

Human Resources



2016 ANNUAL REPORT

APRIL, 2017

The Human Resources Department handles a variety of personnel matters for Beaver Creek Township including workers' compensation, FMLA, COBRA, recruiting, job analysis, policy development, employee benefits and orientation with the goal of ensuring an efficient and effective workforce to serve the public. Beaver Creek Township's Human Resource Department has one manager who is responsible for supporting 88 employees.

The Human Resources Department provided continued benefit to the Township in multiple areas during 2016:

Projects stemming from the elimination of the Finance Department

The Human Resource Department was tasked with assisting the Fiscal Officer with the hiring of two new employees as a result of the Finance Department being eliminated under the Township Administrator. Albeit total involvement was limited, time was spent assisting the Fiscal Officer in placing advertisements, drafting interview questions, conducting research pertaining to pre-employment drug testing and monitoring candidates. Additional education was needed in the areas of payroll, insurance, billing, pension and unemployment payments.

Youth Works Program through Montgomery County

The Human Resource Department brought in ten young people from Montgomery County through its Youth Works Program. These individuals were paid through a grant provided by the State of Ohio, a total of \$14,500, to test hydrants throughout the City and the Township under the supervision of Beaver Creek Township Fire Department. In addition, work was performed in the Fire Prevention Bureau through scanning plans, data entry and filing at no cost to the Township while building a resume for these young people.

Collective Bargaining in Xenia Township

A significant amount of time was spent with Xenia Township during 2016 in order to provide experience and guidance through the collective bargaining process. These negotiations were slow primarily due to a lack of experience on both sides. In addition to attending negotiations and providing feedback and suggestions, the Human Resource Department provided assistance to this process by drafting management proposals and reviewing collective bargaining agreements from neighboring townships and cities in order to prepare comparable financial information and potential useful language. The contract with the union was finalized with an over all amount under what was approved by the Board of Trustees. Xenia Township was billed \$8,754 for this service.

Labor Management

- Attended labor management meetings
- Worked with Supervisors on union issues
- Resolved many employee issues
- Assisted with resolving labor management issues

Grievances

- Drafted numerous responses
- Prepared for mediation
- Worked with labor attorney on grievance specific issues
- Met with Union Leaders to temper relations

Compensation Plan

- Requested and compiled comparable information
- Met with the TA and the Board of Trustees
- Reviewed job descriptions
- Completed final pay scale and handbook policy

Hiring

- Posted Advertisements
- Reviewed resumes/applications
- Conducted interviews and orientations
- Drafted behavioral based questions
- Met with employees to discuss areas of improvement
- Reviewed physicals, back ground checks and polygraphs

Insurance

In 2005, the Township paid nearly \$700,000 in annual health insurance premiums for its employees. As a result, the Human Resources Department worked to bring in a new Broker and a change in health care providers which resulted in an immediate \$88,000 savings to the Township. Since that time, our average rate of increase has been 8% , while the average in our area for similarly sized employers has been 15-20%.

The Township's continual low average increase is in part due to the following:

1. Extensive employee training to assist in an understanding of the differences between Workers' Compensation and a Township sponsored health plan
2. Ongoing discussions concerning the importance of having, and utilizing, a primary care physician, rather than urgent care
3. Helping employees enroll in quarterly prescriptions for maintenance drugs
4. Providing a general understanding that an overall reduction in premiums is a significant benefit to each employee
5. Encouraging employees to seek second opinions
6. Changes in deductibles and co-insurance ratios

In 2016, the Township experienced a \$142,972 reduction in insurance premium as a result of the Human Resource Department's efforts to change insurance carriers. In addition, if the Township chooses to continue with this carrier in 2017, another immediate 2% reduction will take place at renewal as a result of the HR Department's work with employees on the wellness program.

Each of these items has helped significantly, but an even larger contributor to maintaining premiums for the Township has resulted from the Human Resource Department's consistent goal in hiring employees with integrity. Over the last fourteen years since the Human Resource Department implemented a hiring program, sick and FMLA leave abuse, in addition to fraudulent BWC claims and insurance abuse, has been negligible.

Other tasks related to the Township's insurance plans:

- Completed census
- Assisted employees with the transition to a new carrier
- Worked on multiple, extensive billing issues
- Set up wellness program through MMO
- Worked with a local gym to develop a Fire Fit training program that ended with double the number of participants
- Biometric screenings
- Assisted employees with claim issues

Miscellaneous:

Conducted random drug screens

Attended Safety Trainings

Handled issues pertaining to FMLA

Worked with TA to resolve Township issues

Prepared 2017 Budget

Worked with Broker on 2017 FSA setup

Drafted a portion of and facilitated two promotional assessment centers

Worked on AFLAC issues/paperwork

Worked on FCE's to ensure compliance with NFPA 1582

Prepared multiple questionnaires for the Unemployment Bureau

Assisted Xenia Township with multiple employment issues and FLSA pay

Worked on several records' requests

Prepared SERB reports

Prepared COBRA notifications

Handled multiple personnel issues

Worked with Interns

Drafted Job Descriptions

Worked on non-work related injuries

Handled RTW issues

Reviewed subpoenas and employee statements

Worked on multiple legal issues

Worked on OP&F Issues



BWC Savings 2000-2016

(\$ 1,280,672)

