

WAYNE COUNTY

Department of Human Resources

26 Church Street * Lyons, New York 14489

Telephone: (315)946-7483 Facsimile: (315)946-7488 Web: www.co.wayne.ny.us

2012 Annual Summary

Charles A. Dye, Director of Human Resources

Chris Kalinski, Personnel Assistant

Diane Minger, Senior Payroll Clerk

Lindsey Burgess, Self-Insurance Specialist

Sandra Depauw, Payroll Clerk

Andrea Robenolt, Senior Personnel Clerk

Mandy Armstrong, Personnel Clerk Part-time

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 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.

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:

- 13 Decentralized examinations were held in 2012, 252 candidates participated
- 45 State Civil Service Examinations were held, 729 candidates participated
- 65 Active Civil Service eligible lists were maintained.
- Examination Revenue received for examinations in 2012 totaled - \$12, 310
- Examination Fees paid to State Civil Service for exams rated in 2012- \$7,763 (includes 2011 exams rated in 2012)

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 2012, there were 17, compared to 28 provisional appointments the year before. New York

State Civil Service has commended Wayne County for maintaining a small percentage of provisional appointments.

Position Reductions, Bumping, Layoffs and Preferred List Rights: Cost reductions in the 2013 County budget created considerable work including verifying employee's correct seniority dates, bumping rights, and preferred-list rights. We provided exiting employees with information about their rights under civil service law and labor agreements, and benefits under a variety of New York State statutes. These position reductions also became the subject of information requests and impact bargaining with CSEA.

HUMAN RESOURCES:

Recruitment and Selection: The Human Resource Department generated sixty-one (61) 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: Recruitments for several key positions were successfully completed in 2012, and several additional recruitments became open during 2012. The development, recruitment, and hiring of the Director of Economic Development and Planning, was a fourteen-month process. The same process for the new position of Self-Insurance Specialist lasted eight months. Additional key recruitments included the Veterans Service Director, the Director of Behavioral Health, and the Director of Real Property Tax Services.

Two additional key positions required significant developmental work. The creation of the Department of Public Works required the classification of a new Superintendent title. The creation of the Department of Emergency Management required major revisions to the Director's position description, and other related analysis. This important background work ensures organizational clarity.

New Hire Orientation: In 2012, HR conducted orientation for 176 employees and 84 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, Computer Use, Compliance, Ethics, and Workplace Violence Prevention.

Disability: County employees filed ninety six (96) disability claims filed in 2012. 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 forty three (143) requests for Family Medical Leave in 2012. 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.

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 Sheriff's Safety Committee.

Collective Bargaining: HR devoted considerable time and energy to collective bargaining in 2012. HR staff collects and analyzes background information for bargaining as needed. The HR Director and staff respond to information requests from each bargaining unit, and participate in the development of negotiation proposals.

Deputy Sheriff's Association negotiations began in February of 2011. Tentative agreement was reached January 9, 2012 and the Board ratified the two-year agreement on February 5. The agreement was printed, and distributed in September.

Sheriff's Employee Association (Corrections) negotiations began December 16, 2011 for an agreement beginning January 1, 2012. Negotiations continued through April, when impasse was declared. Agreement was reached at the first mediation session, held in August. The Board ratified the three-year agreement on October 16, and the new agreement was printed and distributed in November. The WCSEA also filed a demand for impact bargaining over the deployment of part-time Correction Officers. Those negotiations began in 2013.

Sheriff's Lieutenant's Association negotiations were authorized in July. The County and the Association met in September and settled a two-year agreement in one negotiation session. The Board ratified the agreement in October.

CSEA filed information requests and a demand for impact negotiations over budget reductions and layoffs that took effect in November and December. The negotiations were completed in December.

Health Care Trust: The HR Director is the Plan Administrator. The Self-Insurance Specialist began to take on the administrative work of the Trust late in the year. This work included:

- Rebidding and renewal of Stop-loss policies
- preparation and presentation of information and financial reports
- analysis and implementation of changes related to PPACA (Health Care Reform)
- implementation of a "data-mining" wellness program

Worker Compensation: The County sought a new Third-party Administrator (TPA) for Worker Compensation services in May of 2012. After significant work over the summer, EBS-RMSCO was named TPA effective October 1. The County was informed in mid-December that EBS-RMSCO was exiting Worker Compensation TPA work. The transition to a new TPA will take place in 2013.

Retirement Reporting: 2012 was the third year of administering the annual requirements of regulation 315.4, concerning annual retirement reporting to the New York State Employees Retirement System. The Board passed the mandated resolution on Retirement/Hours at its July meeting.

Payroll: In 2012, the payroll department completed 37 payroll processes:

- 26 Regular Biweekly Payrolls
- 4 Supplemental Payrolls
- 3 Disability Adjustments
- 4 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:

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

Date: March 8, 2013