Borough and School District's self-insured programs for employee health, property, general and auto liability and workers' compensation; obtains insurance coverage for the Borough, School District, Fire, Emergency Medical and Road Service Districts; maintains the databases for employee health benefits, student injuries, facility incidents and for contractor insurance certificates; and administers Borough employee benefit programs (deferred compensation, flexible spending accounts, employment-related medical exams, etc.).

Major Long-Term Issues and Concerns

This year's insurance premiums are expected to increase by 15 percent to 40 percent, depending on type of coverage. Increases have been anticipated, but were significantly accelerated by the loss of life and property due to the terrorist acts of September 2001. We will continue to carefully review insurance and self-insurance options to maintain a balance of current year expenditures for insurance premiums with potential long-term costs of retained risk. Another area of concern is that the U.S. Department of Health and Human Services has published rules relating to privacy of health information that will be effective in April 2003. These rules will have a significant effect on the borough in its dual role of employer and health plan sponsor.

Objectives for FY 2003

- In coordination with the Accounting Division, evaluate the need for and benefits of establishing a fund which provides a mechanism for tracking costs by line of coverage and allows unexpended insurance appropriations to be retained from year-to-year to offset future increases.
- Comply with privacy rules for health plan by April 2003.
- Continue to develop processes within the Human Resources department for greater efficiency.
- Continue to work with the Borough Labor Management Health Care Committee and the School District Joint Committee on Health Benefits to control employee health claim costs.

Significant Budget Changes

The FY 2003 budget reflects an increase in personnel costs due to normal cost of living and longevity factors. Costs within the Insurance and Bonding line have increased overall and have been shifted to reflect the higher costs of property insurance, the segment most affected by the terrorist attacks (40% increase expected).

Previous Year's Accomplishments

- Began staff cross training with personnel and payroll to integrate human resources functions.
- Implemented freestanding prescription program for borough employee health plan. Cost saving estimates YTD have exceeded projections.
- Provided each benefit eligible Borough employee with a monthly health and safety newsletter.
- Updated OSHA reporting to 300 series for calendar year 2002.
- Assumed responsibility for and updated deferred compensation plan to comply with IRS regulations.
- Worked on RFP for substance abuse testing for safety-sensitive employees.
- Reviewed and tracked 1,155 insurance certificates for contractors, grantees and facility renters
- Adjusted and paid or collected damages on 51 property claims in 2001.
- Opened 38 workers' compensation claims in first half of FY2002, closed 22 during same period.
- Covered an average of 1,790 school district and 366 borough employees on health plan.

**Dept: Human Resources
Div: Risk Management**

	1999/00 Actual	2000/01 Actual	2001/02 Approved	2001/02 Revised	2002/03 Recommended	2002/03 Approved
PERSONNEL SERVICES						
Permanent Salaries	-	-	211,870	211,870	215,820	215,820
Overtime Wages	-	-	2,030	2,030	2,030	2,030
Temporary Salaries	-	-	-	-	-	-
Benefits	-	-	89,200	89,200	87,790	87,790
Subtotal:	-	-	303,100	303,100	305,640	305,640
COMMODITIES						
Office Supplies	-	-	2,000	1,550	1,550	1,550
Computer Supplies	-	-	200	200	200	200
Operating Supplies	-	-	2,400	2,213	2,400	2,400
Books and Periodicals	-	-	2,000	2,000	3,350	3,350
Repair and Maint. Supplies	-	-	100	100	100	100
Clothing Supplies	-	-	100	100	100	100
Motor Fuels and Lubricants	-	-	-	-	-	-
Equipment Parts	-	-	-	-	-	-
Subtotal:	-	-	6,800	6,163	7,700	7,700
CONTRACTUAL SERVICES						
Professional Services	-	-	87,000	87,000	87,000	87,000
Communications	-	-	100	400	400	400
Travel	-	-	1,120	1,120	1,070	1,070
Professional Dues/Meetings	-	-	1,010	1,010	1,090	1,090
Training	-	-	3,010	3,010	3,660	3,660
Advertising, Printing & Binding	-	-	1,330	1,330	1,100	1,100
Insurance and Bonding	-	-	892,250	891,950	961,300	961,300
Repairs & Maint. -Bldg. & Grounds	-	-	-	-	-	-
Repairs & Maint. -Office Equipment	-	-	-	-	-	-
Repairs & Maint. -Other Equipment	-	-	-	-	-	-
Rent	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Equipment Leases	-	-	-	-	-	-
Other Contractual Services	-	-	18,050	18,050	17,050	17,050
Subtotal:	-	-	1,003,870	1,003,870	1,072,670	1,072,670
Grants Local Match & Indirect Costs	-	-	-	-	-	-
CAPITAL OUTLAY						
Buildings & Structures	-	-	-	-	-	-
Road Construction	-	-	-	-	-	-
Office Furniture	-	-	-	637	-	-
Office Equipment	-	-	-	-	-	-
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	-	-	-	637	-	-
GRAND TOTAL:	-	-	1,313,770	1,313,770	1,386,010	1,386,010

FUNDING SOURCE:
General Fund Revenues

Prior to FY2002 Risk Management was budgeted in the Financial Services Department