



Human Resources Department

Mayor & City Council Budget

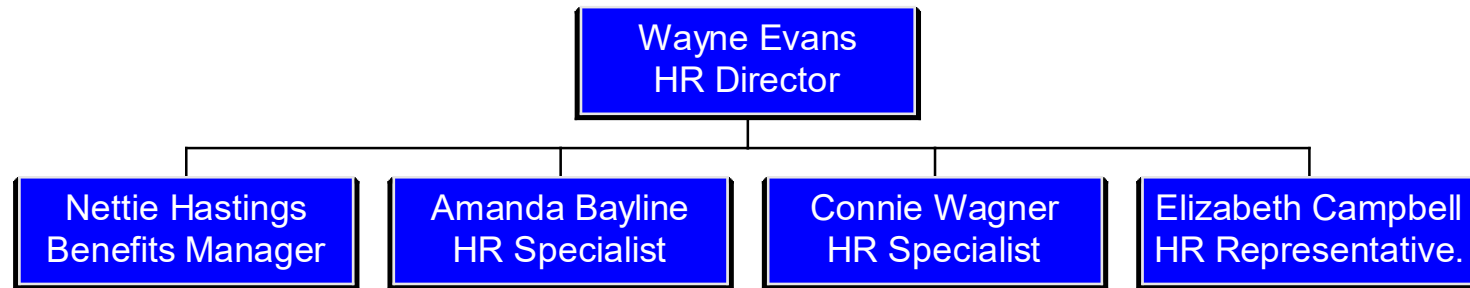
Presentation

April 8, 2019



Town of Ocean City,
Maryland

Human Resources Department



Human Resources Functions

Staffing

Advertising; Application processing & tracking; Selection; New Hire Orientation; System entry and file setup

Policy Administration

Development; performance management; Interpretation; Guidance

Employee Relations / Labor Relations

Assistance at all levels; Investigation and issue resolution; Grievance processing

FOP / IAFF negotiations and contract management

Compensation

Pay change processing; Job evaluation and classification; pay plan design; research

Human Resources Functions (cont'd)

Benefits

Insurance contract renewals; Enrollment; Claims resolution; Health Savings Accounts; COBRA; Medicare D; Retiree health administration; Pension Plan(s)/including Retirement Savings Plan(s) administration;

Training

Development / coordination / delivery / tracking

Communications

Benefits communications; policy administration

Compliance

FMLA administration; EEOC; ADA; et al; Drug & Alcohol program data collection & reporting; Unemployment claims processing; AAP; Medicare D; Affordable Care Act; Maryland Working Families Act.

Accomplishments:

- Established the processes, system updates and administrative controls needed to successfully implement the Maryland Healthy Working Families Act (sick and safe leave).
- Health insurance self funded plan design resulted in effective cost containment.
- Rolled out the Employee Self Service portal for employee payroll and HR information access.
- Coordinated the conversion of 401(a) and 457(b) defined contribution plans from ICMA-RC to Nationwide, including document preparation and employee communications.



Future HR Opportunities:

- Continued State and Federal legislative mandates such as:
 - Maryland Minimum Wage: \$15.00 / hr. by 2025.
 - Federal Fair Labor Standards Act Proposed Job Classification, Exemption and Overtime changes.
- Continuous replenishment of seasonal applicant pools / retention.
- HR department succession / retirement planning.

FY 2020 v FY 2019

HR Budget

Variances + / - \$2,000

• Salaries	\$	2,249
• Benefits		11,281
• Training / travel		(2,151)
• I.T. Services		(15,209)
• All other		<u>(210)</u>
Total Decrease FY20 v. FY19	\$	(4,040)



Town of Ocean City,
Maryland

Thank You... for your continuing support.

Questions?