

Human Resources



2014 ANNUAL REPORT

MARCH 27, 2015

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 Resources Department has one Manager who is responsible for supporting over 80 employees.

The Human Resources Department provided continued benefit to the Township in multiple areas during 2014.

Collective Bargaining

Union negotiations were ultimately very successful, but involved the work of many in 2014. In addition to attending negotiations and provided feedback or suggestions, the Human Resources Department provided assistance to this process by reviewing collective bargaining agreements from neighboring townships and cities in order to prepare comparable financial information and potential useful language for changes to our current document. This information proved to be very useful to management during negotiations.

Consultants' Review

Another very time consuming project during 2014 was the Novak and Gruys review. The Human Resources Department met with each consultant multiple times, in addition to preparing comprehensive reports to assist with their analysis of each Township department.

Transition to a full time only Fire Department

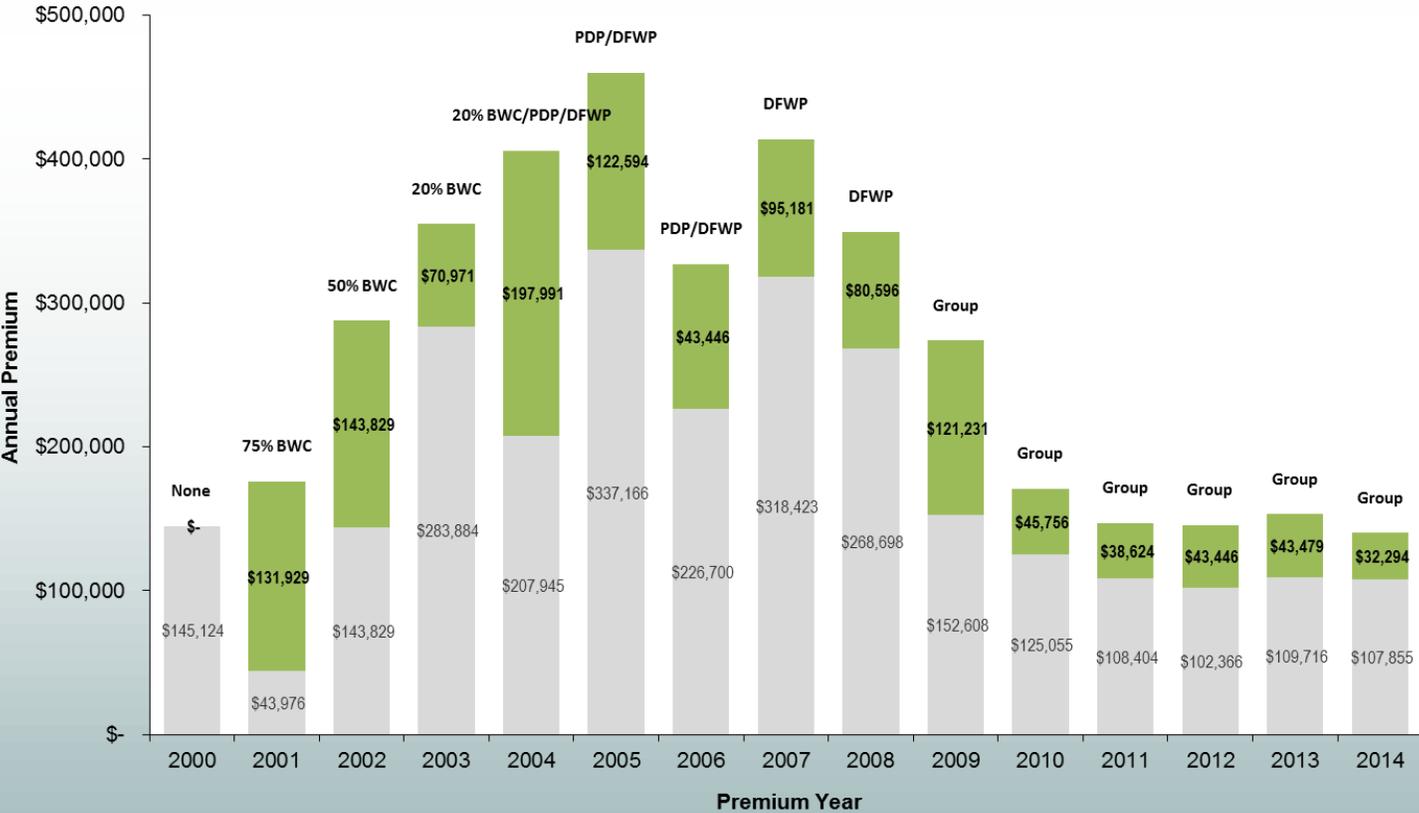
While this was an unexpected change during 2014, the Human Resources Department was instrumental in maintaining consistency and streamlining the process of going from a mixed department to a full time only Fire Department. In addition to reviewing certifications, drafting questions and conducting interviews, preparing the Officer's assessment and compiling scores, the Human Resource Manager worked directly with labor counsel and other Township employees to ensure the fair treatment of everyone involved.



BWC CLAIMS MANAGEMENT

- 3 BWC claims were filed in 2014
- Received Group Rating once again
- Meetings with TPA and MCO
- Prepared PERRP documentation
- Worked with Medwork on claims management and return to work issues
- Provided consistent claims management
- Assisted employees with paperwork
- One 10% handicap reimbursement
- HR has worked to gain the trust of employees in this area over the years
- One appeal during 2014
- Worked on billing issues
- \$ 1,211,367 in savings since HR programs were implemented

BWC Savings 2000-2014
(\$1,211,367)



Labor Management

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

Insurance

- Resolved many employee issues
- Prepared census data for insurance renewal
- Worked with Broker on 2014-2015 insurance rates
- Corrected numerous employee billing issues
and many additions/deletions

Assessment Center

- Prepared written exercises
- Reviewed all material and prepared changes
- Worked with Assessors
- Organized schedule and administered process

Hiring

- Posted Advertisements
- Reviewed resumes/applications
- Conducted interviews and orientations
- Drafted behavioral based questions
- Met with employees to discuss areas of improvement

Miscellaneous

Conducted random drug screens

Attended Safety Trainings

Worked with supervisors on employee issues

Handled issues pertaining to FMLA

Worked with TA to resolve Township issues

Prepared 2015 Budget

Meetings with employees on 2015 FSA

Worked with Broker on 2015 FSA setup

Drafted Employee Recognition Program

Worked on FCE's to ensure compliance with NFPA 1582

Prepared multiple questionnaires for the Unemployment Bureau

Assisted Alan Stock with employment issues

