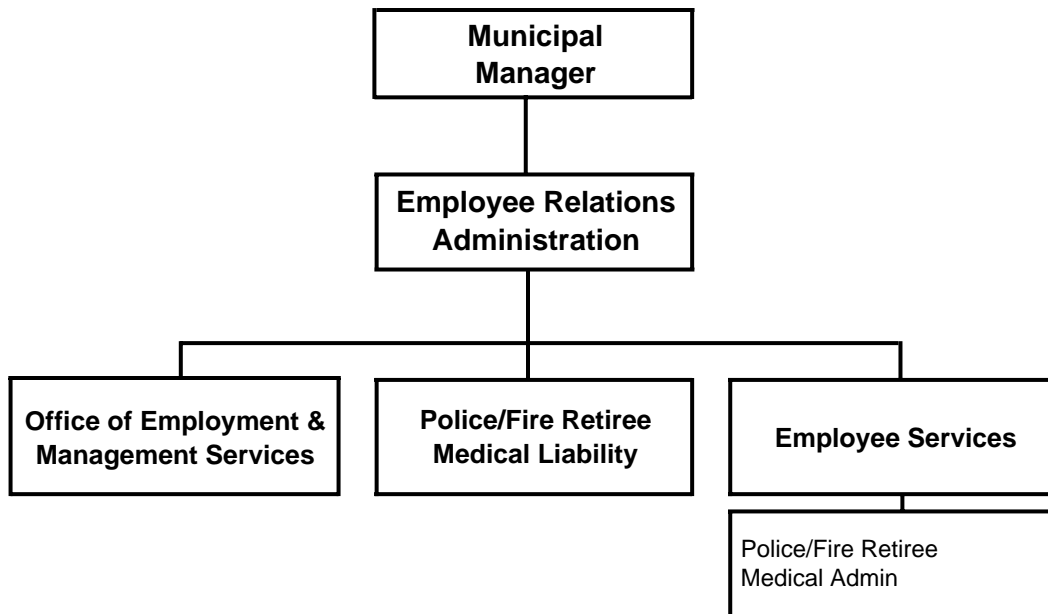

Employee Relations



2006/2007 Approved General Government Operating Budget

Employee Relations

David K. F. Otto, Director

343-4425

Description

Employee Relations is responsible for establishing and maintaining a comprehensive personnel services program for all Municipal employees. Major functions include labor relations services, labor negotiations, labor contract administration, recruitment and certification of employees, administration and maintenance of classification and comprehensive benefit plans, training programs for employees and organizational and career development.

This department includes the four following divisions:

- **Administration**
- **Office of Employment & Management Services** – manages labor relations/negotiations and recruitment/certification of employees
- **Employee Services** – manages employee records, benefits, classification and training
- **Police/Fire Retiree Medical Liability** – funds the contribution to the Police and Fire Retiree Medical Funding Trust

2005 Highlights

- Collaborated with the University of Alaska to offer the certified public manager program on site and in collaboration with the Employee Relations Department.
- Developed departmental strategic plans and met with Municipal managers on a quarterly basis to receive feedback on the plan's effectiveness for their departments.
- Developed an Employee Relations web site to communicate management training opportunities for supervisors.
- Streamlined the Municipal employment office to make it more responsive to customer needs.

2006-2007 Operational Goals

- Continue expansion of the program that assigns an Employee Relations representative to each Municipal department, providing improved "one-stop" services.
- Continue cost-savings initiatives for the Municipality's self-insured employee health care program, including expanded health fairs for employees and partnering with health care providers.
- Continue to simplify employment practices, including streamlining the job application process, expanding the online application system, and in early 2006 start providing new-hire orientations online to save staff time.
- Look for further cost-saving initiatives with labor, trying to reduce the number of grievances and arbitrations by solving problems early in the process. One effort will be additional coaching and training for front-line supervisors to reduce problems and potential Municipal liabilities.

2006/2007 Approved General Government Operating Budget

Employee Relations

Resource Plan

Description	2005 Revised	2006 Approved	2007 Approved
<i>Financial Summary</i>			
Administration	\$ 233,780	\$ 244,110	\$ 256,980
Employment & Management Services	666,630	883,790	949,890
Employee Services	1,088,510	977,920	1,038,230
Police/Fire Medical Liability	1,931,460	1,931,460	1,931,460
Operating Cost	3,920,380	4,037,280	4,176,560
Add Debt Service	-	-	-
Direct Organization Cost	3,920,380	4,037,280	4,176,560
Charges From/(To) Others	(1,448,070)	(2,009,030)	(2,036,950)
Function Cost	2,472,310	2,028,250	2,139,610
Less Program Revenues	96,450	96,450	96,450
Net Program Cost	\$ 2,375,860	\$ 1,931,800	\$ 2,043,160
<i>Personnel Summary</i>			
Full-Time Employees	19	19	19
Part-Time Employees	2	2	2
Temporary Employees	-	-	-
Total Employees	21	21	21
<i>Resource Costs by Category</i>			
Personal Services	\$ 1,725,700	\$ 1,883,500	\$ 2,033,930
Supplies	36,150	29,140	29,140
Other Services *	2,263,470	2,241,580	2,230,430
Depreciation & Amortization	-	-	-
Capital Outlay	-	-	-
Total Direct Cost	4,025,320	4,154,220	4,293,500
Less Vacancy Factor	(104,940)	(116,940)	(116,940)
Add Debt Service	-	-	-
Total Direct Organization Cost	\$ 3,920,380	\$ 4,037,280	\$ 4,176,560
* Travel for this department included in the Other Services category	\$ 1,500	\$ 1,500	\$ 1,500

2006/2007 Approved General Government Operating Plan

Employee Relations

Reconciliation From 2005 Revised Budget to 2006/2007 Approved Budget

	<u>Direct Costs</u>	<u>Positions</u>		
		<u>FT</u>	<u>PT</u>	<u>T</u>
2005 Revised Budget	\$ 3,920,380	19	2	
2005 One-Time Requirements				
- Actuarial study (needed every 3 years)	(30,000)			
Transfers (To)/From Other Agencies				
- None				
Debt Service Changes - Not Applicable				
Changes in Existing Programs for 2006				
- Salary and benefits adjustments	158,900			
Continuation Level for 2006	\$ 4,049,280	19	2	-
Transfers (To)/ From Other Agencies				
- None				
2006 Program/Funding Changes				
- Vacancy factor adjustment	(12,000)			
2006 Approved Budget	\$ 4,037,280	19	2	-
Changes in Existing Programs for 2007				
- Salary and benefits adjustments	150,430			
- Procurement savings	(11,150)			
2007 Approved Budget	<u>\$ 4,176,560</u>	<u>19</u>	<u>2</u>	<u>-</u>

2006/2007 Approved General Government Operating Budget

Employee Relations -- Administration Division

The Administration Division directs the activities of Employee Relations, supports the Municipal workforce and participates in labor negotiations.

Cost Categories	2005 Revised	2006 Approved	2007 Approved
Personal Services	\$ 178,760	\$ 189,090	\$ 202,220
Supplies	1,500	660	660
Other Services	53,520	54,360	54,100
Capital Outlay	-	-	-
Total Direct Cost	\$ 233,780	\$ 244,110	\$ 256,980

Personnel Summary	FT	PT	T	FT	PT	T	FT	PT	T
Administration	2	-	-	2	-	-	2	-	-
Division Total	2	-	-	2	-	-	2	-	-

2006/2007 Approved General Government Operating Budget

***Employee Relations --
Employment & Management Services Division***

The Employment & Management Services Division administers the employee discipline and grievance programs, recruits and certifies new employees, administers the employee substance abuse program, and conducts training for affirmative action, harassment, workplace diversity/violence and other Human Resources issues.

Cost Categories	2005 Revised	2006 Approved	2007 Approved
Personal Services	\$ 595,270	\$ 812,430	\$ 883,390
Supplies	15,900	12,900	12,900
Other Services	55,460	58,460	53,600
Capital Outlay	-	-	-
Total Direct Cost	\$ 666,630	\$ 883,790	\$ 949,890

Personnel Summary	FT	PT	T	FT	PT	T	FT	PT	T
Employment & Management Services	9	-	-	9	-	-	9	-	-
Division Total	9	-	-	9	-	-	9	-	-

2006/2007 Approved General Government Operating Budget

***Employee Relations --
Police/Fire Retiree Medical Liability Division***

The Police/Fire Retiree Medical Liability Division provides funding for the Municipality's required contribution to the Police and Fire Retiree Medical Funding Trust on behalf of eligible retirees.

Cost Categories	2005 Revised	2006 Approved	2007 Approved
Personal Services	\$ -	\$ -	\$ -
Supplies	-	-	-
Other Services	1,931,460	1,931,460	1,931,460
Capital Outlay	-	-	-
Total Direct Cost	\$ 1,931,460	\$ 1,931,460	\$ 1,931,460

Personnel Summary	FT	PT	T	FT	PT	T	FT	PT	T
Police/Fire Retiree Medical Liability	-	-	-	-	-	-	-	-	-
Division Total	-	-	-	-	-	-	-	-	-

2006/2007 Approved General Government Operating Budget

Employee Relations -- Employee Services Division

The Employee Services Division manages Municipal employee records and benefits, determines the proper classification and pay levels for all positions, and provides training programs for Municipal employees. This division also provides staff support for the Police and Fire Retiree Medical Funding Trust.

Cost Categories	2005 Revised	2006 Approved	2007 Approved
Personal Services	\$ 846,730	\$ 765,040	\$ 831,380
Supplies	18,750	15,580	15,580
Other Services	223,030	197,300	191,270
Capital Outlay	-	-	-
Total Direct Cost	\$ 1,088,510	\$ 977,920	\$ 1,038,230

Personnel Summary	FT	PT	T	FT	PT	T	FT	PT	T
Employee Services	7	2	-	7	2	-	7	2	-
Police/Fire Retiree Medical Administration	1	-	-	1	-	-	1	-	-
Division Total	8	2	-	8	2	-	8	2	-

Services/Program Components	2005 Revised	2006 Approved	2007 Approved
Employee Services -- employee records, benefits, classification and training	\$ 942,470	\$ 866,650	\$ 920,420
Police/Fire Retiree Medical Administration -- staff support for the Police and Fire Retiree Medical Funding Trust	146,040	111,270	117,810
Division Total	\$ 1,088,510	\$ 977,920	\$ 1,038,230