

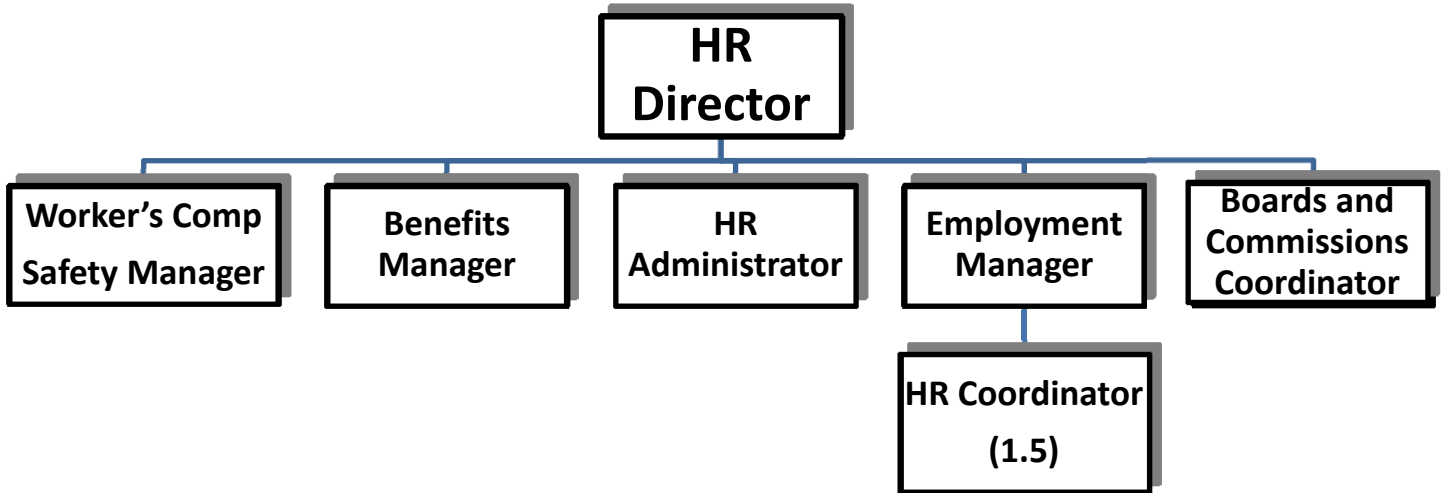
FY2014 Accomplishments - Human Resources

Outcome #1 - Workforce Compliant with Safety Policies and Equipment	Target	Result
Strategy #1. Develop policies for safety & provide personal protective equipment for DPW		
Provide physical therapist onsite to train for safe transition back to work after injury	Sep 2013	The City has hired a new Workers' Compensation Manager who has focused on helping employees return to work successfully. With the impending arrival of the new HR Director, Safety Training, Policies and Procedures will be developed and implemented in FY2015 in each of these important areas.
Percentage of injured workers trained for safe transition back to work after injury	100%	
Percentage of trained workers healthy after 1 year	100%	
Length of time between injury and return to work	25 Days	
Continue to develop monthly Safety Committee to identify new hazards and correct them.	Jul 2013	
Number of monthly Safety Committee meetings held	12	
Percentage of injuries reported vs. number of employees	6	
Strategy #2. Implement safety policies		
Establish frequent unscheduled work-site safety visits to insure use of safety equipment on job site	Nov 2013	
# of unscheduled work-site safety visits to insure use of safety equipment on job site	24	See above
Development and adoption of DPW safety handbook and policies	Jan 2014	
Outcome #2: Qualified Workforce that Reflects the Community Diversity		
Strategy #1. Develop Diversity council to review, plan and initiate diversity objectives		
Identify and attend Career day events in and around Newton to encourage minority and women applicants	Oct 2013	Postponed - waiting for new Director
Number of Career day events attended	2	0
Percentage of new hires that are minorities and women	60%	50%
Strategy #2. Maintain membership in UMass Commonwealth Compact		
Utilize Commonwealth Compact database of diverse candidate resumes	Sep 2013	Done
Outcome #3: 100% Accurate Records for Employee Benefits		
Strategy #1. Conduct audit to ensure Medicare eligible retirees have access to Medicare		
Educate employees upon retirement on Medicare process	Jul 2013	Ongoing
Percentage of employees educated on Medicare process at retirement	100%	100%
Strategy #2. Conduct active employee health and dental plan enrollment audit		
Verify terminations and retired enrollees to ensure all have correct payroll deduction	Oct 2013	Completed, 100% compliant
Percentage of terminations and retired enrollees with the proper payroll deduction	100%	100%
Strategy #3. Formalize auditing policies and implement computer software to conduct program		
Work with Payroll Staff to identify/implement payroll exceptions report	Jan 2014	Completed
Audit employee files to update personal, beneficiary and emergency contact info	Aug 2013	Started, ongoing this year
Percentage of employee life insurance files audited - beneficiary & contact info	100%	100% completed
Outcome #4: Fewer Workplace Disputes		
Strategy #1. Respect in the Workplace training		
Training in mandatory subjects as well as bullying in the workplace	Dec 2013	
Number of trainings held in mandatory subjects as well as bullying in the workplace	12	0 - The new HR Director is scheduled to begin employment with the City on Apr 22, 2014 - Many initiatives have been put on hold while the City recruited for this position.
Number of incidents reported	4	6
Strategy #2. Monthly Labor-Management meetings		
Identify concerns and develop solutions	Jul 2013	Ongoing
Number of Labor-Management meetings held	50	50
Number of workplace disputes moderated by HR	50	6
Outcome #5: Increased Internal Promotions from a Qualified Workforce		
Strategy #1. Training Opportunities		
Conduct job specific training and practice program with DPW	Sep 2013	
Number of DPW workers trained in job specific programs	100	Professional Development is one of the strengths of the new HR Director. The Administration is looking forward to making significant progress in this area.
Implement on-line supervisory training program with IT	Jan 2014	
Identify and negotiate fees for outside training programs	Nov 2013	
Institute professional development program	Oct 2013	
Number of employees promoted	20	12
Strategy #2. Implement evaluation tools		
Develop and design evaluation form for employees	Sep 2013	Implementation of Performance Evaluations is another strength of the new H.R. Director - Significant progress is expected to be made in this area in FY15.
Coordinate performance evaluations	Ongoing	
Outcome #6: A Healthier Workforce		
Strategy #1. Providing health screenings in the workplace		
Expand screenings from once per year to three times per year for City employees	Sep 2013	Will expand in FY15
Number of health screenings for City employees in a year	3	Blood Pressure Screenings and Flu Shots
Number of employees taking personal health assessment	200	0 - The Benefits Manager is working with the City's Health Administrators to identify strategies for successful implementation of a health assessment program.
Continue collaboration with Health Department on Wellness Newsletter	Sep 2013	Contributed to Health Newsletter
Expanded focus on Heart Health	Feb 2014	Will continue in FY15
Outcome #7: Effective and Efficient Internal Policies and Procedures		
Strategy #1. Review and revise policies		
Number of grievances filed	50	42 fiscal year to date
Revised and standardized policies (need to identify and list)	8	This will also be a priority for the new HR Director.

FY2015 Desired Outcomes - Human Resources

Outcome #1: Recruitment and Retention of a Qualified Workforce	Target
Strategy #1. Effective Recruitment and Staffing	
Average # of days to fill - with qualified internal candidates	45 days
Average # of days to fill - with qualified external candidates	90 days
Reach out to venues for recruitment	Sep 2014
How many new venues	4
Strategy #2. Professional Development/Succession Planning	
Hire qualified candidates by using the new Skills Testing	Jul 2014
How many departments/positions use Skills Testing	30%
Cross train staff in each department	Jan 2015
Strategy #3. Performance Evaluations	
Institute performance evaluations for department heads	Oct 2014
Train department heads on evaluations for their staff	Feb 2015
Number of evaluations done	100% dept heads/50% employees
Strategy #4. Timely appointment of all citizen members to Boards and Commissions	
Send advanced notification to all members regarding term expiration	2 months prior
Advertise all openings via web, local papers, newsletters	Ongoing
Work with department heads/staff to recruit quality members	Weekly meetings
Outcome #2: Employee Relations	
Strategy #1. Successful negotiation of all bargaining agreements	
Set up bargaining sessions with all 10 unions	Oct 2014
Continue labor management meetings	Ongoing
Strategy #2. Reduce number of grievances filed	
Reduce by how much	10%
Educate and train union members on rules and policies	Jan 2015
Create handbook	Jan 2015
Strategy #3. Continued meeting with unions	
Discuss union language and clarify any discrepancies	Nov 2014
How many annual meetings per union	6
Outcome #3: Health Benefits	
Strategy #1. Provide quality healthcare in cost effective manner	
Educating employees on where and how to get treatment	Dec 2014
Reduce ER visits for non emergencies	50%
Strategy #2. Increase wellness	
Introduce programs that maintain healthy lifestyle	Mar 2015
Bring screenings to the workplace	Mar 2015
How many screenings	3
Collaborate with health department	Dec 2014
Strategy #3. Continue audits of all benefits programs	
Audit health and dental	Quarterly
Audit Life insurance	Annually
Audit disability insurance	Monthly
Outcome #4: Workers Compensation	
Strategy #1. Continue to reduce weekly comp payroll	
Settle long term cases	Dec 2014
Light duty programs	Sep 2014
How many people can we get back light duty	50%
Strategy #2. Implement a more efficient Riskmaster system	
System up and running department wide	Nov 2014
Utilized capabilities	100%
Comprehensive risk management for tracking	100%
Strategy #3. Safety training	
Identify areas where safety education is needed	Oct 2014
Institute safety programs (how many)	4
Outcome #5 - Training	
Strategy #1. Hire outside vendors to train staff	
Research vendors and request quotes	Sep 2014
How many trainings per year	6%
Identify departments who need training	Dec 2014
Strategy #2. Implement web based training at the desktop	
Work with IT to develop training portal on intranet	Nov 2014
Communicate with departments regarding training	One month prior
Time limit to complete	2 weeks
Strategy #3. Human Resources training on internal policies and procedures	
Institute training in with new hire orientations	Sep 2014
How often policies should be reviewed	Annually
Strategy #1. Providing health screenings in the workplace	
Expand screenings from once per year to three times per year for City employees	Sep 2014
Number of health screenings for City employees in a year	3
Number of employees taking personal health assessment	200
Continue collaboration with Health Department on Wellness Newsletter	Ongoing
Expanded focus on Heart Health	Nov 2014
Outcome #7: Effective and Efficient Internal Policies and Procedures	
Strategy #1. Review and revise policies	
Number of grievances filed	<40
Revised and standardized policies (need to identify and list)	8

HUMAN RESOURCES



FUND: 01 - GENERAL FUND
DEPARTMENT: 109 - HUMAN RESOURCES

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2012	ACTUAL 2013	AMENDED 2014	YTD 4/22/2014	RECOMMENDED 2015	CHANGE 2014 to 2015
DEPARTMENT SUMMARY						
51 - PERSONAL SERVICES	535,501	453,229	537,636	265,628	520,233	-17,403
52 - EXPENSES	73,941	170,473	181,972	96,970	165,972	-16,000
58 - DEBT AND CAPITAL	0	1,358	0	0	0	0
57 - FRINGE BENEFITS	262,371	136,230	222,649	148,562	209,676	-12,973
TOTAL DEPARTMENT	871,813	761,289	942,257	511,160	895,881	-46,376
HUMAN RESOURCES						
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FUND: 01 - GENERAL FUND
DEPARTMENT: 109 - HUMAN RESOURCES

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2012	ACTUAL FY2013	AMENDED 2014	YTD 4/22/2014	RECOMMENDED 2015	CHANGE 2014 to 2015
109 - HUMAN RESOURCES						
0110901 - HUMAN RESOURCES						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	509,738	423,060	523,986	256,085	493,653	-30,332
511101 PART TIME < 20 HRS/WK	4,960	16,024	12,000	9,543	26,580	14,580
514001 LONGEVITY	3,206	1,650	1,650	0	0	-1,650
515003 SPECIAL LEAVE BUY BAC	6,000	0	0	0	0	0
515005 BONUSES	5,250	0	0	0	0	0
515006 VACATION BUY BACK	6,346	12,494	0	0	0	0
TOTAL PERSONAL SERVICES	535,501	453,229	537,636	265,628	520,233	-17,403
EXPENSES						
52401 OFFICE EQUIPMENT R-M	500	100	500	250	500	0
52408 DEPARTMENTAL EQUIP R-	350	350	1,400	0	1,400	0
52410 SOFTWARE MAINTENANC	0	0	1,563	1,563	0	-1,563
5274 RENTAL - EQUIPMENT	2,117	3,317	3,392	3,392	3,392	0
530226 FOOD SERVICES	10,400	11,850	15,000	10,640	15,000	0
530227 FLEX SPENDING PLAN AD	0	23,156	30,038	20,736	25,000	-5,038
530228 ARBITRATION SERVICES	0	28,394	14,470	14,042	0	-14,470
530229 INVESTIGATION SERVICE	0	37,200	9,922	9,922	15,000	5,078
530230 FIT FOR DUTY SERVICES	0	15,225	15,225	9,131	15,000	-225
5319 TRAINING EXPENSES	15,550	11,731	43,782	2,900	45,000	1,218
5321 TUITION ASSISTANCE	9,637	9,136	12,000	6,063	11,000	-1,000
53401 TELEPHONE	854	833	960	407	960	0
5341 POSTAGE	3,060	1,923	2,500	898	2,500	0
5342 PRINTING	497	453	1,200	389	1,200	0
5343 ADVERTISING/PUBLICATIO	7,815	6,588	5,000	4,614	10,000	5,000
5371 MEDICAL SERVICES	2,928	155	500	0	500	0
5420 OFFICE SUPPLIES	867	1,704	2,365	1,269	2,400	35
5461 RECREATION SUPPLIES	265	533	500	0	500	0
5499 MEDICAL VACCINES	14,831	13,624	20,000	9,544	15,000	-5,000
5585 COMPUTER SUPPLIES	1,904	0	0	0	0	0
5593 AWARDS & TROPHIES	0	50	0	0	0	0
5710 VEHICLE USE REIMBURSE	100	77	35	35	0	-35
5712 REFRESHMENTS/MEALS	1,647	3,455	1,000	900	1,000	0
5730 DUES & SUBSCRIPTIONS	620	620	620	275	620	0
TOTAL EXPENSES	73,941	170,473	181,972	96,970	165,972	-16,000
FRINGE BENEFITS						
5702 UNEMPLOYMENT BENEFIT	196,208	84,267	150,000	106,612	120,000	-30,000
57DENTAL DENTAL INSURANCE	1,452	1,172	1,005	1,008	1,818	813
57HLTH HEALTH INSURANCE	58,484	43,052	59,895	34,865	69,687	9,792
57LIFE BASIC LIFE INSURANCE	184	113	114	71	114	0
57MEDA MEDICARE PAYROLL TAX	6,043	6,211	8,204	3,590	7,555	-649
57OPEB OPEB CONTRIBUTION	0	1,414	3,432	2,417	10,503	7,072
TOTAL FRINGE BENEFITS	262,371	136,230	222,649	148,562	209,676	-12,973
DEBT AND CAPITAL						
58514 OFFICE EQUIPMENT	0	1,358	0	0	0	0

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL FY2012	ACTUAL FY2013	AMENDED 2014	YTD 4/22/2014	RECOMMENDED 2015	CHANGE 2014 to 2015
TOTAL DEBT AND CAPITAL	0	1,358	0	0	0	0
TOTAL HUMAN RESOURCES	871,813	761,289	942,257	511,160	895,881	-46,376
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FUND: 01 - GENERAL FUND
DEPARTMENT: 109 - HUMAN RESOURCES

**CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	2014			2015		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	BENEFIT/EMP FACILITATOR	H06	1.0	57,065	H06	1.00	58,777
	BENEFITS MANAGER	H08	1.0	69,683	H08	1.00	71,768
	BOARDS/COMMISSIONS COOR	H06	1.0	62,340	H06	1.00	64,202
	DIRECTOR OF HR	H14	1.0	110,614	H14	1.00	110,614
	EMPLOYMENT MANAGER	H08	1.0	69,683	H08	1.00	71,768
	HR COORDINATOR	H03	1.0	43,453	H03	1.00	44,757
	WORKERS COMP/SAFETY COO	H08	1.0	69,683	H08	1.00	71,768
	Account Totals:		7.0	482,521		7.00	493,653
511101	PART TIME		0.2	12,000		0.40	26,580
	Account Totals:		0.2	12,000		0.40	26,580
	Report Totals:		7.2	494,521		7.40	520,233