

WAYNE COUNTY
Department of Human Resources

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2015 Annual Summary

Charles A. Dye, Director of Human Resources

Chris Kalinski, Personnel Assistant

Michelle Wunder, Payroll Clerk

Lindsey Burgess, Self-Insurance Specialist

Jenell Gensler, Personnel Clerk

Sandra Depauw, Senior Personnel Clerk

OVERVIEW:

The Human Resources Department (HR) has the authority and responsibility to administer Civil Service Law, County policy, seven labor agreements, and Federal and State employment laws. HR provides Civil Service administration to all Wayne County Departments, Towns, Villages, School Districts, and Special Districts. HR provides expertise and support to all County departments, and to Towns and Villages as requested. HR administers all County payroll processes. HR also administers the County's two self-insurance programs, the Worker Compensation Plan, and the Health Care Plan Trust, as well as the County's Property and Casualty Insurance Program. HR administers and coordinates the County's process for reviewing and managing claims under section 207-c of NYS General Municipal Law.

CIVIL SERVICE:

Examinations: The Human Resources Department administers Civil Service functions; the Director is the "Personnel Officer" under section 15 (b) of State Civil Service Law. The most important is the examination program, which encompasses the scheduling, preparation, conducting, and rating of examinations and maintenance of Eligible Lists. We canvass and certify Eligible Lists for County Departments, Towns, Villages, School Districts, and Special Districts. HR is mandated by New York State to work and administer examinations on Saturdays. Examinations are given an average of 20 Saturdays each year.

Examination data:

- 11 Decentralized examinations were held in 2015; 290 candidates participated. 53 appointments were made from decentralized examinations.
- 43 State Civil Service Examinations were held; 455 candidates participated. There were 84 appointments from State scheduled examinations.
- 64 Active Civil Service eligible lists were maintained, with approximately 1,200 candidates.
- Examination Revenue received for examinations in 2015 totaled - \$5,725 (shared with NYS)
- Examination Fees paid to State Civil Service for exams rated in 2015- \$4,595 (many candidates apply for an exam fee waiver due to unemployment or receipt of some form of public assistance)

Mandated Record-keeping: HR maintains the employment history (roster cards) of each employee within Wayne County Departments, Towns, Villages, School Districts, Housing Authorities, and Water Districts. We currently maintain approximately 3500 roster cards. These records are used in the payroll certification process, to ensure that all appointments and employment under our jurisdiction are in accordance with Civil Service Law and Rules.

Provisional Appointments: Whenever any jurisdiction has a competitive class vacancy, HR must be notified to verify if there is or is not an active eligible list. If no eligible list exists, or if a list contains less than three candidates willing to accept an appointment, then HR may authorize a provisional appointment.

In December 2015, there were 32 provisional appointments. New York State Civil Service has commended Wayne County for maintaining a small percentage of provisional appointments.

The Village of Lyons Dissolution on December 31 ended a multi-year process for the Village and the Town, but left a residual issue with the Personnel Officer. That issue is whether Civil Service Law section 70.5 applies to the dissolution, and whether the Village Police Officer's section 70.2 preferred list rights extend to the Office of the Wayne County Sheriff. Considerable time was spent examining the issue during the second half of 2015, and the matter remains open at this time.

HUMAN RESOURCES:

Recruitment and Selection: The Human Resource Department generated 37 vacancy postings for Wayne County Departments, in accordance with County bargaining unit contracts. We accepted and reviewed over a thousand applications for examination or employment.

New Hire Orientation: In 2015, HR conducted orientation for 184 employees and 75 Workforce Development hires. Our office explains the various benefits that are available to full-time and part-time employees, such as Annual & Sick Leave, Longevity, FMLA, Retirement, Health Insurance, Deferred Compensation Plan, Employee Assistance Program (EAP), Cafeteria-Flex Spending Accounts, Dental Program, and Direct Deposit. HR staff assists new employees with selecting from among benefit options, and addresses other concerns each employee may have. We review and explain County employment policies including Workplace Smoking, Sexual Harassment, Weapons Policy, The Drug-Free Work Place Act, Computer Use, Compliance, Ethics, and Workplace Violence Prevention.

Disability: County employees filed 71 disability claims in 2015. It is our responsibility to complete forms, maintain correct information, maintain HIPPA compliance, and monitor the processing of the information. It is also our responsibility to correct employee earnings, including disability payments, to ensure that employees are paid appropriately for the period of their disability.

FMLA: County employees filed 130 requests for Family Medical Leave in 2015. Our office responds to each request, explaining the FMLA, and determining whether the request is valid and supported by sufficient medical information. We also review the employee's health insurance coverage and inform each employee of his/her responsibility to maintain coverage.

Compensation: Administration and implementation of the Managerial/Confidential Employees Compensation Plan was a major work activity during 2015. Salary equity analysis was conducted and recommendations passed by the Board in August. The first series of performance reviews for M/C employees were conducted in the second half of the year; these ratings became the basis for salary and wage adjustments effective January 1, 2016.

Deferred Compensation (457) Plan: The second annual plan audit was conducted during the summer, with no deficiencies found. The plan held over \$21,000,000 in participant assets at the end of 2015.

Collective Bargaining: HR devoted considerable time and energy to collective bargaining in 2015. The Wayne County Sheriff's Employees Association (Corrections) successor agreement negotiations began in mid-November of 2014. Two meetings in 2015 led to a tentative agreement for a five year agreement. This agreement was rejected by the WCSEA membership. The parties met again in May and reached a revised tentative agreement. This agreement was ratified by the union membership and then by the Board of supervisors in June. The final agreement document was printed and distributed in mid-November.

Labor Relations: The HR Director, County Administrator, and County Attorney hold monthly Labor-Management meetings with representatives of the two CSEA bargaining units. In addition, the County Labor/Management Safety Committee continues to meet every other month. The HR Director

participates in Labor-Management meetings at E-911, the Department of Social Services, and the Nursing Home. The HR Director also participates in quarterly meetings with the Wayne County Corrections Facility Safety Committee and the Sheriff's Police Officer Safety Committee.

Employee Safety and Health: The Self-Insurance Specialist chairs the County Labor/Management Safety Committee and participates in other workplace safety committees. The Director of Human Resources also participates in a number of safety/labor relations committees.

Significant effort was made to train all County employees in the revised Workplace Violence Prevention Program that was passed by the Board in January. All active employees were trained either through "live" training sessions or by using the Learning Management System. The PESH citation, issued in 2014, was cleared after this training was completed.

Worker Compensation: The County maintained an effective and stable relationship with third-party Administrator NCA Comp. The plan's annual expenses totaled nearly \$3,000,000. (See the Worker Compensation annual report for 2015.)

General Municipal law 207-c: The Self-Insurance Specialist serves as the Claims Manager under the County's GML 207-c procedures, making determinations regarding the acceptance of employee claims for benefits under 207-c, and ensuring that proper procedures are followed throughout the life of each claim. She coordinates the efforts of Human Resources, the County Attorney, the Office of the Sheriff, NCA Comp, and Worker Compensation defense counsel and specialized 207-c counsel to implement the 207-c claim review and management process.

Property and Casualty Insurance Program: The Self-Insurance Specialist manages all aspects of the County's Insurance Program. Current in-force policies include:

- Property
- Liability policies (General, Auto, Law Enforcement, Public Officials, Healthcare General and Professional, Excess Catastrophe, Pollution)
- Inland Marine
- Excess Workers' Compensation and Employer's Liability
- Stop-Loss Insurance for the Wayne County Health Care Plan Trust

Health Benefit Administration: HR manages health benefits in four major categories:

- Administering status changes for active employees and retirees, including open enrollment
- Administering optional benefit plans
- Providing staff expertise and administration for the Wayne County Health Care Plan Trust
- Implementing the requirements of the Affordable Care Act

HR maintains the yearly enrollment for the Flexible Spending Account (FSA) and the Health Reimbursement Account (HRA) benefits that are optional or available to specified employee groups. 73 employees are enrolled in the FSA, 1 in Dependent Care, and 125 in the HRA benefit.

The HR Department maintains and monitors enrollments, terminations, and employee/dependent status changes for the self-insured and paid medical plans offered by the County. Over 300 status and information changes are made for active employees and retirees throughout the year. 251 retirees maintain health coverage through the County; 62 of them are using the value of accrued sick leave to pay the "employee contribution equivalent" on a monthly basis. HR maintains these draw-down accounts. HR also analyzes and verifies third-party administrative billing to ensure that the correct funding amounts are transferred by the Treasurer from the County to the Wayne County Health Care Plan Trust.

Wayne County Health Care Plan Trust: The HR Director serves as the Trust's Plan Administrator. The Self-Insurance Specialist supports much of the administrative work of the Trust. The Personnel Assistant processes active employee and retiree changes, self-pays and payments of required contributions. Significant work included:

- Continuing analysis and implementation of the PPACA ("Health Care Reform"). This included the production of the 1095-c report form for each active employee receiving health care coverage
- Analysis of the financial health of the DHP-15 and Value-25 plans. The premium equivalent for the DHP-15 plan was increased 4% for 2015; Value-25 remained unchanged for the second year in a row. A slight decrease in the cost of dental coverage was passed on to Trust members. The Trust's premiums remain in line with national average costs for similar health plans.
- Implementing the second actuarial study of Trust finances. The audit concluded that the Trust holds more than sufficient reserves.
- Balancing the reserve. The Trust Board declared a 'rate holiday' in September and October 2015 which refunded approximately \$1,500,000 to covered employees and employers.
- Supporting the NYS Insurance Department audit for the five-year period 1/1/2010 through 12/31/2014.

NYS Retirement Plans, and Retirement Reporting: 2015 was the sixth year of administering the annual requirements of regulation 315.4, concerning annual retirement reporting to the New York State Employees Retirement System. In addition, the County established TIAA-Cref account capabilities as a required optional offering available to certain highly compensated employees under Tier 6. To date, no eligible employees have enrolled in this option.

PAYROLL:

In 2015, Payroll completed 33 payroll processes:

- 26 Regular Biweekly payrolls
- 4 Supplemental payrolls
- 1 Disability Adjustment
- 2 Retro-payrolls

In each biweekly payroll, 32 different "vendors" who provide services or require payroll deductions are reconciled and paid. These include Federal and State Taxes, Retirement Contributions (as well as loan & arrears payments), Health Insurance, Union Dues, Garnishments, and additional voluntary insurance coverage options offered through the unions (by payroll deduction). Department and employee initiated changes required for accurate payrolls are processed every week. Payroll prepares and submits all required monthly and quarterly reports to the NYS Employee's Retirement System, and the Federal and State Government. Particular attention is paid to NYSERS salary verifications, and other information requests. Payroll also responds to wage and employment verification requests, provides data for financial audits of County departments, and conducts internal reviews of bills, charges, and financial transactions.

Finally, I note that our colleague Diane Minger died suddenly on February 16, 2015. I want to commend all of my staff for continuing to provide effective services to County employees and residents despite the shock and grief. During the weeks that followed her death, HR staff cross-trained, filled in, and improvised as needed to maintain services. I am especially proud of the fine work my staff performed during this most trying time.

Submitted by:

Charles A. Dye
Director of Human Resources, Health Care Trust Plan Administrator

Date: March 4, 2015