



City Council Workshop Report

Prepared by Roger Seymour, Employee Services Director
Employee Services Division Annual Report
January 20-21, 2012

Employee Services Administration:

The Employee Services Division assists all City Division/Departments and City agencies in various degrees including the Port Authority, Sheldon Theatre and Housing Redevelopment Authority. Employee Services is responsible for recruitment and retention, labor and employee relations, training, job classification and compensation, pay equity, employee benefits, payroll, safety programs, pulmonary function and fit testing program, workers compensation, data practices, drug and alcohol testing program, medical evaluations, cell phone program, employee newsletter, recognition events, employee records management, personnel policy administration, contract negotiations and the Employee Assistance Program.

2011 Projects completed

- City Hall Phase 3 Reconstruction. ***
- SpringBrook Web Version 7 upgrade for Human Resources and Payroll.
- Negotiations with Teamster Patrol Officers for contract ending 12/31/12. ***
- Negotiations with IAFF Firefighters for contract ending 12/31/12. ***
- Negotiations with IAFF Captains for contract ending 12/31/12. ***
- Airport Security Door project quoted.
- 2012 Material Recovery Facility (MRF) work scheduling change.
- Facilitated the closing of the Community Development Building; included the moving of the Port Authority, Planning and Building Inspections Departments to City Hall, as well as the administrative functions of accepting and processing parking tickets, utility bills, ambulance bills and issuing Building Permits.
- Upgraded Verizon Cell Phones as needed.
- Implemented a Residency Response Time Policy for Public Works and clarified what was already in place for Police and Fire.
- Initiated Celeritime Time and Attendance Project.
- Targeted Early Retirement Program for 8 individuals
- Legislation approved for Port Authority Pension for retiree and current employees.


2012 Projects

- Celeritime Time and Attendance payroll project.
- Interface payroll data project. Celeritime and SpringBrook Software .
- Negotiations with all employees and eight (8) bargaining units for contracts ending 12-31-12 ***
- Compliance Suite Liability Claims module City-wide data entry expansion.
- Completion 2011 Pay Equity Report to the State of Minnesota by January 31, 2012.
- Assist Implementation of SpringBrook Parking Ticket Module as needed.


*** Council Goals related to Employee Services

EMPLOYEE SERVICES 2011 REPORT


Payroll

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- Payroll services for City of Red Wing, Port Authority, and Sheldon. \$11.29 million dollars.
 - The City printed 384 W-2's.
 - Tracked 466,472 compensated hours in multiple depts.
 - Processed payroll deductions for health, cancer, life, dental, credit union, flex spending, union dues, computer loans, health reimbursement accounts, Public Employers Retirement Association, Deferred Compensation program and wage garnishments.
 - Processed all Federal and State payroll records, retirement filing and tax filing on time.

Benefit Management

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- Manage the self-funded Health Insurance program over \$2.720 million dollars.
 - Workers Compensation Mgmt. 31 claims in 2011, 1987 to 2011 - 19 open claims.
 - Life and Disability insurance programs (maintaining 6 disability files).
 - Two Deferred Compensation programs (93 accounts)
 - Flexible spending accounts (108 accounts).
 - Health Reimbursement Accounts (212 accounts).
 - Public Employees Retirement Association (183 accounts).

Human Resources

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- Springbrook Software-HR/Payroll database (263 active EE). 12/31/11.
 - Training Hours (all employees) 8,730 recorded to date.
 - Respiratory and Fit testing program (104 employees).
 - Drug and Alcohol Testing Program (57 employees).
 - Employee Investigations/Performance Plans (8), grievances (12), mediations (2), arbitrations (2) and lawsuits (0).
 - Administer the City Personnel Policy, Safety Manual and 8 Union Contracts.
 - Employee Hire/ Transfer/ Layoff, and Promotion processes.
 - EE report: 164 FT, 11 PT, 40 Casual (police reserve, paid on call ff), 8 Seasonal. 12/31/11
 - New Hires: 7 full-time, 2 part-time, 2 casual, 57 temporary/seasonal, 0 election judges and 4 elected/appointed officials.
 - Internal Postings (14) and Promotions (6).
 - Resignations/Terminations: 6 full-time, 4 part-time, 2 casual, 57 seasonal, 89 election judges and 5 elected/appointed officials.
 - Disability/Death: none
 - Retirements: 10 employees.
 - Family Medical Leave Act (FMLA): 27 cases recorded.
 - Handle day to day questions pertaining to all programs.
 - Performance Evaluation documentation and review.
 - Employee Recognition/Service Awards (42).

The Employee Services staff is committed to providing efficient services to the various Department, Divisions and Agencies of the City of Red Wing and look forward to the challenges and opportunities now and in the future.