

GREENE COUNTY HUMAN RESOURCES DEPARTMENT

2014 ANNUAL REPORT

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Human Resources Director**

March 30, 2015

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Date: March 30, 2015

To: Shaun Groden, County Administrator

Cc: Greene County Legislators

From: Karen MacIntosh-Frering
Human Resources Director

Re: **2014 ANNUAL REPORT**

Health Care Reform and health insurance remained front and center for Human Resources (HR) staff in 2014. Keeping abreast of the Employer Shared Responsibility mandates of the Affordable Care Act (ACA), and planning and implementing a compliance strategy, were at the top of the HR Director's list of priorities for the year. In addition, a number of insurance plan changes that took effect on January 1st generated an onslaught of employee and retiree questions and concerns regarding coverage, medical billing, and related issues, and kept HR staff engaged through approximately the first quarter of the year.

Aside from the ACA and employee benefits matters, HR executed many diverse and interesting tasks in the areas of **staffing and employment, labor and employee relations, and training and staff development**. Our department of three is extremely proud of what was able to be achieved and is pleased to present this summary of activities and accomplishments for FY2014.

STAFFING AND EMPLOYMENT

For the first time since 2011 there were no economic layoffs in Greene County Government. HR continued to monitor job vacancies that arose during the year due to retirements, resignations, or other reasons, in terms of whether the positions might be able to be filled by a laid off employee. Recall letters were mailed pursuant to the provisions of the applicable union contracts. In 2014, one employee was able to be recalled to a part-time position and then moved to fulltime status later in the year. By the end of 2014, a total of three employees remained on the recall list out of an original 26 people laid off across all employee groups since 2011. Two of the three will transition off the recall list in June 2015. HR and the Civil Service Department must continue monitoring the recall lists for up to four years following layoff pursuant to the provisions of each Collective Bargaining Agreement (CBA) and/or the Civil Service Rules and Regulations. (Note: Not all employees laid off are subject to recall.)

Personnel Changes

HR continued to be busy with personnel changes in 2014, including new hires, rehires, retirements, resignations, terminations, and other job changes such as promotions, transfers, and changes in status. HR worked closely with department heads and the Civil Service Department to post, advertise, and fill vacancies in accordance with NYS Civil Service Law, Greene County Civil Service Rules and Regulations, and applicable provisions of the union contracts and County policies and procedures.

Not all job openings require paid advertisement. In most cases, we are required to post within an agency or on a county-wide basis first, or to refer to an existing eligibles list generated by Civil Service examination. Job announcements continue to be sent to the departments for posting in accordance with Civil Service Rules and applicable union contract language, and placed on the Greene County website.

HR also updated both the on-line and printable versions of its personnel change forms and distributed copies to Department Heads.

Reclassifications, Reallocations, Promotional Opportunities

HR participated in evaluating the reclassification requests of Department Heads for three employees. This activity resulted in one title being re-graded. The other two requests were denied. The Reclassification/Reallocation Committee is comprised of the Commissioner of Civil Service, HR Director and a Department Head appointed by the County Administrator annually on a rotating basis.

The HR Director worked with Department Heads and Civil Service on staffing planning. These efforts led to the creation of several new titles, some of which provided promotional opportunities for a number of staff. The HR Director evaluated all newly created bargaining unit titles and assigned grades accordingly. Promotion exams for some existing titles were ordered by a couple of Department Heads based upon the needs of those departments. In addition, promotion exams were ordered by the Civil Service Department at the request of Department Heads filling vacancies.

Nurse Coverage: The HR Director worked with representatives from the Sheriff's Office, Mental Health, Public Health, and Administration to pinpoint nursing needs at the Jail and develop coverage options. This resulted in a positive collaboration between the Jail and Public Health to address the needs identified.

O*NET Survey: In collaboration with the Commissioner of Social Services, HR participated in a U.S. Department of Labor initiative involving the collection of knowledge, skills and competencies required for individuals in various occupations. Results of the data collection effort were to be used to update the national database of occupations called Occupational Information Network (O*NET) which is the primary source of information on jobs in the U.S.

Background Checks, Physicals and Drug Tests

HR reexamined local vendor options for the provision of pre-employment physicals and drug screens, as well as random drug screens (DOT and non-DOT). As a result, all pre-employment drug screens and physicals (except those requiring agility testing) were reassigned to another service provider within Greene County.

Background checks continued to be ordered on all prospective new hires receiving a conditional offer of employment. All background checks ordered by the HR Department are conducted by the Greene County Sheriff's Office. HR met with Sheriff's Investigators, the County Administrator and Labor Counsel in an initial review of the background check process that was initiated in January 2013 on a County-wide basis. It is expected the group will meet periodically.

License Event Notification Service (LENS)

HR continued to administer the LENS Program through the NYS DMV. LENS is a data service that gathers information daily from the DMV's driver's license file and reports any new information to us (e.g., suspensions, expirations, renewals, etc.). As a result, we are able to monitor the NYS license records of CDL holders and other employees that drive for the County in the course of their work. This service is free to government agencies and helps reduce the County's insurance rates.

Employment Eligibility Verification (I-9)

Completion of mandated I-9 Forms is part of the new hire process used to document verification of the identity and employment authorization of each new employee (both citizen and non-citizen) hired after November 6, 1986, to work in the United States. In 2014, HR staff conducted a self-audit and also revamped its filing system for easier retrieval.

The HR Director participated in E-Verify training. E-Verify is an Internet-based system that compares information from an employee's I-9 Form to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. As of 2014, there were no E-Verify requirements in NYS, however, there was movement on the federal level to develop legislation to repeal the I-9 system and require all U.S. employers to use E-Verify going forward.

New World System (NWS)

In accordance with our stated goals for the year, HR staff members continued to enhance their proficiency with the County's windows-based personnel/payroll system which went "live" in January 2013. The HR Director also began looking at how the system will be updated by *New World* to address the reporting requirements of the Affordable Care Act.

A Greene County New York Employees Information Website was established in 2014 by the Information Technology Department, including an HR portal that enables staff to view information about their employment history and status as it exists in the NWS, such as benefits, leave accruals, positions held, pay check details, and W2 forms. At the request of HR, IT also added links to all of the County's benefits provider websites.

Employee Performance Appraisals

The HR Department updated and disseminated the County's performance appraisal forms, and continued to actively promote the importance of regular performance evaluations. The department also continued to send out quarterly reminders and to monitor the completion of employee performance appraisals by department managers and supervisors, with a particular emphasis on probationary period evaluations.

Exit interviews

HR continued to provide to employees the opportunity to complete an Exit Interview upon retirement or voluntary separation from Greene County employment. The completed questionnaires are reviewed on an annual basis.

NYSAC Salary Survey

HR completed the annual salary survey administered by the NYS Association of Counties.

Cost Allocation Plan

HR compiled employment data needed by the consultant preparing the County's Annual Cost Allocation Plan.

Freedom of Information Law (FOIL) Requests

HR collected data for the County Attorney in response to a number of Freedom of Information Law (FOIL) requests received during the year, including one from a union organizing unit regarding non-confidential, non-managerial, and unrepresented employees.

COMPENSATION AND BENEFITS

Patient Protection and Affordable Care Act a/k/a the Affordable Care Act a/k/a Obamacare

One of the primary on-going and declared goals of the HR Department for 2014 was to continue to try and meet all mandates and deadlines as set forth by the Affordable Care Act (ACA), as well as monitor any amendments. The HR Department believes it was successful in doing so. The most significant of these would include planning and preparing for the anticipated enforcement of the Employer Shared Responsibility payments and reporting requirements scheduled to take effect in 2015. At that time, all "fulltime" employees (those working an average of 30+ hours per week or 130 hours per month) must be offered "affordable" health coverage with "minimum value," otherwise the employer will

be subject to a penalty. HR used 2014 as a testing period to review the regulations, check its work and identify problem areas. The following actions were among those taken in 2014:

- 1) Subsequent to an evaluation of the organization and its workforce in relation to the mandates, HR announced a change in length of the 2014 Standard Measurement Period (SMP) for “on-going” employees. An on-going employee is one that has been employed for at least one full Standard Measurement Period. The SMP is a period of time designated by Greene County to determine if an on-going employee meets the ACA definition of a “fulltime” employee.
- 2) Conducted an Hours Analysis of all on-going part-time and per diem workers during the Administrative Period. Notified three employees that they were eligible for health insurance. (None enrolled as they all had other coverage.) Provided written notice to the remaining employees indicating that they were not currently eligible.
- 3) Conducted health insurance “Affordability” calculations for each existing insurance plan offered by the County, as well as any proposed plan under consideration.
- 4) Updated the County’s COBRA model notice to include information about the Health Insurance Marketplace. Began using the new notice and sent copies to the departments for posting.
- 5) Updated the Marketplace Model Notice and distributed it to staff via pay envelopes. Replaced the existing notice in all new hire packets with the updated version.
- 6) Forwarded PCORI fee information regarding the self-funded Rx program to the Treasurer’s Office for completion of the appropriate tax form.
- 7) Later in the year, reevaluated the organization and its workforce in relation to the mandates and planned a modification in the Standard Measurement Period start and end dates for 2015. The Administrative and Stability Periods for on-going employees were also adjusted accordingly.
- 8) In further planning for 2015, evaluated and amended the Initial Measurement Period (IMP) Greene County established for determining whether a *NEW* variable-hour employee meets the ACA definition of a “fulltime” employee based on the average number of hours worked. Beginning 1/1/15 the IMP for Greene County will run for six (6) months beginning the first day of the month after employment begins. The Administrative and Stability Periods for these employees will run in tandem with the IMP. If the County cannot determine on the date of hire whether a new employee will work an average of at least 30 hours per week, then they will be considered a new variable-hour employee.

Health Insurance

Two significant health plan changes that became effective January 1, 2014, kept HR staff extremely busy early in the year processing changes in *New World* and on the insurance company websites; working out enrollment problems with the carriers; answering questions and assisting customers with medical billing, coverage, and other issues. The plan changes were implemented in reaction to learning that rates for the commercial PPO and EPO plans would be increasingly dramatically in 2014 as related to the Affordable Care Act and other factors. The new plans introduced were as follows:

1) **Deductible Plan (PPO/EPO)**: A \$400/\$800 deductible plan with a \$1000/\$2000 out-of-pocket maximum for managerial and confidential staff, and elected officials. The plan also increased doctor’s visit co-pays from \$15 to \$20 and prescription co-pays from \$5/\$15/\$25 to \$10/\$30/\$45, and introduced a mandatory mail order component for maintenance medications.

HR hosted Q&A sessions for deductible plan members and for several of the unions being asked by the County to consider moving the deductible plan.

2) **Medicare Advantage Plan (MAP)**: An alternative to the commercial plan for Medicare eligible retirees and their Medicare eligible dependents.

HR developed a set of communications for new and existing retirees to help facilitate their understanding of the health insurance options available to them and their eligible dependents, prior to and after becoming Medicare eligible. In particular, what action needs to be taken upon Medicare eligibility if an individual has another Medicare prescription drug plan available to them (i.e., through a spouse or former employer) since Federal regulations prohibit dual coverage in these situations.

HR staff reconciled the retiree list in order to make certain each retiree and dependent was enrolled in the appropriate plan at the appropriate coverage and contribution levels. *Actively working* Medicare eligible retirees were eliminated from the Medicare Advantage Plan (a retiree only plan) and transferred back to or maintained on the commercial plan with those retirees that are not yet Medicare eligible.

HR staff also overhauled the health insurance census to reflect enrollment changes and to list each Medicare eligible retiree and spouse individually since each is enrolled in the MAP independently of the other. In addition, all health insurance records within the department were reorganized for ease of use.

The HR Director participated in a review of Medicare Advantage Plan premium rate quotes for 2015 collected by the Insurance Broker. Based on the numbers, plans were made to switch carriers effective the first of the year, not only saving \$15 per member per month over the 2014 rate but avoiding a substantial 2015 rate increase announced by the current insurance provider. HR staff worked with the new carrier and Insurance Broker to set-up the new plan, transfer data, and inform Medicare eligible retirees and their Medicare eligible dependents about the change prior to implementation.

The Insurance Broker also provided the County with 2015 premium rate quotes from a competing insurance carrier for the PPO and EPO deductible plans. Upon final evaluation, it was determined by the County that it would be better served by sticking with the current provider and plan.

Open Enrollment: HR coordinated an Employee Benefits Fair during the annual Health Insurance Open Enrollment Period providing employees the opportunity to meet with representatives from the County's benefits providers. A marketing campaign on the benefits of custom home delivery for maintenance medications was also undertaken.

Medicare Management

In 2014, HR continued to monitor when retirees and their benefit-eligible dependents become qualified for Medicare Part B. This was important to know in the past because the County's health care costs were discounted as Medicare became primary. It was also important for purposes of Medicare subsidy reimbursement. It remained important in 2014 in order to appropriately transfer retiree enrollment from the commercial plan to the Medicare Advantage Plan.

Coincident with implementation of the Medicare Advantage Plan, the County forfeited its ability to apply for Medicare subsidy reimbursement from 2014 forward. Fortunately, subsidy reimbursement applications had already been submitted for 2012 and 2013, therefore, Greene County could anticipate reimbursement for those years, payable in 2014 and 2015, respectively. In 2014, Greene County received a total of **\$228,098.76** in Medicare subsidy reimbursement for 2012.

Creditable Coverage Notices

HR sent compliance letters to all Medicare eligible actively working individuals and their dependents, Medicare eligible COBRA individuals and their dependents, Medicare eligible disabled individuals and their dependents, and retirees and dependents covered by the Greene County Prescription Drug Plan, informing them that the Greene County Health Insurance prescription drug plan is a creditable plan so they do not need to join a Medicare Prescription Drug Plan.

The HR Department also fulfilled the Online Disclosure to CMS (Centers for Medicare & Medicaid Services) by completing the second disclosure requirement.

Dental and Vision Insurance

HR staff continued to administer the dental and vision plans. There were no carrier changes for 2014.

While Greene County was in the middle of a rate guarantee with its vision carrier, and not scheduled to renew again until January 1, 2016, a 2% rate increase was imposed off-renewal effective 1/1/14 to accommodate the ACA Health Insurance Provider Fee.

Dental rates increased by 4%.

Health Insurance Buyout

HR continued to process applications and maintain records for the Health Insurance Buyout for employees providing proof of alternative health care coverage.

Flexible Spending Plan (FSA)

HR continued to administer the FSA in collaboration with the County's FSA provider. Employees were given the opportunity to meet with an FSA representative during the annual Open Enrollment period in October. Enrollment in the plan remained steady in 2014 at about 100 participants despite the implementation of a deductible health insurance plan for managerial and confidential staff, and elected officials. The County reconfirmed its decision not to participate in the rollover.

COBRA Administration

HR updated its COBRA model notice to include information about alternatives in the Health Insurance Marketplace. HR routinely extends health, dental and vision insurance coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) to covered employees and their family members when there is a "qualifying event" that would result in a loss of coverage under an employer's plan (e.g., resignation, loss of dependent care status, divorce, death, etc.). The COBRA amount is equal to the full cost of the monthly insurance premiums. HR began using the updated notice and sent copies to the departments for posting.

Medicaid and Family Health Plus Premium Assistance Programs

HR updated and sent a notice to all departments for posting regarding potential eligibility of employees for a program available through New York State that can help those who are struggling to pay their premiums. NYS uses funds from its Medicaid or Family Health Plus programs to help people who are eligible for employer-sponsored health coverage, but need assistance in covering the cost of their health premiums. This premium assistance program became effective for local government employees on September 1, 2010, although it is unlikely many, if any, of our staff would meet the eligibility requirements.

Americans with Disabilities Act (ADA)

As co-ADA Coordinators, the HR Director and County Attorney processed five requests for accommodation in 2014.

Medical Leave and Disability

HR processed a total of 52 new requests for leave under the Family Medical Leave Act (FMLA) in 2014, which was a decrease of 29% from the previous year. A total of 48 applications were approved for FMLA. The other four were disqualified because the applicants did not meet the eligibility requirements (i.e., had not worked for Greene County for at least 12 months and/or had not worked at least 1250 hours in the previous 12 months). The majority of employees used FMLA leave for their own serious health condition. Most of the leaves averaged 2-4 weeks, although the incidence of seriously ill individuals

using 12-15 weeks (with approved extensions) more than doubled. HR processed the paperwork for 13 employees on approved medical leave who also filed for short-term disability. Nineteen of the 48 leaves were granted on an intermittent basis. There were no requests for FMLA Military Family Leave in 2014.

Retirement: New York State Voluntary Defined Contribution Program

The HR Director studied and organized plan material, and created an options election form, in preparation for orientation of eligible new hires regarding this alternative to membership in the NYS Employees Retirement System. (General eligibility: Non-union employees hired on or after 7/1/13 that make \$75,000 or more and are not already enrolled in the NYSERS.) Defined contribution plans are retirement savings vehicles that provide benefits “defined” by employer and employee contributions to the plan and the investment earnings on those contributions. Participants are responsible for managing the investments in their account. Their retirement benefits are based on the success of their investments. This is different from the NYSERS which is a defined benefit plan that provides a fixed and predictable lifetime monthly income at retirement. Information about the Voluntary Defined Contribution Plan began to be incorporated into new hire orientation, as appropriate.

Unemployment Claims

HR assisted in processing all claims for unemployment insurance benefits in 2014.

Workers' Compensation

HR continued to guide claimants and department representatives through the Workers' Compensation process, transmit paperwork to the County's third-party administrator, and follow-up as needed. We also replaced the C2 with a new C2-F form that requires the inclusion of accident location and witness information. In January, HR completed the SH900 and SH900.1 forms for 2013, distributed them to County departments in compliance with posting mandates, and sent copies to the NYS Department of Labor. HR also maintained records of all existing and new work-related injuries and illnesses that occurred throughout the 2014 calendar year. In 2014, Greene County experienced 1 death (determined not to be work related), 11 cases of missed work, 0 job transfer or restriction cases, and 20 other reportable cases. This was the result of 32 total incidents which was an increase of more than 50% from 2013. (It is interesting to note there had been a more than 50% decline in incidents in 2013 from 2012.) There was also a significant increase in the number of missed days of work in 2014 as compared to the previous year. A summary of the types of incidents by worksite was prepared for review by the Safety Coordinator and County Administrator.

Compliance Postings

HR conducted its annual audit of federal and state employment posting mandates and distributed new and updated postings to all departments.

Employee Wellness

HR continued to be an active participant on the Wellness Committee, along with the County Administrator and representatives from Greene County Public Health, our insurance carrier, the Healthy Weight initiative, and the County's Insurance Broker.

A variety of wellness activities ran throughout the year including, a *Lunch and Learn* program on healthy sleep, several worksite walking and weight management programs, participation in the Rural Health Network's Biggest Loser contest, and a roster of fitness classes available at no cost to insurance plan members and their dependents. Efforts to get employees to “know their numbers” by completing a confidential Health Risk Assessment (HRA) continued to be a priority, and included the opportunity to *Take Charge of Your Health* by participating in a mini-training session, and the promise of an extra entry in the Employee Benefits Fair raffle for all who completed the survey. Wellness Committee members vowed to continue the push toward increased participation in the HRA in the coming year.

Blood Borne Pathogens

HR continued to have a presence on the Blood Borne Pathogens Committee and worked with the Public Health Department to coordinate training for County employees.

Blood Drive

HR coordinated an employee blood drive at the Catskill Office Building in July.

Administrative Manual

The HR Director continued to be actively involved on the Greene County Administrative Manual Review Committee and contributed in the following ways:

- 1) Submitted updates to the COBRA section to include information about the Health Insurance Marketplace.
- 2) Developed an Internship Policy and disseminated it to Department Heads post adoption.
- 3) Asked labor counsel to review and update the Discrimination and Harassment Policy with specific attention to the addition of language regarding volunteers and interns. Sent out copies of the revised policy to departments for posting and developed a training plan for 2015.
- 4) Updated the Social Networking Policy with the assistance of labor counsel. Sent copies to Department Heads for distribution and acknowledgment of receipt by staff.

NYS Medical Marijuana Program

The HR Director began exploring how the NYS Medical Marijuana Program, which will make medical marijuana accessible to patients with certain conditions such as cancer and HIV/AIDS, has the potential to impact the County's Drug Free Workplace, Drug Testing, Vehicle Use, and other employment policies, if at all. The proposed regulations were released by the Governor's Office on December 17, 2014 in accordance with the Compassionate Care Act.

LABOR AND EMPLOYEE RELATIONS

Labor Contract Negotiations

The HR Director continued to be an active participant on the management team in union contract negotiations, including assisting with development of the County's proposals and analyzing the proposals of each union. Another primary task for HR involved the preparation of employee data sheets for each bargaining unit, including hire and longevity dates, leave time accrued and taken, health insurance enrollment information, etc.

The County's need to gain control over health care costs by updating and modifying its health insurance program County-wide remained a central focus of negotiations. Introduction of the deductible plan concept was a large part of that.

AFSCME: Negotiations for the contract period beginning January 1, 2015 began late in 2014 with the exchange of proposals. This was followed with a presentation by insurance representatives on the deductible plan and a second information session for the entire bargaining unit. By the end of December the County had declared impasse and the parties were awaiting mediation. AFSCME represents employees of the Highway Department.

CSEA Corrections Unit: Negotiations with the Corrections Unit began in November 2013 for the contract period commencing January 1, 2014. Although the parties have not met since December 2013, all bargaining unit members were given the opportunity in January 2014 to meet with a representative from the County's insurance carrier to learn about the proposed deductible plan.

CSEA General Unit: The parties assembled in May 2013 and exchanged proposals for the contract term commencing January 1, 2013. A number of the early meetings were dedicated to matters specific to dispatch staff at the Emergency Operations Center which functions 24/7. After that, the focus turned to more universal issues. By October the County had filed for impasse and the parties were engaged in their first mediation session by mid-December 2013. Following several unsuccessful mediation sessions the negotiators found themselves at Fact Finding by the fall 2014 and were awaiting the Fact Finder's report which arrived in December. The year ended with the issuance of recommendations on the Fact Finder's Report from the Legislature Chairman to the Greene County Legislature.

Deputy Sheriff's Association: The parties held their first negotiations session in November 2013 for the Contract term commencing January 1, 2014. Deductible plan information sessions were held for all union members. After several unsuccessful attempts to reach agreement, impasse was declared by the County and mediation was in progress by the summer. By September, a contract was ratified that included all of the health insurance changes sought by the County, in addition to the following wage adjustments 2014: 1.5%, 2015: 2%, 2016: 2%. This was the first union to move to the deductible plan.

Nurses Union: The County and the Union started meeting in May 2011 for the contract term commencing January 1, 2011. Negotiations continued throughout the year with no progress being made toward reaching a settlement. The County filed a Declaration of Impasse with PERB in January 2012 and, although mediation was unsuccessful, neither side filed for Fact Finding. Negotiations remained on hold in 2014 pending the outcome of a Petition by the nurses to change union representation.

Teamsters: The parties exchanged proposals in April 2013 for the Contract term commencing January 1, 2013. Since bargaining unit members have always received their insurance through the Teamsters Health and Hospital Fund, they were given the opportunity to attend a presentation conducted by the County's primary health insurance carrier so they could better understand some of the choices they were being asked to consider. A tentative agreement reached in August 2013 was voted down by the membership, and the Teamsters declared impasse. Mediation began in December and continued into 2014, without success. Although the next step would have been Fact Finding, by the end of the year the parties agreed that they wanted to give mediation another try and made a plan to do so at the start of the new year. The Teamsters represent employees at the Solid Waste Management Department.

Contract Grievances

The HR Director was present at most of the second step grievance meetings at the request of the County Administrator. Several of the grievances were sustained by the County Administrator. One was withdrawn by the grievant. Two of the three individuals that filed for arbitration withdrew their grievances. The third is pending arbitration. One matter was transferred to another forum for review and disposition.

An item at the center of an Improper Practice Charge (pre-2014) was determined by a Judge not to be arbitrable. An appeal by the union is pending.

Disciplinary Actions

The HR Director assisted Department Heads in processing 16 new or continuing disciplinary actions in 2014 which had the following results:

- * Letter of Reprimand – 1
- * Unpaid suspension - 3
- * Settlement - loss of vacation accruals and Letter of Reprimand – 3
- * Settlement - loss of vacation accruals, Letter of Reprimand, and mandated to training - 1

- * Arbitration settlement - unpaid suspension and temporary loss of on-call opportunity – 1
- * Shift assignment awarded to employee per Arbitrator’s decision - 1
- * Arbitration settlement - loss of vacation accruals, admission of guilt, and Notice of Discipline maintained in personnel file – 1
- * Awaiting arbitration – 2
- * Resignation in lieu of discipline – 3

Management Team Support

The HR Director continued to be regularly engaged with department heads and supervisors in a consultation and support role regarding staffing and employee relations matters.

Employee Awards

HR produced the annual employee awards event on behalf of the Legislature in collaboration with the County Administrator’s Office. Pins and certificates were conferred within the departments and a ceremony was held prior to a Legislature meeting to honor the Chairman’s Award Winner and Employee of the Year.

STAFF TRAINING AND DEVELOPMENT

HR coordinated the following workshops in 2014, and continued to administer a database to track employee participation in County-sponsored compliance and other training.

Blood Borne Pathogens: In collaboration with Greene County Public Health, provided training for all employees that may be at risk of accidental occupational exposure to blood borne pathogens or other potentially infectious materials in the course of their work.

Discrimination and Harassment Prevention in the Workplace: Classes were held for all levels of staff on this topic.

Medical Leave and Management of Leave Abuse: A mandatory training for Department Heads addressing the rights and responsibilities of managers and employees in accordance with applicable Law and County policy.

Social Networking and Its Relationship to the Workplace: Program for Department Heads and supervisors concerning legal challenges and policy considerations as related to the use of social media in the workplace.

Wellness Classes: Continued to assist the Wellness Committee in scheduling and promoting a variety of health and fitness programs for County employees and their dependents, including healthy sleep, Yoga, Zumba, walking, and weight loss/maintenance.

PLANS FOR THE NEAR FUTURE

In addition to continually improving our service to Greene County’s employees, retirees and members of the public who seek our assistance, the Human Resources Department has set the following goals for 2015:

1. **Health Care Reform:** Continue to try and meet all mandates and compliance deadlines as set forth by the Patient Protection and Affordable Care Act\ (PPACA), as well as monitor any amendments to the Act.

2. **New World System:** Continue to increase our proficiency in using this windows-based personnel/payroll system in order to take full advantage of all it has to offer (e.g., how it might be utilized to track staff training and development). Most importantly, to assist the County with set-up for PPACA reporting.
3. **Supervisory Training:** Survey supervisory staff about their training needs and develop a comprehensive training plan.
4. **Total Rewards:** Research Total Rewards options; what they are and whether they have any applicability in County Government.