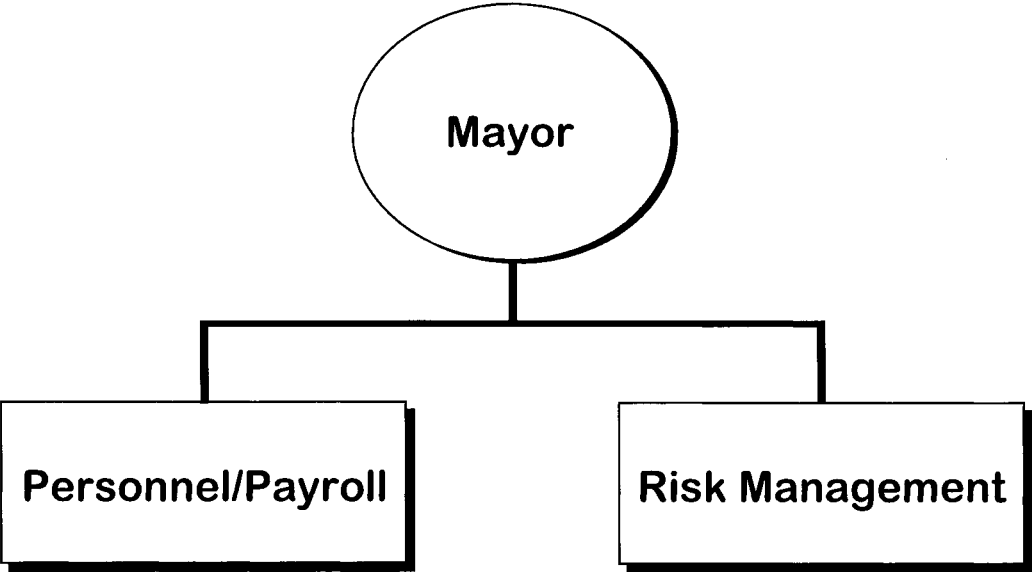


Department of Human Resources



PROGRAM BUDGET SUMMARY

DEPARTMENT OF HUMAN RESOURCES – PERSONNEL/PAYROLL DIVISION

MISSION/Program Description

THE MISSION OF THE PERSONNEL/PAYROLL DIVISION IS TO PROVIDE PROFESSIONAL SERVICES TO THE BOROUGH AND TO ENSURE ADEQUATE LEVELS OF HUMAN CAPITAL ARE AVAILABLE WHEN NEEDED. The division delivers human resources support to all Borough Departments, manages all personnel and payroll activities, ensuring full compliance with all federal and state laws.

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. Develop workforce strategic planning process and programs. Provide and coordinate meaningful employee training programs. Serve as liaison between management and the various unions. Upgrade and maintain Internet web site and continue development of Intranet and Internet self-service programs.

Objectives for FY 2009

- Provide human resource services for the Borough and its employees. Maintain current personnel, payroll, employment, and financial policies/practices to ensure compliance with changing federal and state law.
- Initiate Collective Bargaining activities for labor contracts expiring on June 30, 2009.
- Implement enhanced technology of the HR and Payroll system using IFAS. Enhance employee and manager online self-service features and enhance and maintain HR web site.
- Develop and implement Borough-wide training program for all employees on IFAS 7i dashboard and report usage.
- Standardize language within job descriptions including the use of ADA language.
- Continue development of the Workforce Strategic Plan, including various components such as career laddering, staff training and development and retention strategies.
- Continue development of enhanced reporting methods to efficiently extract data for use in completing annual reporting projects.
- Manage grievances and contract interpretation. Respond to Labor Relations Agency and other Government Agency requests. Respond to ethics complaints.
- Coordinate EEO service function, ensuring that the Borough's Affirmative Action Program provides fair and equitable treatment in all aspects of the employment process. Respond to Family Medical Leave (FML) and ADA reasonable accommodation requests and manage both programs.
- Continue support to the Policy Review Committee by reviewing and updating Borough-wide policies and procedures, including maintaining hard copy and electronic versions for easy access.
- Prepare historical records for permanent records scanning.

Significant Budget Changes

The FY 2009 budget reflects a net increase in personnel costs due to cost of living adjustments and longevity. Budget includes increases for office supplies, books and periodicals, repair and maintenance, other contractual, and professional dues. Professional Services category reflects a decrease due to EEO services cost reduction.

Previous Year's Accomplishments

- Coordinated with School District officials to provide effective EEO service, including training, for Borough.
- Developed and implemented a merit pay plan.
- Attended several job fairs and provided other outreach services to support recruitment activities.
- Coordinated Borough-wide Policy Review, served as team leader and clerical support to the committee.
- Coordinated required EEO-1 changes and implemented for compliance.
- Implemented retention program for casual Parks & Recreation summer hires.
- Effectively handled ethics complaints and union grievances.
- Provided 18 hours of supervisor training to all Borough directors and managers.
- Completed successful FTA drug and alcohol audit.

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

The FNSB intends to measure the success of this section by the use of the following measures, over time.

<u>Measures</u>	<u>2004/05 Actual</u>	<u>2005/06 Actual</u>	<u>2006/07 Actual</u>	<u>2007/08 Budget</u>	<u>2008/09* Budget</u>
Measure 1. Rate of turnover for regular employees	12.85%	13.01%	12.83%	12.68%	15.00%
Measure 2. Number of posted vacancies not filled, requiring reposting (FT/PT external only)	28	19	35	27	20
Measure 3. Percentage of payroll checks reissued due to processing errors.	0.0009%	0.0007%	0.0006%	0.0018%	0.0000%
Measure 4. Percentage of disciplinary actions leading to grievance and/or arbitration	20%	15%	20%	17%	20%
Measure 5. Percentage of grievances successfully defended by the Borough in arbitration	100%	100%	100%	100%	100%

Additional Statistical Accomplishments

PERSONNEL

Number of applications screened	2,051	2,376	1,980	2,144	2,500
Number of applicants interviewed	506	1,089	836	497	900
Percentage of applicants given an interview	24.7%	46.0%	42.0%	23.0%	36.0%
Number of internal job postings	23	32	47	41	40
Number of total external job postings	123	132	135	75	100
Number of full-time external job postings	62	48	50	54	55
Number of part time postings (internal and external)	8	38	40	21	20
Number of casual postings	100	48	48	54	50
Number of seasonal postings	5	2	8	13	10
Number of grant/term-funded postings	5	8	1	4	4
Total number of terminations (all employment categories)	186	207	212	190	190
Number of full and part time benefit eligible hires	70	75	56	42	50
Number of full and part time benefit eligible promos/transfers	32	29	27	33	30
Terminations for full and part time benefit eligible employees	48	51	63	58	50
Number of New Hire Orientations Conducted	76	88	98	42	40
Turn over percentage	12.85%	13.01%	12.83%	12.68%	15.00%
Number of hits on our Intranet site	12,875	12,814	3,964	4,014	6,000

PAYROLL

Number of elections held	5	2	1	3	2
Number of election workers checks processed	410	189	233	199	250
Number of Assembly checks processed	59	51	49	50	24
Number of Assembly EFTs processed	69	56	57	58	84
Number of checks processed	2,340	2,129	1,970	1,896	1,700
Number of EFTs processed	8,726	9,157	9,562	9,899	11,000
Number of hand pays checks processed	169	195	191	144	150
Percentage of employees on direct deposit	79%	81%	83%	84%	90%
Percentage of employee's with multiple direct deposits	19%	21%	23%	25%	30%
Number of W-2's processed	883	823	847	823	850
Number of payroll runs per year	127	125	119	115	115
Percentage of hand pay runs per year	52%	58%	53%	56%	50%
Number of participants in United Way	68	62	53	32	50
Number of employees utilizing Deferred Comp	123	136	130	138	140
Number of employees utilizing Supplemental Life (**)	58	59	54	51	59
Annual dollar election by employees for Med Flex & Dep Care	\$157,593	\$130,292	\$168,026	\$164,232	\$180,000

NOTE: All figures are based on calendar year

*Estimated

(**) Spouses were deducted from previously reported figured

Dept: Human Resources
Div: Personnel/Payroll

	2005/06 Actual	2006/07 Actual	2007/08 Approved	2007/08 Revised	2008/09 Recommended	2008/09 Approved
PERSONNEL SERVICES						
Permanent Salaries	333,747	354,140	371,450	371,450	382,650	382,650
Overtime Wages	2,128	1,086	4,380	4,380	8,100	8,100
Temporary Salaries	10,023	6,264	9,450	9,450	13,000	13,000
Benefits	194,785	218,848	239,120	239,120	249,660	249,660
Subtotal:	540,683	580,338	624,400	624,400	653,410	653,410
COMMODITIES						
Office Supplies	5,239	10,575	6,500	6,500	7,250	7,250
Computer Supplies	304	361	1,000	1,000	1,000	1,000
Operating Supplies	-	-	-	-	-	-
Books and Periodicals	4,152	8,877	7,500	8,500	8,500	8,500
Repair and Maint. Supplies	-	-	-	-	-	-
Clothing Supplies	-	-	-	-	-	-
Motor Fuels and Lubricants	-	-	-	-	-	-
Equipment Parts	-	-	-	-	-	-
Subtotal:	9,695	19,813	15,000	16,000	16,750	16,750
CONTRACTUAL SERVICES						
Professional Services	15,318	13,559	40,500	39,500	41,000	41,000
Communications	18	5	2,500	2,500	1,500	1,500
Travel	47	-	-	-	-	-
Professional Dues/Meetings	1,305	1,867	2,300	2,300	2,750	2,750
Training	25,633	22,526	25,400	25,400	22,860	22,860
Advertising, Printing & Binding	21,849	21,068	32,000	32,000	32,000	32,000
Insurance and Bonding	-	-	-	-	-	-
Repairs & Maint. -Bldg. & Grounds	-	-	-	-	-	-
Repairs & Maint. -Office Equipment	-	-	-	-	500	500
Repairs & Maint. -Other Equipment	-	260	-	-	-	-
Rent	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Equipment Leases	-	-	-	-	-	-
Other Contractual Services	2,103	3,031	3,000	3,000	3,000	3,000
Subtotal:	66,273	62,316	105,700	104,700	103,610	103,610
Grants Match, Indirect, Awaiting Budget	-	-	-	-	-	-
CAPITAL OUTLAY						
Controlled Assets	-	3,126	-	-	-	-
Buildings & Structures	-	-	-	-	-	-
Office Furniture	-	-	-	-	-	-
Office Equipment	-	-	-	-	-	-
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	-	3,126	-	-	-	-
GRAND TOTAL:	616,651	665,593	745,100	745,100	773,770	773,770
FUNDING SOURCE:						
General Fund Revenues						

PROGRAM BUDGET SUMMARY

DEPARTMENT OF HUMAN RESOURCES – RISK MANAGEMENT DIVISION

MISSION/Program Description

THE MISSION OF THE RISK MANAGEMENT DIVISION IS TO PROTECT FROM AND MITIGATE THE EFFECTS OF UNPREDICTABLE CASUALTY LOSSES ON THE PERSONNEL, PHYSICAL AND FINANCIAL ASSETS OF THE BOROUGH AND SCHOOL DISTRICT AND TO COORDINATE, PROMOTE AND MONITOR EMPLOYEE BENEFIT PLANS. 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 and Road Service Districts; maintains databases for employee health benefits, self-insured claims, 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

The Borough is an active consumer in the commercial excess insurance market. This requires particular attention to market conditions and the regulatory environment. It requires longer term planning and periodic adjustments in budget and self-insurance levels. Developing staff claims adjusting skill is essential to maintain low cost self-insurance programs. Insurance prices are expected to be stable through 2009. Employee benefits are a focus of state and federal regulation, legislation and judicial review. Monitoring and complying with the changes requires on-going effort.

Objectives for FY 2009

- 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.
- Promote employee wellness to reduce health plan costs by providing staff support and guidance to the "Partners in Wellness" committee.
- Continue to work with the Borough Labor Management Health Care Committee and the School District Joint Committee on Health Benefits to manage employee health claim costs.
- Develop contingency plan for programming services for the in-house claims data base system.
- Identify and implement medical service purchasing programs to reduce costs for self-insured claims.
- Continue coordinated efforts with Emergency Operations to address safety functions.
- Continue development of Return to Work programs.

Significant Budget Changes

The FY 2009 budget reflects an increase in personnel costs due to cost of living and longevity factors. Property insurance costs remain stable and the insurance company has approved a dividend (credit). Workers' Compensation insurance costs have leveled due to both market forces and improved claim management.

Previous Year's Accomplishments

- Continued to develop and improve in-house claims adjusting functions.
- Provided each benefit eligible Borough employee with a monthly health and safety newsletter.
- Provided supervisor training to comply with substance abuse testing policy.
- Provided risk consulting to School District management team.
- Marketed excess insurance directly to carriers.
- Provided support and assistance to Transportation Department for safety meetings.
- Staffed Health Fair with Wellness Committee.
- Provided in-service training for school nurses and coaches.
- Programmed claims system to automatically produce standard workers' compensation letters.
- Reviewed insurance for Fire Districts and Departments with Legal and Administration.
- Administered Motor Vehicle Driving Policy and staffed Accident Review Committee.
- Established monthly Workers' Compensation review process.

Dept: Human Resources
Div: Risk Management
Measures & Statistical Accomplishments

The FNSB intends to measure the success of this section by the use of the following measures, over time.

<u>Measures</u>	<u>2004/05</u> <u>Actual</u>	<u>2005/06</u> <u>Actual</u>	<u>2006/07</u> <u>Actual</u>	<u>2007/08*</u> <u>Budget</u>	<u>2008/09*</u> <u>Budget</u>
Measure 1. Workers' Compensation as a percentage of payroll, compared to benchmark of 2%	1.25%	1.69%	1.50%	1.40%	1.40%
Measure 2. Number of Workers' Compensation medical only claims closed within six months	81%	81%	80%	80%	85%
Measure 3a. Cost of Borough Health Plan compared to trended national average of 10-13% per year over four years	9.0%	10.9%	9.6%	4.8%	5.0%
Measure 3b. Cost of School District Health Plan compared to trended national average of 10-13% per year over four years	9.0%	12.6%	-5.9%	-0.8%	5.0%
Measure 4. Ratio of plan administrative charges to claims paid for the Health Plan	6%	5%	5%	6%	6%
Measure 5. Cost of Risk compared to overall budget	1.48%	1.20%	1.26%	1.20%	1.23%

Additional Statistical Accomplishments

Number of insurance policies purchased	24	38	28	27	25
Number of insurance certificates reviewed	374	370	421	425	425
Number of Contracts reviewed for insurance purposes	359	350	361	375	375
Number of employee first aid injury reports	205	230	224	220	220
Number of workers' compensation injuries/claims	167	167	151	150	150
Number of student injury reports	1,061	1,021	906	1,000	1,000
Number of facility injury reports	315	265	292	300	300
Number of employees eligible for health plans	2,147	2,120	2,171	2,180	2,185
Number of General and Auto Liability claims	38	25	24	35	35
Number of property damage claims	73	45	47	50	50
Amount collected from third parties for property damage	\$11,053	\$28,005	\$11,092	\$25,000	\$25,000
Number of Borough Flexible Spending Account Participants	93	95	85	105	110

*Estimated

Dept: Human Resources
Div: Risk Management

	2005/06 Actual	2006/07 Actual	2007/08 Approved	2007/08 Revised	2008/09 Recommended	2008/09 Approved
PERSONNEL SERVICES						
Permanent Salaries	293,019	301,427	320,290	320,290	329,860	329,860
Overtime Wages	240	6,335	2,320	2,320	3,000	3,000
Temporary Salaries	-	6,305	10,480	10,480	13,000	13,000
Benefits	164,062	186,477	205,470	205,470	212,840	212,840
Subtotal:	457,321	500,544	538,560	538,560	558,700	558,700
COMMODITIES						
Office Supplies	4,778	3,589	5,000	5,000	5,000	5,000
Computer Supplies	5,126	-	2,760	2,760	2,760	2,760
Operating Supplies	985	1,550	1,250	1,250	1,250	1,250
Books and Periodicals	3,407	3,736	4,100	4,100	4,100	4,100
Repair and Maint. Supplies	-	-	100	100	100	100
Clothing Supplies	-	-	100	100	100	100
Motor Fuels and Lubricants	-	-	-	-	-	-
Equipment Parts	-	-	-	-	-	-
Subtotal:	14,296	8,875	13,310	13,310	13,310	13,310
CONTRACTUAL SERVICES						
Professional Services	13,895	6,133	13,720	13,720	11,720	11,720
Communications	-	34	200	200	200	200
Travel	716	3,767	2,350	2,350	2,120	2,120
Professional Dues/Meetings	630	630	770	770	770	770
Training	8,017	8,573	9,350	9,350	8,420	8,420
Advertising, Printing & Binding	700	713	950	950	950	950
Insurance and Bonding	1,205,618	1,309,580	1,398,600	1,398,600	1,330,290	1,330,290
Repairs & Maint. -Bldg. & Grounds	-	-	-	-	-	-
Repairs & Maint. -Office Equipment	-	-	-	-	-	-
Repairs & Maint. -Other Equipment	-	-	-	-	-	-
Rent	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Equipment Leases	-	-	-	-	-	-
Other Contractual Services	33,656	36,661	37,800	37,800	45,230	45,230
Subtotal:	1,263,232	1,366,091	1,463,740	1,463,740	1,399,700	1,399,700
Grants Match, Indirect, Awaiting Budget	-	-	-	-	-	-
CAPITAL OUTLAY						
Controlled Assets	-	-	-	-	-	-
Buildings & Structures	-	-	-	-	-	-
Office Furniture	-	-	-	-	-	-
Office Equipment	-	-	-	-	-	-
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	-	-	-	-	-	-
GRAND TOTAL:	1,734,849	1,875,510	2,015,610	2,015,610	1,971,710	1,971,710
FUNDING SOURCE:						
General Fund Revenues						

**Dept: Human Resources
Departmental Summary**

	2005/06 Actual	2006/07 Actual	2007/08 Approved	2007/08 Revised	2008/09 Recommended	2008/09 Approved
PERSONNEL SERVICES						
Permanent Salaries	626,766	655,567	691,740	691,740	712,510	712,510
Overtime Wages	2,368	7,421	6,700	6,700	11,100	11,100
Temporary Salaries	10,023	12,569	19,930	19,930	26,000	26,000
Benefits	358,847	405,325	444,590	444,590	462,500	462,500
Subtotal:	998,004	1,080,882	1,162,960	1,162,960	1,212,110	1,212,110
COMMODITIES						
Office Supplies	10,017	14,164	11,500	11,500	12,250	12,250
Computer Supplies	5,430	361	3,760	3,760	3,760	3,760
Operating Supplies	985	1,550	1,250	1,250	1,250	1,250
Books and Periodicals	7,559	12,613	11,600	12,600	12,600	12,600
Repair and Maint. Supplies	-	-	100	100	100	100
Clothing Supplies	-	-	100	100	100	100
Motor Fuels and Lubricants	-	-	-	-	-	-
Equipment Parts	-	-	-	-	-	-
Subtotal:	23,991	28,688	28,310	29,310	30,060	30,060
CONTRACTUAL SERVICES						
Professional Services	29,213	19,692	54,220	53,220	52,720	52,720
Communications	18	39	2,700	2,700	1,700	1,700
Travel	763	3,767	2,350	2,350	2,120	2,120
Professional Dues/Meetings	1,935	2,497	3,070	3,070	3,520	3,520
Training	33,650	31,099	34,750	34,750	31,280	31,280
Advertising, Printing & Binding	22,549	21,781	32,950	32,950	32,950	32,950
Insurance and Bonding	1,205,618	1,309,580	1,398,600	1,398,600	1,330,290	1,330,290
Repairs & Maint. -Bldg. & Grounds	-	-	-	-	-	-
Repairs & Maint. -Office Equipment	-	-	-	-	500	500
Repairs & Maint. -Other Equipment	-	260	-	-	-	-
Rent	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Equipment Leases	-	-	-	-	-	-
Other Contractual Services	35,759	39,692	40,800	40,800	48,230	48,230
Subtotal:	1,329,505	1,428,407	1,569,440	1,568,440	1,503,310	1,503,310
Grants Match, Indirect, Awaiting Budget	-	-	-	-	-	-
CAPITAL OUTLAY						
Controlled Assets	-	3,126	-	-	-	-
Buildings & Structures	-	-	-	-	-	-
Office Furniture	-	-	-	-	-	-
Office Equipment	-	-	-	-	-	-
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	-	3,126	-	-	-	-
GRAND TOTAL:	<u>2,351,500</u>	<u>2,541,103</u>	<u>2,760,710</u>	<u>2,760,710</u>	<u>2,745,480</u>	<u>2,745,480</u>
FUNDING SOURCES:						
General Fund Revenues						