

# Human Resources



2015 ANNUAL REPORT

FEBRUARY 5, 2016

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 77 employees.

The Human Resources Department provided continued benefit to the Township in multiple areas during 2015:

## **Projects stemming from the Township's 2014 Performance Audit**

The HR Department was tasked with multiple projects as a result of the performance audit. Specifically, the personnel policy manual was completely rewritten under a new format with the suggested changes from staff and both consultants. Employee evaluations were finalized with employee training scheduled first quarter of 2016. The Township's Communication's Plan was completed. The HR Department's recruitment and training plan was standardized, completed and approved. Professional development for supervisors and staff was approved and the approach to implementing this is being discussed at the Department Head level.

## **Collective Bargaining in Xenia Township**

A significant amount of time was spent with Xenia Township during 2015 in order to provide experience and guidance through the collective bargaining process. These negotiations have been slow primarily due to a lack of experience on both sides. In addition to attending negotiations and providing feedback and suggestions, the Human Resources 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. This information proved to be very useful to our team during negotiations.

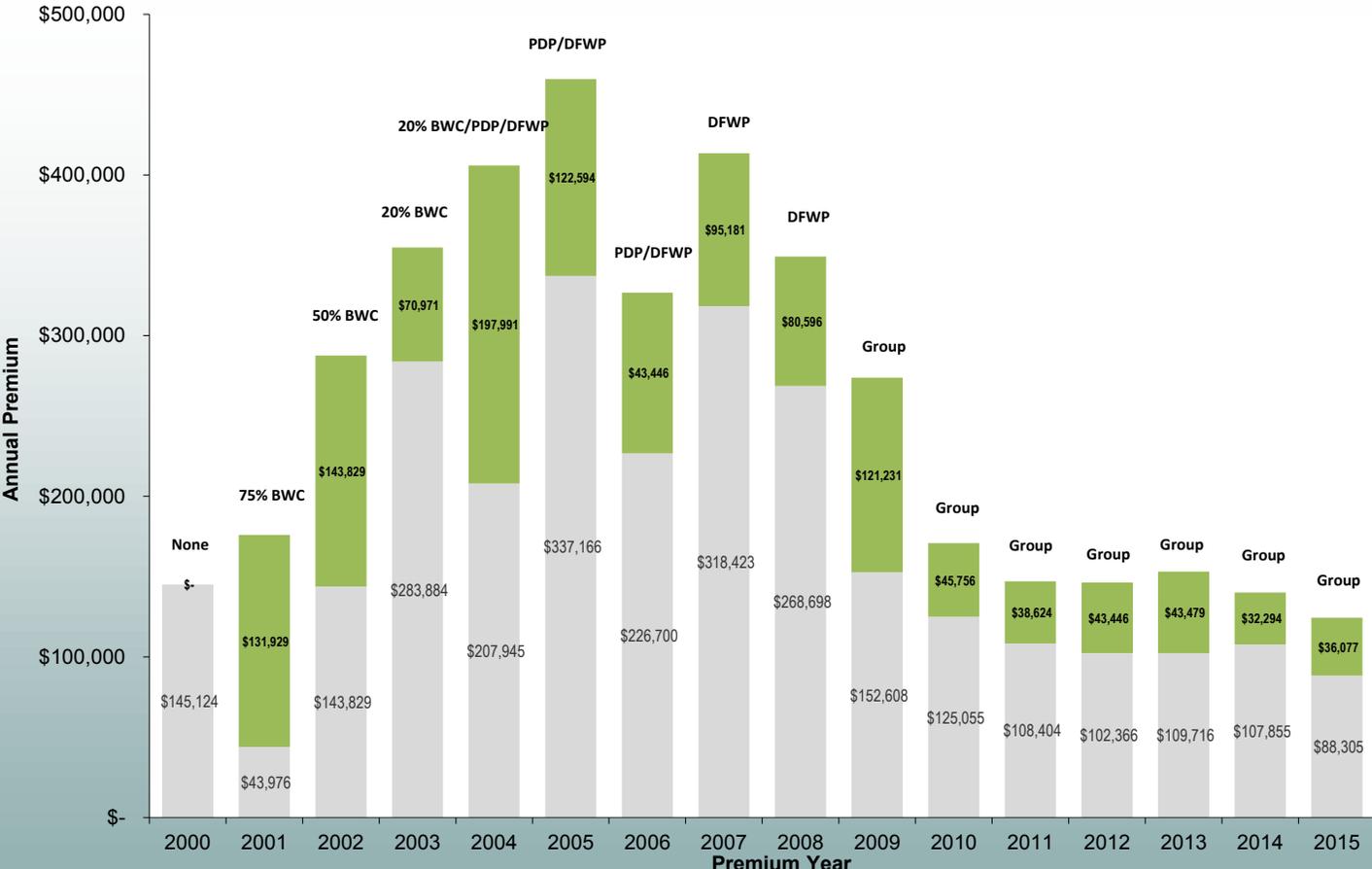


# BWC CLAIMS MANAGEMENT

- 7 BWC claims were filed in 2015
- Received Group Rating once again
- Meetings with TPA and MCO
- Prepared PERRP documentation
- Worked with Medwork on claims management and return to work issues
- Assisted employees with paperwork
- Two handicap reimbursement applications filed
- Re-enrolled the Township into the Transitional Work Program
- One appeal during 2015
- Worked on multiple billing issues
- Provided consistent claims management

Beginning in 2002 for premium year 2001, the HR Department has saved the Township \$1,247,444 through the implementation of reduction programs, consistent claim management, appeals, handicap reimbursements and reaching/maintaining group rating. As a result, the HR Department has completely paid for itself in the thirteen years that it has existed within the Township.

**BWC Savings 2000-2015**  
 ( \$ 1,247,444 )



## **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
- Worked with our Medical Directors on protocol issues
- Met with Union Leaders to temper relations

## **OSL**

- Attended training sessions
- Reviewed all materials
- Worked with developer on HR specific issues
- Prepared OSL specific reports

## **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 resulting 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.

Each of these items has helped significantly, but an even larger contributor to maintaining premiums for the Township has resulted from the HR Department's consistent goal in hiring employees with integrity. Over the last thirteen years since the Human Resources 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
- Worked with broker to negotiate renewals
- Worked on multiple, extensive billing issues
- Set up wellness program through UHC
- Worked with a local gym to develop a Fire Fit training program with growing attendance which has greatly improved morale
- Biometric screenings
- Assisted employees with claim issues

## **Miscellaneous:**

Conducted random drug screens

Attended Safety Trainings

Worked with supervisors on FLSA issue

Prepared IT Compensation Plan

Handled issues pertaining to FMLA

Worked with TA to resolve Township issues

Prepared 2016 Budget

Set up FSA for 2016

Worked with Broker on 2016 FSA setup

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 employment issues

Worked on multiple records' requests

Prepared SERB reports

Prepared COBRA notifications

Handled multiple personnel issues

Schedule and attend ethics training

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

Assisted Fairborn HR with comparable information

