

Lane County - Service Option Sheet - FY 20-21 Adopted

SOS C17: **Workforce Wellness Solutions**
Dept: Human Resources
Contact: Alana Holmes 541-682-3689

Service Category: General Government

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Employee Benefits and Wellness designs, manages and delivers sustainable benefits, wellness and safety programs. Employee benefits include medical, dental, life insurance, 401(a) and 457 deferred compensation plans, the Public Employees Retirement System (PERS), flexible spending, leaves and disability, and employee assistance program, which are determined by union contract and the Board of County Commissioners. Safety programs include inspections, ergonomic assessments, and committees. Benefits are provided to Lane County employees and family members, as well as eligible retired employees. State and Federal rules govern the various types of leave programs that must be managed through the employee benefits team. In addition to benefit and leave management, the program focuses on employee wellness and works with other county departments on safety issues and management. The County wellness program which includes incentives, a near-site clinic and health risk assessments is also managed by this division.

Human Resources Information Management (HRIM) includes the maintenance of classification, compensation, onboarding, offboarding, personnel actions, employee reviews, data management, and reporting. HRIM provides technical service to all internal clients, and reception service for the community. Partners with Finance and Technology Services on data governance and analytics and PeopleSoft upgrades. Partners with Budget on position control.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Adopted Budget Total	\$1,184,282	\$1,127,208	(\$57,074)	9.50

Employee Benefits and Wellness manages the County-wide benefits funds of \$55 million and programs, including self-insured medical, dental, vision and retiree medical. Ensures compliance with Health Care Reform and responsible for its implementation effectively and timely, as per the final employer shared responsibility regulations for applicable large employers that were issued in 2014. Administers Short and Long Term Disability, Family Medical Leave Act and Oregon Family Leave Act, 401(a) and 457 deferred compensation plans. Oversees contracting and request for proposal processes for all healthcare and related benefit providers. Ensures compliance with COBRA. Provides technical and customer support to County-wide benefits program and monitors eligibility and enrollment. Accommodates employee and retiree meetings throughout the year and provides requested information. Processes leave and disability claims in a timely fashion. Prepare for upcoming new Oregon Paid Family Medical Leave. Administers employee Wellness Program and works with multiple third party providers to assist employees with customer service needs. Manages safety programs and participates on County safety committees.

Works to promote a safe and healthy work environment through the use of the Live Well Center and other wellness incentives/initiatives. Partners with budget and finance staff to monitor the Employee Benefits Fund, the Retiree Benefit Trust Fund and the Self Insurance sub-fund. Coordinates actuarial and valuation studies.

HRIM provides executive level reporting for departments on employment statistics. Processes all personnel actions (hiring, termination, and changes within the Human Resources Information System, including classification and compensation structures). Conducts business analysis on Human Resources initiatives, processes and projects.

State/Federal Mandate

IRS, Section 4980H, 26 CFR Parts 1, 54 and 301; REG-125398-12, 78 FR 25909, Minimum Value of Eligible Employer-Sponsored Plans; REG-136630-12, 78 FR 54996, Reporting on Health Coverage by Employers; REG-140038-10, 76 FR 52475, Summary of Benefits and Coverage ORS 654 (Oregon Safe Employment Act); Self-Insured Plan PCOR 26 CFR Parts 40, 46, and 602; Fed Occ & Safety Act; ORS 659A.040-659A.052 (Civil Rights, Unlawful Empl practices for injured workers). Current staffing barely meets minimum requirements to avoid penalties and protect County employees and assets. CMS Notices and Reporting; OAR 436 Work Consolidated Omnibus Budget Reconciliation Act (COBRA); Family & Medical Leave Act (FMLA); Americans w/Disabilities Act (ADA); Uniformed Serv Empl & Reemployment Rights Act (USERRA); ORS 238&238a-(PERS);OAR 839.009-(OFLA) ORS 659A.150-659A.186; GINA 29 CFR, Part 1635; IRS Code-Deferred Comp 401(a) and 457; current bargaining agreements. IRS, Section 125 Flex Spending Account. 41 CFR 60-3; Title VII Section2000-e; ADA 12112; ADEA 623; FCRA 604; OAR Div20; ORS652, 653; 29; CFR 541; EPA 206; ORS192.001; ORS 652.750; OAR166-150-0160; 29 CFR Chapter 5; OAR 839-020-0080; ORS 243.303; ORS653.050; 29CFR 1602.14; INA Title1, Part A, Section101; 29 CFR Chapter XIV,1602.29,1602.31; SB583; ORS653.050,65310,653.31. These are "shall" mandates.

Leverage Details

The General Fund portion of this program leverages the following:

_____ \$0	back to the Discretionary General Fund
_____ \$0	into other non Discretionary County Funds
_____ \$0	directly to community members (child support payments)