

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, it's employees. The recent merge of human resources 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 goals of the Human Resources Department are to provide a quality human resource management system and maintain legal employment practices that support strategic Borough goals and fulfill the needs of the workforce.

Objectives for FY 2004

- 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.
- Procure and implement an automated time and attendance system.
- See division objectives

Significant Budget Changes

- Additional temporary salaries in the Personnel/Payroll Division to assist with short term projects.
- Risk Management budget increases are due predominately to insurance rate increases.
- See division for specific changes.

Previous Year's Accomplishments

- Negotiated contracts for expiring collective bargaining agreements.
- Implemented an Employee Assistance Program.
- Updated polices and codes to reflect current practice for compliance purposes.
- Implemented change to payroll calendar to bring timesheets into legal compliance.
- Updated Deferred Compensation program.
- Developed and implemented HR Intranet web site that includes supervisory and employee resources, policies and forms.
- See division objectives for specific accomplishments.

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**Dept: Human Resources
Departmental Summary**

	2000/01 Actual	2001/02 Actual	2002/03 Approved	2002/03 Revised	2003/04 Recommended	2003/04 Approved
PERSONNEL SERVICES						
Permanent Salaries	-	448,381	513,200	513,200	570,800	541,930
Overtime Wages	-	2,257	5,030	5,030	6,030	6,030
Temporary Salaries	-	15,074	3,000	3,000	6,000	6,000
Benefits	-	206,893	209,130	209,130	256,120	243,330
Subtotal:	-	672,605	730,360	730,360	838,950	797,290
COMMODITIES						
Office Supplies	-	7,900	6,550	6,550	10,000	10,000
Computer Supplies	-	1,071	1,100	1,100	2,000	2,000
Operating Supplies	-	2,017	2,400	2,400	2,000	2,000
Books and Periodicals	-	8,920	8,330	8,330	8,500	8,500
Repair and Maint. Supplies	-	-	100	100	100	100
Clothing Supplies	-	-	100	100	100	100
Motor Fuels and Lubricants	-	-	-	-	-	-
Equipment Parts	-	-	-	-	-	-
Subtotal:	-	19,908	18,580	18,580	22,700	22,700
CONTRACTUAL SERVICES						
Professional Services	-	112,580	148,250	148,250	148,130	148,130
Communications	-	2,688	2,900	2,900	2,700	2,700
Travel	-	319	1,070	1,070	1,070	1,070
Professional Dues/Meetings	-	1,650	2,200	2,200	1,920	1,920
Training	-	25,336	22,460	22,460	27,260	27,260
Advertising, Printing & Binding	-	11,205	12,600	12,600	16,200	16,200
Insurance and Bonding	-	676,664	961,300	1,061,300	1,071,660	1,071,660
Repairs & Maint. -Bldg. & Grounds	-	-	-	-	-	-
Repairs & Maint. -Office Equipment	-	-	-	-	-	-
Repairs & Maint. -Other Equipment	-	-	-	-	-	-
Rent	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Equipment Leases	-	-	-	-	-	-
Other Contractual Services	-	24,328	19,050	19,050	23,150	23,150
Subtotal:	-	854,770	1,169,830	1,269,830	1,292,090	1,292,090
Grants Local Match & Indirect Costs	-	-	-	-	-	-
CAPITAL OUTLAY						
Controlled Assets	-	-	-	-	2,500	2,500
Buildings & Structures	-	20,000	-	-	-	-
Office Furniture	-	1,157	-	-	-	-
Office Equipment	-	-	-	-	-	-
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	-	21,157	-	-	2,500	2,500
GRAND TOTAL:	-	1,568,440	1,918,770	2,018,770	2,156,240	2,114,580
FUNDING SOURCES:						
General Fund Revenues						

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FY 2003-2004 Budget
Fairbanks North Star Borough

PROGRAM BUDGET SUMMARY

DEPARTMENT OF HUMAN RESOURCES – PERSONNEL/PAYROLL DIVISION

Mission/Program Description

The mission of the 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. Upgrade and maintain Intranet web site and develop Internet self-service program.

Objectives for FY 2004

- 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.
- Provide employee training to all Borough employees on HR topics.
- Maintain and continue development of HR TRIAD, and IFAS Payroll system to include increased user based knowledge, technical troubleshooting techniques and incident tracking and retrieval.
- Procure and implement time and attendance automation and integrate with IFAS payroll system.
- Conduct detailed new-hire orientation; enroll employees in benefit programs. Conduct exit interviews and maintain checkout procedures for all terminating employees.
- Implement changes to newly negotiated contracts and administer accordingly. Manage grievances 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.
- Continue HR audit implementation of recommendations to policies, procedures and processes.
- Develop formal tracking systems of services for management reporting and future needs assessments.
- Provide upgrades and maintenance of HR Intranet site to allow for enhanced self-service.
- Expand development and implementation of high school student educational programs for recruitment.
- Streamline the performance evaluation process via use of computer technology.
- Continue support to the Policy Review Committee by reviewing and updating policies and procedures, including maintaining hard copy and electronic versions available for easy access on the Intranet.

Significant Budget Changes

The FY 2004 budget reflects a net increase in personnel costs due to cost of living adjustments and normal longevity and for additional temporary support.

Previous Year's Accomplishments

- Prepared for and conducted formal negotiations for two collective bargaining agreements.
- Implemented payroll calendar changes to bring timesheets into legal compliance.
- Coordinated Borough wide Policy Review, serve as team leader and clerical support to the committee.
- Developed HR Web site that includes supervisory resources, policies, and forms.
- Finalized HR audit recommendations and implemented accordingly.
- Updated the Drug Testing Policy. Provided mandatory DOT training to employees.
- Coordinated with School District officials to provide effective EEO service for Borough.
- Attended several job fairs and provided other outreach services.
- Converted all job descriptions to computerized database and made accessible via the HR Intranet site.
- Implemented new performance management system and conducted supervisory training.
- Revised the new hire orientation process and conducted reorientations for current employees.
- Developed and conducted a direct deposit campaign to increase enrollment.

**Dept: Human Resources
Div: Personnel/Payroll
Statistical Accomplishments**

	1999/00 Actual	2000/01 Actual	2001/02 Actual	2002/03 Budget	2003/04 Budget
PERSONNEL					
Number of applications screened	n/a	1,381	1,389	1,400	1,500
Number of applicants interviewed	n/a	431	436	450	500
Percentage of applicants given an interview	n/a	31.2%	31.4%	32.1%	33.3%
Number of internal job postings	n/a	58	23	30	20
Number of external job postings	n/a	96	107	115	100
Number of full-time postings	n/a	76	53	60	55
Number of part time postings	n/a	39	8	15	15
Number of casual postings	n/a	30	63	75	75
Number of seasonal postings	n/a	3	6	5	6
Number of grant funded postings	n/a	6	7	11	5
Total number of terminations	n/a	190	190	200	180
Number of full and part time hires	n/a	60	58	65	60
Number of full and part time promos/transfers	n/a	25	18	20	22
Terminations for full and part time only	n/a	58	47	50	55
Turn over percentage	n/a	15.6%	12.21%	12.50%	13
Number of hits on our Intranet site	n/a	n/a	606	800	900
PAYROLL					
Number of elections held		3	7	5	5
Number of election workers checks processed		210	409	450	500
Number of Assembly checks processed		38	40	40	40
Number of Assembly EFTs processed		96	92	96	96
Number of checks processed		4,167	4,067	3,900	3,800
Number of EFTs processed		7,282	7,668	7,700	7,800
Number of multiple EFTs processed	n/a	n/a	867	950	1,000
Number of hand pays checks processed		261	268	270	275
Number of participants in United Way	107	91	83	85	90
Number of participants in Deferred Comp	192	190	163	150	160
Care	88	90	91	90	90
Number of participants in Supplemental Life	83	88	80	80	80

Note: All figures are based on calendar year

Dept: Human Resources
Div: Personnel/Payroll

	2000/01 Actual	2001/02 Actual	2002/03 Approved	2002/03 Revised	2003/04 Recommended	2003/04 Approved
PERSONNEL SERVICES						
Permanent Salaries	-	251,734	297,380	297,380	346,000	317,130
Overtime Wages	-	1,954	3,000	3,000	4,000	4,000
Temporary Salaries	-	8,614	3,000	3,000	6,000	6,000
Benefits	-	122,260	121,340	121,340	155,630	142,840
Subtotal:	-	384,562	424,720	424,720	511,630	469,970
COMMODITIES						
Office Supplies	-	6,150	5,000	5,000	6,500	6,500
Computer Supplies	-	991	900	900	1,500	1,500
Operating Supplies	-	315	-	-	-	-
Books and Periodicals	-	5,821	4,980	4,980	5,500	5,500
Repair and Maint. Supplies	-	-	-	-	-	-
Clothing Supplies	-	-	-	-	-	-
Motor Fuels and Lubricants	-	-	-	-	-	-
Equipment Parts	-	-	-	-	-	-
Subtotal:	-	13,277	10,880	10,880	13,500	13,500
CONTRACTUAL SERVICES						
Professional Services	-	23,110	61,250	61,250	50,500	50,500
Communications	-	2,413	2,500	2,500	2,500	2,500
Travel	-	286	-	-	-	-
Professional Dues/Meetings	-	635	1,110	1,110	1,350	1,350
Training	-	16,658	18,800	18,800	22,700	22,700
Advertising, Printing & Binding	-	10,215	11,500	11,500	15,000	15,000
Insurance and Bonding	-	94	-	-	-	-
Repairs & Maint. -Bldg. & Grounds	-	-	-	-	-	-
Repairs & Maint. -Office Equipment	-	-	-	-	-	-
Repairs & Maint. -Other Equipment	-	-	-	-	-	-
Rent	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Equipment Leases	-	-	-	-	-	-
Other Contractual Services	-	5,315	2,000	2,000	2,000	2,000
Subtotal:	-	58,726	97,160	97,160	94,050	94,050
Grants Local Match & Indirect Costs	-	-	-	-	-	-
CAPITAL OUTLAY						
Controlled Assets	-	-	-	-	-	-
Buildings & Structures	-	20,000	-	-	-	-
Office Furniture	-	652	-	-	-	-
Office Equipment	-	-	-	-	-	-
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	-	20,652	-	-	-	-
GRAND TOTAL:	-	477,217	532,760	532,760	619,180	577,520
FUNDING SOURCE:						
General Fund Revenues						

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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, employee assistance program, employment-related medical exams, etc.).

Major Long-Term Issues and Concerns

- This year's insurance premiums are expected to increase by 10 to 30 percent, depending on type of coverage. 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. We believe this "hard" insurance market will continue for at least three more budget cycles. We are in the process of implementing U.S. Department of Health and Human Services regulations relating to privacy of health information that take effect on April 14, 2003. These rules will have a significant effect on the Borough in its combined roles of employer, health plan sponsor and plan administrator for the school district. President Bush has proposed far-reaching tax-law changes for 2004 which would affect the Borough's 457(b) employee supplemental retirement plan and our medical flexible spending accounts.

Objectives for FY 2004

- 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.
- Track tax-law changes and implement necessary changes to affected benefit programs.
- 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 2004 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 to reflect the higher costs of insurance, reflecting national insurance market conditions.

Previous Year's Accomplishments

- Continued staff cross training with personnel and payroll to integrate human resource functions.
- Complied with privacy rules for health plan by April 2003.
- Provided each benefit eligible Borough employee with a monthly health and safety newsletter.
- Designed and implemented an Employee Assistance Program (EAP).
- Updated OSHA reporting to 300 series for calendar year 2002.
- Assumed responsibility for and updated deferred compensation plan to comply with IRS regulations.
- Initiated on-site flu shot clinics for Borough employees.
- Renewed Physician's Assistant Clinic Contract.
- Negotiated reinstatement of sewer service area to insurance policy.
- Coordinated Denali KidCare enrollment with student insurance enrollment at school.
- Reviewed and realigned fire service area vehicle insurance deductibles for greater efficiency.

Dept: Human Resources
Div: Risk Management
Statistical Accomplishments

	1999/00	2000/01	2001/02	2002/03	2003/04
	Actual	Actual	Actual	Budget	Budget
Number of insurance policies purchased	17	17	17	19	19
Number of insurance certificates reviewed	238	211	299	303	305
Number of contracts reviewed for insurance provisions	139	155	187	222	250
Number of first aid injuries*	161	184	202	220	230
Number of work comp injuries	153	184	143	150	140
Number of employees eligible for health plan	2,167	2,159	2,163	2,180	2,180
Number of student injuries	789	830	873	1,004	1,100
Number of GL/AL claims	44	23	31	30	30
Number of property claims	36	41	61	42	N/A
Amount collected from third parties	\$14,632.84	\$11,434.73	\$49,573.36	\$5,008.48	N/A
Number of Facility Injuries	242	220	288	346	N/A

* Calendar year statistics

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

	2000/01 Actual	2001/02 Actual	2002/03 Approved	2002/03 Revised	2003/04 Recommended	2003/04 Approved
PERSONNEL SERVICES						
Permanent Salaries	-	196,647	215,820	215,820	224,800	224,800
Overtime Wages	-	303	2,030	2,030	2,030	2,030
Temporary Salaries	-	6,460	-	-	-	-
Benefits	-	84,633	87,790	87,790	100,490	100,490
Subtotal:	-	288,043	305,640	305,640	327,320	327,320
COMMODITIES						
Office Supplies	-	1,750	1,550	1,550	3,500	3,500
Computer Supplies	-	80	200	200	500	500
Operating Supplies	-	1,702	2,400	2,400	2,000	2,000
Books and Periodicals	-	3,099	3,350	3,350	3,000	3,000
Repair and Maint. Supplies	-	-	100	100	100	100
Clothing Supplies	-	-	100	100	100	100
Motor Fuels and Lubricants	-	-	-	-	-	-
Equipment Parts	-	-	-	-	-	-
Subtotal:	-	6,631	7,700	7,700	9,200	9,200
CONTRACTUAL SERVICES						
Professional Services	-	89,470	87,000	87,000	97,630	97,630
Communications	-	275	400	400	200	200
Travel	-	33	1,070	1,070	1,070	1,070
Professional Dues/Meetings	-	1,015	1,090	1,090	570	570
Training	-	8,678	3,660	3,660	4,560	4,560
Advertising, Printing & Binding	-	990	1,100	1,100	1,200	1,200
Insurance and Bonding	-	676,570	961,300	1,061,300	1,071,660	1,071,660
Repairs & Maint. -Bldg. & Grounds	-	-	-	-	-	-
Repairs & Maint. -Office Equipment	-	-	-	-	-	-
Repairs & Maint. -Other Equipment	-	-	-	-	-	-
Rent	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Equipment Leases	-	-	-	-	-	-
Other Contractual Services	-	19,013	17,050	17,050	21,150	21,150
Subtotal:	-	796,044	1,072,670	1,172,670	1,198,040	1,198,040
Grants Local Match & Indirect Costs	-	-	-	-	-	-
CAPITAL OUTLAY						
Controlled Assets	-	-	-	-	2,500	2,500
Buildings & Structures	-	-	-	-	-	-
Office Furniture	-	505	-	-	-	-
Office Equipment	-	-	-	-	-	-
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	-	505	-	-	2,500	2,500
GRAND TOTAL:	-	1,091,223	1,386,010	1,486,010	1,537,060	1,537,060

FUNDING SOURCE:
General Fund Revenues

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

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