

WAYNE COUNTY
Department of Human Resources

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2016 Annual Summary

Charles A. Dye, Director of Human Resources

Chris Kalinski, Personnel Assistant

Michelle Wunder, Senior Payroll Clerk

Lindsey Burgess, Self-Insurance Specialist

Jenell Gensler, Payroll 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:

- o 13 Decentralized examinations were held in 2016; 300 candidates participated. 50 appointments were made from decentralized examinations.
- o 47 State Civil Service Examinations were held; 478 candidates participated. There were 75 appointments from State scheduled examinations.
- o 65 Active Civil Service eligible lists were maintained, with approximately 1,200 candidates.
- o Examination Revenue received for examinations in 2016 totaled - \$11,460 (shared with NYS)
- o Examination Fees paid to State Civil Service for exams rated in 2016- \$6,877 (some 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 2016, there were 42 provisional appointments. 26 of these were 2016 appointments. New York State Civil Service has commended Wayne County for maintaining a small percentage of provisional appointments.

The Village of Lyons Dissolution litigation continued in 2016. The 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. We expect resolution of the matter in 2017.

HUMAN RESOURCES:

Recruitment and Selection: The Human Resource Department generated 48 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. Several key positions involved significant staff time including the County Administrator and the Director of Economic Development.

New Hire Orientation: In 2016, HR conducted orientation for 167 employees and 76 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 72 disability claims in 2016. 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 122 requests for Family Medical Leave in 2016. 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 2016. The Board of Supervisors authorized a salary equity analysis which was conducted based on 2017 projected salaries. The second series of performance reviews for M/C employees were conducted after July 1; these ratings became the basis for salary and wage adjustments effective January 1, 2017.

Deferred Compensation (457) Plan: The second annual plan audit was conducted during the summer, with no deficiencies found. The plan held over \$21,500,000 in participant assets at the end of 2016.

Collective Bargaining: HR devoted considerable time and energy to collective bargaining in 2016. The Wayne County Sheriff's Police Officer's Association (Sheriff Deputies) successor agreement negotiations began in February 2016. Three meetings in 2016 were held without reaching a tentative agreement. Scheduled negotiation meetings were cancelled and the Association notified the County late in the year that it was petitioning PERB for decertification. Negotiations were suspended while this petition was under consideration by PERB.

Negotiations with the Court Officer's Association were direct and effective. A three-year agreement (January 1, 2017 through December 31, 2019) was negotiated and ratified in one day. The agreement

document was signed and distributed before the end of the year. Wage increases were implemented without the need for a retro-payroll.

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 meets 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. Labor-Management meetings were also begun at the Mental Health Department.

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 Workplace Violence Prevention Program annual "refresher" training was provided to all active employees either through "live" training sessions or by using the Learning Management System.

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.*

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 includes 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 2016; Value-25 remained unchanged for the second year in a row.
- The Trust's premiums remain in line with national average costs for similar health plans.
- Value 25 continues to attract employees seeking a lower cost plan alternative. 15% of the Trust's coverage are under this plan. This represents annual savings to employers of over \$150,000.
- Implementing the second actuarial study of Trust finances. The audit concluded that the Trust holds more than sufficient reserves.

NYS Retirement Plans, and Retirement Reporting: 2016 was the seventh 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 has established TIAA 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 2016, Payroll completed 36 payrolls:

- 26 Regular Biweekly payrolls
- 5 Supplemental payrolls
- 2 Disability Adjustment
- 1 Retro-payroll
- 2 Void 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.

I want to commend all of my staff for continuing to provide effective services to County employees and residents. HR staff is cross-trained, and works with flexibility to provide a broad range of human resources service. I am proud of the fine work my staff perform every day.

Submitted by:

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

Date: March 9, 2017