



City Council Workshop Report

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Employee Services Division Annual Report
January 22, 2016

Employee Services Administration:

What is Employee Services and what do they do?

The Employee Services Division assists all City Departments, Divisions and Agencies in various degrees. Employee Services is responsible for recruitment and retention, labor and employee relations, training, job classification and compensation, pay equity, employee benefits, payroll, pulmonary function and fit testing program, workers compensation, data practices, drug and alcohol testing program, all medical evaluations, recognition events, employee records management, personnel policy administration, administer eight labor union contracts, perform negotiations and administers the Employee Assistance Program. Employee Services went from 4 employees down to three in early 2015.

2015 Top Accomplishments

- Minnesota Pay Equity Report
- Sheldon Executive Director Hire
- Request For Proposal for Dental Coverage
- Request For Proposal for Medical Coverage
- Secure Clinic Contract with Red Wing Public Schools

2016 Projects

- Administrative Reorganization
- Upgrade Celeritime Time and Attendance payroll
- Laserfiche scanning project
- Monitor Affordable Health Care Act changes coming in 2017-2018
- Begin negotiation planning for eight (8) bargaining units for contracts ending December 31, 2016

2015 STATISTICAL REPORT

Payroll

- Payroll services for City of Red Wing. \$12,679,801.81 dollars
- The City printed 328 W-2's
- Tracked 453,218 compensated hours in multiple departments
- 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

Benefit Management

- Manage the self-funded Health Insurance program \$3.678 million dollars
- Workers Comp Mgmt. 33 claims (1987 to 2015 - 17 open claims)
- Two Deferred Compensation programs (94 accounts)

- Flexible spending accounts (117 accounts)
- Health Reimbursement Accounts (243 accounts)
- Public Employees Retirement Association (206 accounts)

Human Resources

- Springbrook Software-HR/Payroll database (236 active EE as of December 31, 2015)
- Training Hours (all employees) 8,589 recorded to date
- Respiratory and Fit testing program (103 employees)
- Drug and Alcohol Testing Program (53 employees)
- Employee Investigations/Performance Plans (4), grievances (13), mediations (1), arbitrations (1) and lawsuits (0)
- Employee Hire/Transfer/Layoff, and Promotion processes
- EE report as of 12/31/15: 175 FT, 9 PT, 46 Casual (police reserve, paid-on-call firefighters, Sheldon), 6 Seasonal
- New Hires: 12 full-time, 1 part-time, 7 casual, 57 temporary/seasonal, and 1 appointed official
- Internal Postings (20) and Promotions (6)
- Resignations/Terminations: 9 full-time, 3 part-time, 7 casual, 53 seasonal, and 3 elected/appointed officials
- Disability/Death: (1)
- Retirements: 3 employees.
- Family Medical Leave Act (FMLA): 20 cases recorded, 3 were work comp related
- Employee Recognition/Service Awards: 25 Regular, 5 Paid-on-Call Firefighters, 2 Reserve Officers

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.