

# WAYNE COUNTY

## Department of Human Resources

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### 2011 Annual Summary

Charles A. Dye, Director of Human Resources  
Chris Kalinski, Personnel Assistant  
Kaye McCormack, Senior Personnel Clerk  
Mandy Armstrong, Personnel Clerk Part-time

Diane Minger, Senior Payroll Clerk  
Andrea Robenolt, Payroll Clerk

#### **OVERVIEW:**

The Human Resources Department (HR) has the authority and responsibility to administer Civil Service Law, County policy, 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 administers all County payroll processes. We also provide expertise and support to all County departments, and to Towns and Villages as requested.

#### **CIVIL SERVICE:**

Examinations: The Human Resources Department administers Civil Service functions, with the Director functioning as the "Personnel Officer" under section 15 (b) of State Civil Service Law. The most important of these functions 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:

- o 12 Decentralized examinations were held in 2011, 315 candidates participated
- o 40 State Civil Service Examinations were held, 562 candidates participated
- o 63 Active Civil Service eligible lists were maintained.
- o Examination Revenue received for examinations in 2011 totaled - \$8,355
- o Examination Fees paid to State Civil Service for exams rated in 2011- \$5,458 (includes 2010 exams rated in 2011)

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 3200 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: 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. It is the responsibility of our office to maintain proper appointments to competitive class positions. Whenever any jurisdiction has a competitive class vacancy, HR must be notified to verify if there is or is not an active eligible list. In December 2011, there were 28 provisional appointments. New York State Civil Service has commended Wayne County for maintaining a small percentage of provisional appointments.

## **HUMAN RESOURCES:**

Recruitment and Selection: The Human Resource Department generated ninety-eight (98) 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.

Recruitment and Selection for Key Positions: Several key positions in the County became open during 2011. HR revised or created new position descriptions. Staff recruited, reviewed applications, arranged and conducted interviews, and assisted with all necessary efforts to fill these vacancies. These included the County Auditor, and the Fiscal Assistant to the County Administrator. Work began on the positions of Purchasing agent, Director of Economic Development and Planning, Self-Insurance Specialist, and Managerial Assistant to the County Administrator. Those selection processes will carry over into 2012.

New Hire Orientation: In 2011, HR conducted orientation for 190 employees and 67 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, EAP-Employee Assistance Program, Cafeteria-FLEX Spending Accounts, Dental Program, and Direct Deposit. HR staff assists new employees with selecting from among benefit options, and addresses other concerns the employee may have. We explain contractual benefits and review County employment policies including Workplace Smoking, Sexual Harassment, Weapons Policy, The Drug Free Work Place Act, and the County's policy on Computer Use.

Disability: County employees filed one hundred three (103) disability claims filed in 2011. 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 one hundred and fifty nine (159) requests for Family Medical Leave in 2011. Our office responds to each request, explaining the FMLA, reviewing the employee's health insurance coverage, and informing each employee of his/her responsibility to maintain coverage.

Labor Relations: The HR Director, County Administrator, and County Attorney have held monthly Labor-Management meetings with representatives of the two CSEA bargaining units. In addition, the County/CSEA Safety Committee continues to meet every other month. The HR Director participates in Labor-Management meetings at E-911, Department of Social Services, and the Nursing Home. The HR Director also participates in the Wayne County Corrections Facility Safety Committee and the Deputy Sheriffs Safety Committee.

Collective Bargaining: The HR Director has devoted considerable time to collective bargaining in 2011. HR staff collects background information for bargaining as needed.

Sheriff's Court Officers' Association: The HR Director, serving as the Chief Spokesman for the County, devoted considerable time on efforts to reach agreement on a collective bargaining agreement with the Wayne County Sheriff's Court Officers' Association. Negotiations begun in November of 2009, continued in 2010 through the impasse resolution steps of mediation and fact-finding. The Fact Finder issued his report on January 9, 2011. The Board of Supervisors rejected the report. The County made a final offer on January 31, 2011, but the Association rejected the offer. A representative of the Public Employment Relations Board (PERB) conducted "conciliation" on April 20, 2011, but this too was unsuccessful. The Board met on May 19, 2011 and imposed a settlement for 2010.

The Association re-opened negotiations for 2011 and beyond in September. Agreement was reached on a three-year contract after two meetings. The Association ratified the agreement immediately, and the Board ratified the agreement on October 31, 2011.

Collective Bargaining, Other Units: The Board of Supervisors retained counsel to negotiate agreements expiring December 31, 2010 and 2011. The selection process was completed at the end of July. After Board approval, negotiation preparations began in August. The HR Director and staff responded to information requests from each bargaining unit, and participated in the development of negotiation proposals.

CSEA General Unit and Supervisory Unit negotiations, begun in November of 2010, continued throughout the spring. A tentative three-year agreement was reached on April 29 and ratified by the Union and the Board. The agreement's retroactive pay provisions were implemented and paid in August.

IUE-CWA Unit negotiations, begun in December of 2010, continued for half of the year. A tentative agreement was reached on July 13, 2011, and ratified by the Union and the Board. The agreement's retroactive pay provision was implemented and paid in August.

Deputy Sheriff's Association negotiations were begun in February of 2011. A third meeting was held in late December. Agreement was not reached before the end of the year.

Sheriff's Employee Association (Corrections) negotiations began December 16, 2011 for an agreement beginning January 1, 2012. Negotiations continue.

The HR Director was also involved in Impact Bargaining regarding the sale of the CHHA, which culminated in an agreement with CSEA settling all issues.

Health Care Trust: The HR Director was appointed Plan Administrator in October of 2010. Trust administration became the largest single focus for the HR Director for the first half of the year. Other HR staff also spent considerable work time in support of the Health Care Trust Plan. Work included:

- audits by the NYS Insurance Department, the NYS Comptroller's Office, and the annual audit
- change of Third-party Administrator from POMCO to EBS-RMSCO, effective April 1, 2011
- Rebidding and renewal of Stop-loss policies
- preparation and presentation of information and financial reports
- analysis and implementation of changes or new programs related to PPACA (Health Care Reform)

Worker Compensation: One "Open Case Review" session was held with USA-TPA. All participating jurisdictions were given the opportunity to discuss open cases and learn more about the local impact of NYS Worker Compensation laws. Twelve plan members participated in the review.

Retirement Reporting: The HR Director, with assistance from the Clerk of the Board, prepared educational materials to guide County Elected and Appointed Officials in complying with the requirements of regulation 315.4 concerning annual retirement reporting to the New York State Employees Retirement System. 2011 was the second year of administering this annual requirement. Time logs generated in the first five months of the year were used to recalculate retirement service credit. The mandated resolution on Retirement/Hours was passed by Board at its August meeting.

Payroll: In 2011, the payroll department completed 37 payroll processes:

- 26 Regular Biweekly Payrolls
- 6 Supplemental Payrolls
- 2 Disability Adjustments
- 3 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 verifications requests.

Payroll also maintains health insurance coverage for active employees and retirees. Payroll collects payments, processes deposits, and submits invoice payments to EBS-RMSCO, MVP, and Excellus. Payroll also maintains direct contact with these entities to assist retirees when payment issues arise. In addition, Payroll played a large role in gathering information for the NYS Comptroller’s Audit of the Wayne County Health Care Trust Plan, and is involved in financial audits of County departments.

Submitted by:

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

Date: March 9, 2012