

City of Stamford HR Overview Presentation

*Department of
Human Resources*



Human Resources Department

- Programs

- Human Resources (Recruitment, Payroll, Contract Negotiation, etc)
- Employee Benefits
- Retirement Benefits

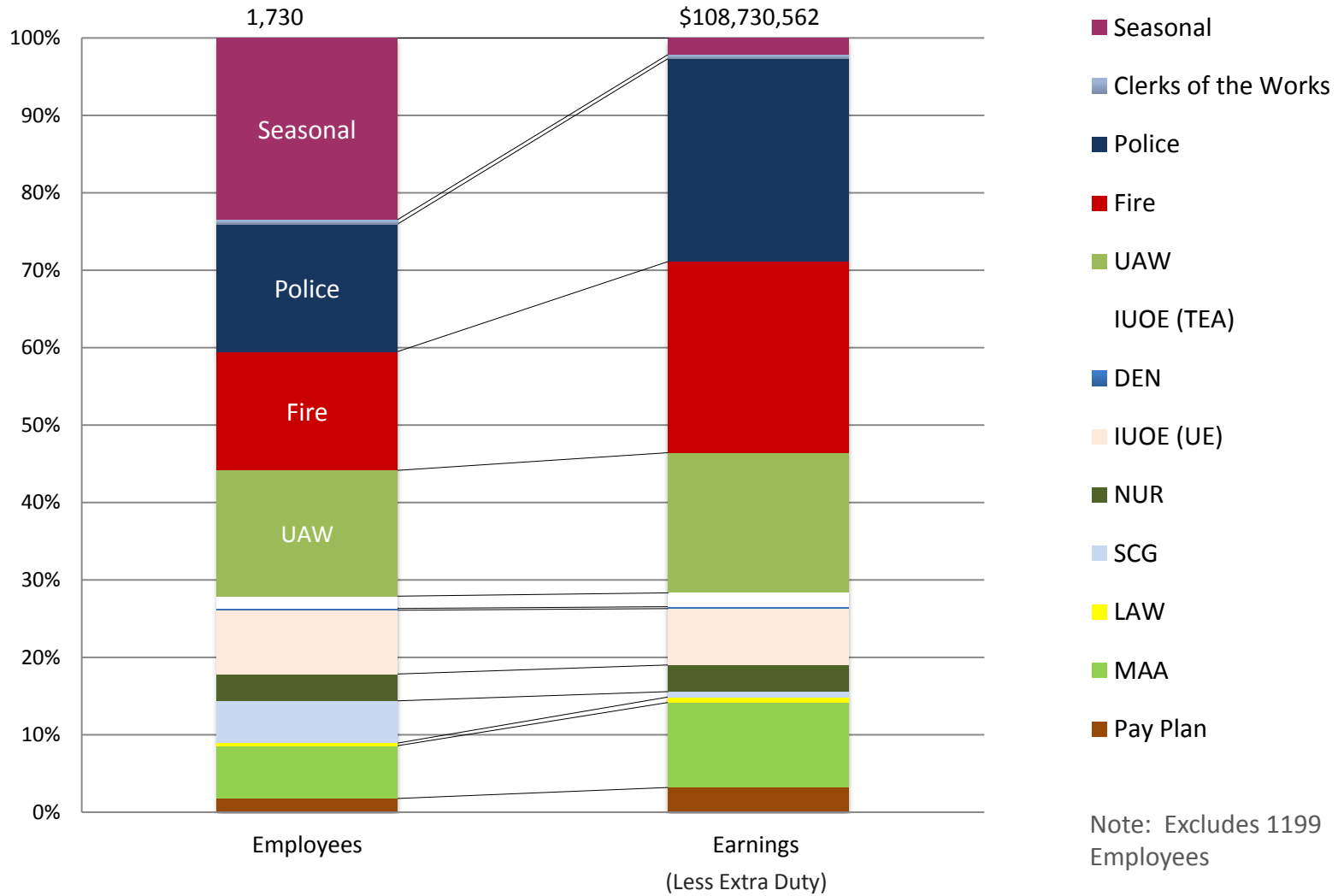
- Mission

The mission of the Human Resources Department is to assist City Departments with the recruitment, selection, training and retention of the best employees, so that the Departments and Programs have a diverse and capable workforce to meet their goals and missions.

In addition, the Department works to improve current employee relations and benefits practices consistent with City policies and collective bargaining agreements.

Employees and Approximate Earnings

FY 2015-2016



Overview of Services Provided

- Human Resource Services
 - Recruitment
 - Payroll
 - Personnel Management
 - Administration of Employee & Retirement Provisions
- Labor and Employee Relations
- Employee/Retiree Health and Welfare Programs
- Pension Plan Administration
- Advise on Federal and State Employment Laws/ Civil Service Rules and Regulations
- Personnel Record Maintenance

Services Provided

- **Recruitment**
 - Design job descriptions, post ads, read CV's
 - Interview, conduct background checks, drug screen, verify employment
 - Prepare recruiting reports
- **Payroll**
 - Manage new hires, re-hires, contract changes, leaves of absence
 - Review timesheets, vacation hours, stipends, shift differentials, overtime, etc.
 - Enter employee data into payroll system, including salary and benefits
 - Prepare necessary documentation for local authorities and respond to FOI requests
- **Personnel Management**
 - Handle all employee related paperwork, contract details, job changes, etc.
 - Manage issues and changes – attrition, sick leave, joiners, leavers, etc.
- **Administration of Employee and Retiree Provisions**
 - Select plan providers and review utilization of employee benefits
 - Conduct internal and external audits of benefits
 - Review health care programs and ensure compliance
 - Prepare and revise work policies and procedures

Services Provided (cont'd)

- Contracts
 - 10 City Union Contracts
 - New Agreements Executed with MAA, Police, Fire, Nurses and Dental Hygienist
 - In Contract Negotiation with Attorneys, IUOE (f/k/a UE), UAW and IUOE (f/k/a Teamsters)
- Complaints
 - Over 37 Grievance Hearings
 - In excess of 17 Pre-Disciplinary Hearings
 - 6 Prohibited Labor Practice Conferences
- Arbitrations and Mediations
 - 9 Contract Mediations or Arbitrations since July 2016
- Investigations and Employee Issues
 - >12 Employee Investigations
 - >18 Job Description Changes

Services Provided (cont'd)

- Retirement Benefits Program
 - New Program for FY 2016-2017
 - Unfunded Past City Benefits for CERF, Police & Fire
 - Pension
 - OPEB
 - ADC to be 100% Funded This Year for All General Fund Departments
 - Normal Pension & OPEB “Service Costs” Are Shown in Departments

Accomplishments and Highlights

- Cost Savings Measures
 - Increased Retiree Drug Rebates from Federal Government; >\$2MM/Year
 - Reduced City's Vacation Time Obligations by over \$300,000
 - Reduced Medical Claims for Eligible Medicare Recipients;
- Auditing and Compliance
 - Identified and Corrected Issues
 - Reduced Number of Employees on Long Term Injured Duty
 - Improved Tracking of FMLA Absences, Vacation, Personal & Sick Days
 - Reconciliation of all benefits on a monthly basis to insure appropriate census is maintained
- Recruiting and Employee Relations
 - Recruited over 69 different positions
 - On-boarded 503 employees (Since 1/1/2016 – 3-15-2017; 78 Full-time; 16 Part-time; and 421 Seasonals)
 - Processed over 2,000 job applications and completed Civil Service Exams

Accomplishments and Highlights (Cont'd)

- Consolidation of 457 and 401(a) vendor to Mass Mutual
 - Current total cost – 0.34% - \$332,106
 - Cost after RFP – 0.06% - \$66,361
 - Total Savings - \$265,745 for employees
- Time and Attendance
 - Upgrade outdated Kronos system 60% complete
 - Completing City wide training of updated timekeeping module
 - Implementing Leave Attendance module for Kronos Version 8
- Other
 - Partnered with Cigna for Employee Wellness Program
 - 85 Employees Completed a 10 Week Challenge
 - 716 Total Pounds Lost
 - Encouraged Wellness Activities that Continued Beyond the Program
 - Walk-a-thon Commenced January 2016 with 141 Participants
 - Met Affordable Care Act Guidelines Avoiding \$3M Penalty
 - Created Employee Handbook and HR Self Service Portal

Department Goals 2017-18

- Finalized electronic applicant tracking
- Develop a Diversity Strategy for Recruitment of Applicants
- Digitize Records and Create Standard Filing Terminology
- Reduce Benefit Costs for prescriptions drugs
- Reach Agreements on Outstanding Labor Contracts
 - Strive for Contract Consistency
 - Modify Pension and Healthcare Plan Provisions to Reduce Long Term Obligations
- Review Classified Employees Service Rules
- Address Staffing Needs