

Oneida Business Committee Meeting Agenda Request Form

Deadlines

Instructions

1. Meeting Date Requested: 02 / 12 / 14

2. Nature of request

Session: Open Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list below:

Agenda Header (choose one): New Business/Request

Agenda item title (see instructions):

Human Resource Department Quarterly Report 1st Quarter FY'14

Action requested (choose one)

Information only

Action - please describe:

FYI

3. Justification

Why BC action is required (see instructions):

FYI

4. Supporting Materials

Instructions

Memo of explanation with required information (see instructions)

Report Resolution Contract (check the box below if signature required)

Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1.

3.

2.

4.

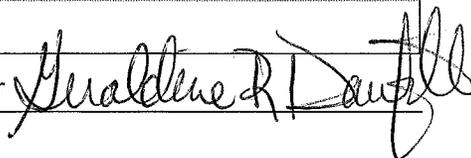
Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one): Ed Delgado, Tribal Chairman

Requestor (if different from above): Geraldine Danforth, HR Area Manager

Name, Title / Dept. or Tribal Member



Additional signature (as needed): _____

Name, Title / Dept.

Additional signature (as needed): _____

Name, Title / Dept.

Save and e:mail

HUMAN RESOURCES DEPARTMENT
 Quarterly Report Oct – Dec FY2014
 Geraldine R. Danforth, HR Area Manager

DEPARTMENTAL UPDATES

Administration

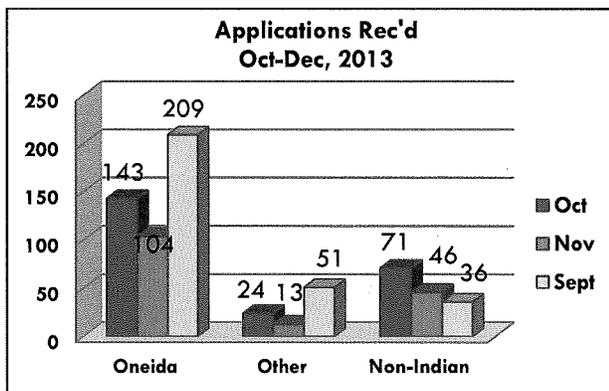
- **Strategic plan**

- Submit a three-year Divisional strategic plan including Goals, Objectives, Activities, and Performance Measures.
 - i. Develop continuous improvement processes for efficiencies and to maximize resources, benchmarking best practices.
 - ii. Become a learning organization promoting best practices.
 - iii. Create and maintain a Workforce Development Program.

- **Financial – Thru December, 2013**

	<u>Budget</u>	<u>Exp YTD</u>	<u>Balance</u>
HRD	\$2,311,576	\$525,654	\$ 1,785,922
EAP	\$ 192,068	\$ 22,717	\$ 169,351
Workforce Dev	\$266,237	\$ 5,166	\$ 261,071

- **Communication** - Human Resources provides communication to the organization through the monthly HR Communicator. Other communication for urgent or time sensitive matters is sent out on Tribal e-mail.
- Administration consists of Geraldine Danforth-HR Area Manager, Maureen Metoxen-Executive Assistant, Shirley Hall-Administrative Assistant, Olivia Danforth-Administrative Assistant/Skenandoah Reception and Yasiman Metoxen-Administrative Assistant/Skenandoah Reception
- **Human Resource Management/ Staff Updates:**
 - Total Employees – 34 Human Resources Employees
 - Employee Assistance Program – 2 positions
 - Employees on leave - None
 - New Hires: None



Reception Staff at Skenandoah Complex Left to Right: Yasiman Metoxen and Olivia Danforth



Human Resources Information Systems (HRIS)/Records Oct – Dec, 2013

The team consists of Melinda K. Danforth-HRIS Manager, Terry Skenandore-HRIS Specialist, Vicki Cornelius-Records Technician and Evander Delgado-Records Technician.

This team ensures the HRIS Systems and applications, such as Supervisor Inquiry, Self-Service, Internal Reference Directory and Workforce Detail support the needs of the Human Resources Department. Enter all personnel data into the HR/Payroll System, provide personnel data reports to management, complete verification of employment requests and oversee the Human Resources personnel files.

Functions	Oct	Nov	Dec	Total
HR/Payroll Entry Transactions	383	360	*3098	3841
Annual Evaluation Data Entry	45	0	0	45
Employee Self-Service Entry	49	29	33	111
Employment Verifications	265	189	235	689

*December entries include the .44 cent salary change transactions

High Performing Workforce: A team was put together as a result of the Skatnikulat Score Card initiative. The lead for the project team is Melinda K. Danforth.

- The commentary of this objective: Oneida strives to have an inviting environment that attracts, retains, promotes and recognizes talented employees by providing clearly defined authorities and responsibility.
 - i. The team is finalizing the Workforce Index measure definitions.
 - ii. The team is working on the next employee survey distribution dates.

Compensation Department Oct – Dec, 2013

The Compensation team consists of Marianne Close, Compensation and Employment Director, Josh Cottrell-HR Generalist, Katrina Mungo-Compensation Specialist, and Candace House-HR Assistant. This team develops and updates job descriptions to include wage/salary analysis, grading, determining exempt/non-exempt, posting of the position, advertising of open positions, assisting with re-organization as well maintain the workforce level section within Infinium according to positions approved through the Tribal Budget.

Breakdown of Employees Over the Max of Their Pay Grade				
	October 2009	October 2011	August 2012	January 2014
Total Employees	2741	2611	2673	2713
EE's Over Max	320	459	523	590
% of EE's Over Max	11.67%	17.58%	19.57%	21.75%
Breakdown of the Over Max Employees				
Total Employees	320	459	523	590
Exempt EE's	21 (6.56%)	30 (6.54%)	27 (5.16%)	29 (4.92%)
Non-Exempt EE's	299 (93.44%)	429 (93.46%)	496 (94.84%)	561 (95.08%)
Note: The numbers only reflect Exempt and Non-Exempt employees. It does NOT include Co-				

Teachers, Teachers, or those employees on the Professional Wage Chart (Physicians).

Note: The 2009 and 2011 data does NOT include Dealers.

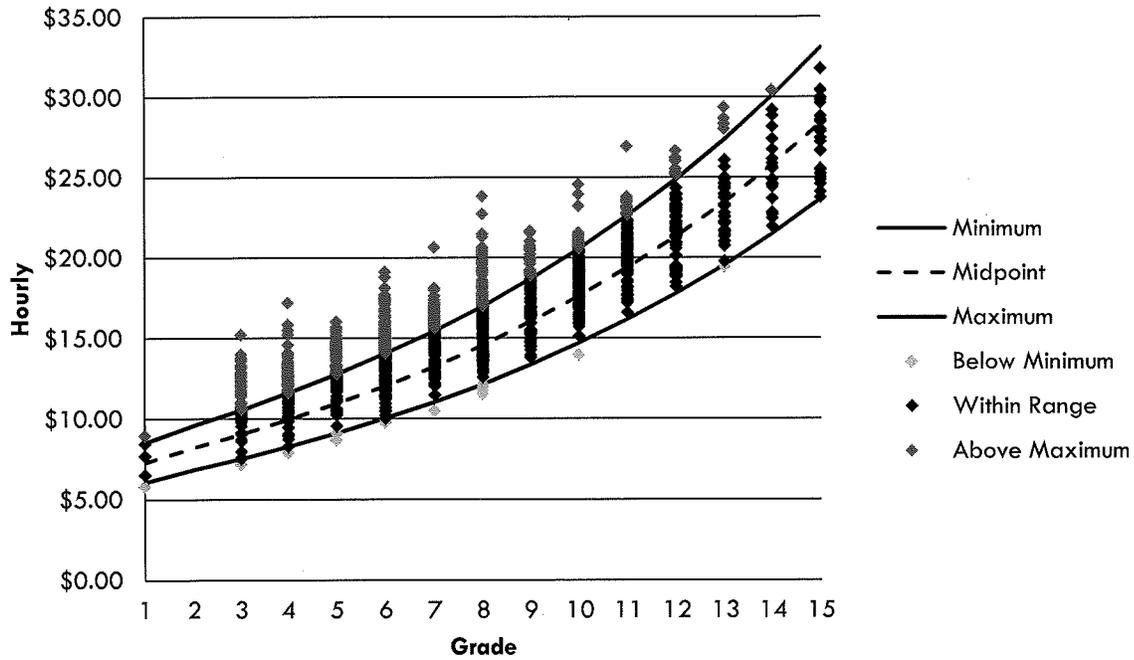
Key Findings

- In October 2009 there were 320 employees over max. In January 2014 there were 590 employees over max. This is an increase of 270 employees or approximately an 84% increase.
 - The majority of the increase occurred from Non-Exempt Employees.
 - During this time there were two across the board increases. A .75 cent increase on 10/1/11 and a .44 cent increase on 10/1/13.
- The increase of employees over max from 2009 to 2011 can be attributed to the .75 cent across the board increase.
 - Approximately 139 (or 43%) additional employees became over max.
- The increase of employees over max from 2011 to 2012 can be attributed to the Table Games Dealer being re-graded. Table Games Dealers went from NE00 to NE01.
 - Approximately 64 (or 14%) additional employees became over max.
- The increase of employees over max from 2012 to 2014 can be attributed to the .44 cent across the board increase.
 - Approximately 67 (or 13%) additional employees became over max.
- The majority of employees that are Over Max are Non-Exempt.
 - Non-Exempt on average (2009-2014) accounts for 94.21% of the employees Over Max.

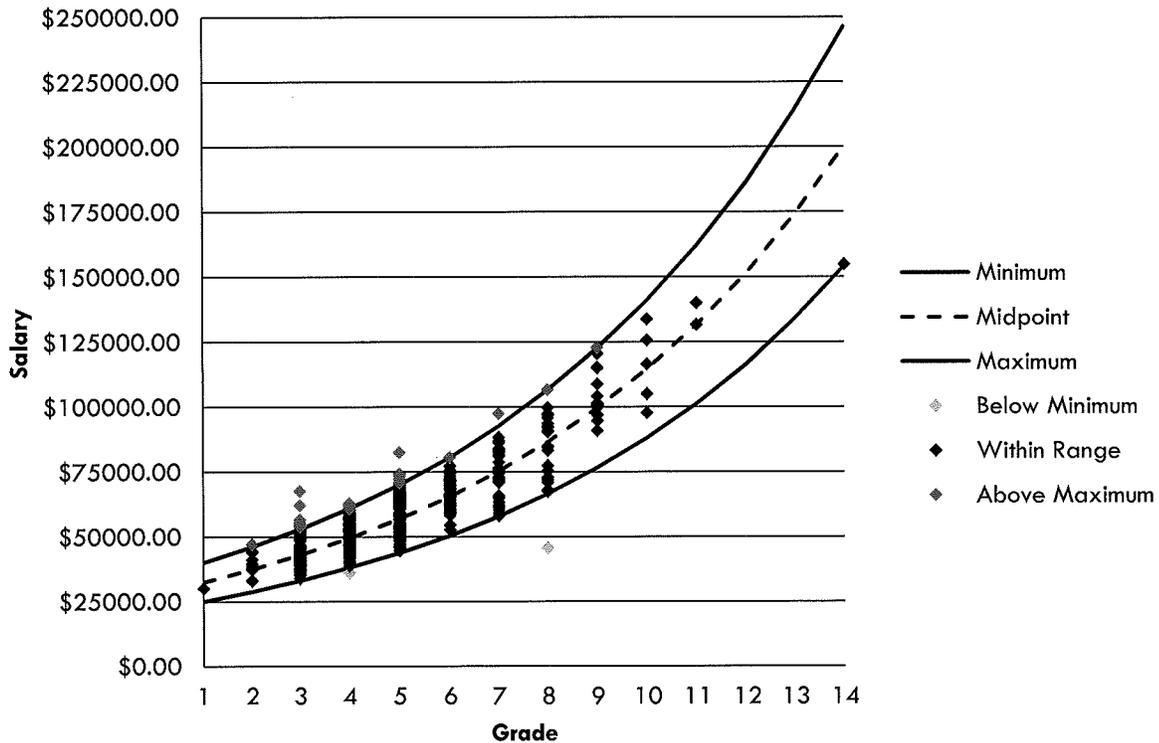
General Comments

- The current Compensation Philosophy of the Tribe is to pay at market. The pay grade Midpoint (median or 50th percentile) is reflective of the market pay rate.
- There are a number of factors that attribute to employees being over max such as: implementation of new wage charts (Valliant Compensation Project), re-grades, and across the board increases.
- When an employee is hired or transferred their wage falls within their position's respective pay grade range.
- There has been some recent discussion at both the Federal and State level regarding raising the minimum wage. HRD is keeping abreast of any developments and is working on proposals to address a raise in the minimum wage.

Oneida Overall NonExempt Highway January 2014



Oneida Overall Exempt Highway January 2014



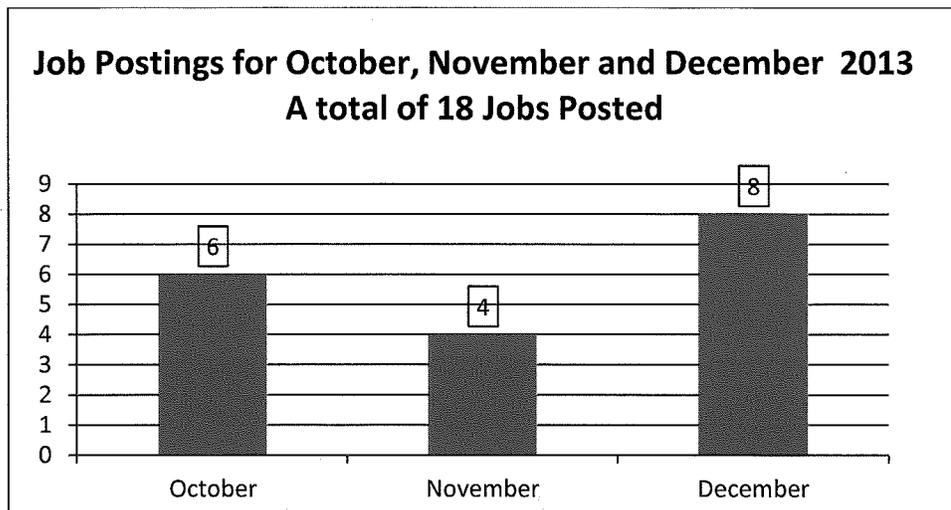
Oneida Nation Wage Charts

NON EXEMPT WAGE CHART															
Grade	NE1	NE2	NE3	NE4	NE5	NE6	NE7	NE8	NE9	NE10	NE11	NE12	NE13	NE14	NE15
Maximum	\$17,672	\$19,937	\$21,931	\$24,124	\$26,536	\$29,190	\$32,109	\$35,320	\$38,852	\$42,737	\$47,011	\$51,712	\$56,883	\$62,571	\$68,829
Midpoint	\$15,147	\$17,089	\$18,798	\$20,678	\$22,745	\$25,020	\$27,522	\$30,274	\$33,302	\$36,632	\$40,295	\$44,324	\$48,757	\$53,633	\$58,996
Minimum	\$12,623	\$14,241	\$15,665	\$17,231	\$18,955	\$20,850	\$22,935	\$25,229	\$27,751	\$30,526	\$33,579	\$36,937	\$40,631	\$44,694	\$49,163
Grade	NE1	NE2	NE3	NE4	NE5	NE6	NE7	NE8	NE9	NE10	NE11	NE12	NE13	NE14	NE15
Maximum	\$8.50	\$9.59	\$10.54	\$11.60	\$12.76	\$14.03	\$15.44	\$16.98	\$18.68	\$20.55	\$22.60	\$24.86	\$27.35	\$30.08	\$33.09
Midpoint	\$7.28	\$8.22	\$9.04	\$9.94	\$10.94	\$12.03	\$13.23	\$14.55	\$16.01	\$17.61	\$19.37	\$21.31	\$23.44	\$25.78	\$28.36
Minimum	\$6.07	\$6.85	\$7.53	\$8.28	\$9.11	\$10.02	\$11.03	\$12.13	\$13.34	\$14.68	\$16.14	\$17.76	\$19.53	\$21.49	\$23.64

EXEMPT WAGE CHART														
Grade	E1	E2	E3	E4	E5	E6	E7	E8	E9	E10	E11	E12	E13	E14
Maximum	\$40,043	\$46,050	\$52,957	\$60,901	\$70,036	\$80,541	\$92,622	\$106,515	\$122,493	\$140,867	\$161,997	\$186,296	\$214,240	\$246,377
Midpoint	\$32,535	\$37,415	\$43,028	\$49,482	\$56,904	\$65,440	\$75,255	\$86,544	\$99,525	\$114,454	\$131,622	\$151,366	\$174,070	\$200,181
Minimum	\$25,027	\$28,781	\$33,098	\$38,063	\$43,772	\$50,338	\$57,889	\$66,572	\$76,558	\$88,042	\$101,248	\$116,435	\$133,900	\$153,985
Grade	E1	E2	E3	E4	E5	E6	E7	E8	E9	E10	E11	E12	E13	E14
Maximum	\$19.25	\$22.14	\$25.46	\$29.28	\$33.67	\$38.72	\$44.53	\$51.21	\$58.89	\$67.72	\$77.88	\$89.57	\$103.00	\$118.45
Midpoint	\$15.64	\$17.99	\$20.69	\$23.79	\$27.36	\$31.46	\$36.18	\$41.61	\$47.85	\$55.03	\$63.28	\$72.77	\$83.69	\$96.24
Minimum	\$12.03	\$13.84	\$15.91	\$18.30	\$21.04	\$24.20	\$27.83	\$32.01	\$36.81	\$42.33	\$48.68	\$55.98	\$64.38	\$74.03

PROFESSIONAL WAGE CHART						
Grade	P1	P2	P3	P4	P5	P6
Maximum	\$164,320	\$188,968	\$217,313	\$249,910	\$287,397	\$330,506
Midpoint	\$133,510	\$153,537	\$176,567	\$203,052	\$233,510	\$268,536
Minimum	\$102,700	\$118,105	\$135,821	\$156,194	\$179,623	\$206,566
Grade	P1	P2	P3	P4	P5	P6
Maximum	\$79.00	\$90.85	\$104.48	\$120.15	\$138.17	\$158.90
Midpoint	\$64.19	\$73.82	\$84.89	\$97.62	\$112.26	\$129.10
Minimum	\$49.38	\$56.78	\$65.30	\$75.09	\$86.36	\$99.31

Wage Charts		
	Non Exempt	Exempt
% Between Midpoints	10%	15%
Total % Spread (Min to Max)	40%	60%
		Professional
		15%
		60%



During the first quarter of FY2014, we were in cost containment due to the sequestration of the Federal government with very little posting and filling of positions without the Oneida Business Committee approval per BC Resolution 10-09-13-D. This is a decrease of 68.42% from the same time period in FY13 (Oct, Nov and December 2012).

The Compensation staff worked with affected Tribal Management to develop the Tribal Wide Premium Pay Work Standard for FY2014 which was approved by the Oneida Business Committee on December 11, 2013. Changes to previous year's premium pay practices include:

- 1) Christmas Eve into Christmas Day Premium Pay was eliminated,
- 2) Premium Pay changed from \$8/hour in FY2013 to \$3/hour for FY2014,
- 3) Non-exempt employees will receive the premium pay during non-holiday hours.

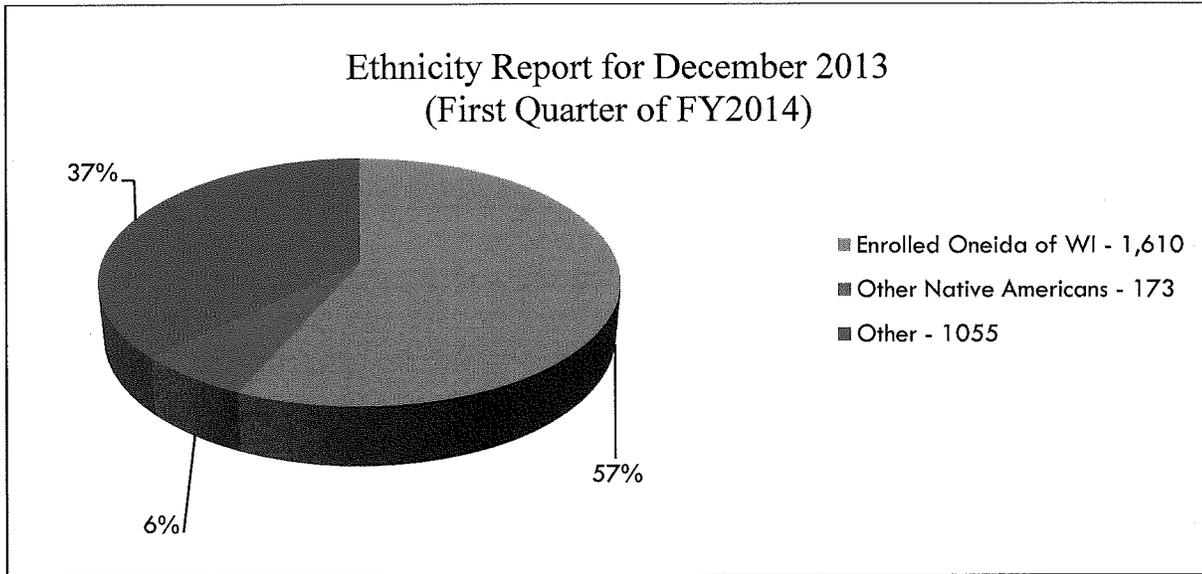
A Premium Pay announcement reflecting these changes was sent to all Tribal employees through the Tribal Communications Department.

The Compensation Team will meet annually in November with the affected departments management to review and update this work standard with the overall goal of eliminating premium pay, unless it is determined industry standards would support this premium pay.

The Compensation Team also worked on the HR Review Process Work Standard which was approved by the Oneida Business Committee on December 11, 2013. HR Compensation and Hiring staff contacted division and non-division directors to request their interpretation of what health, safety and regulatory meant to their areas and the response varied. This is understandable as the Oneida Tribe has a very diverse employment base ranging from Retail, Gaming, Comprehensive Health, Social Services, a School, Police Department as well as government with an internal support structure. HR added direct and indirect service to department customers as the first criteria and then reviewing the impact on the health, safety or regulatory justification prior to placing on the BC agenda for review and approval.

Ethnicity Report

57% enrolled Oneida Tribal members remained consistent with the previous HR Quarterly Report for the last quarter of FY2013.



Hiring Report Oct – Dec, 2013

The Employment (Hiring) Team consists of Marianne J. Close, Compensation and Employment Director, Lisa Hock, Employment Supervisor, Wanita Decorah, Jenny Garcia, and Marilyn Jourdan, Employment Specialists for Programs and other Enterprises. Katrina Snyder and Peril Huff work with the Comprehensive Health Division. The Gaming Team is Wendy Alvarez, Personnel Services Manager, Dana Thyssen and Amanda Lathrop, HR Generalist, Rosa Laster, HR Assistant and Maria John, ET HR Assistant.

Responsibilities include coordinating screenings and interviews as well as skills testing for the applicants, verifying enrollment, completing driver's checks as well as annual driver's license checks, and pre-employments. The main responsibility is to guide the supervisor, as well as the applicant, through the hiring processes, which may include job reassignments, title reassignments, hiring for pool positions, etc.

The Oneida Tribe has reduced the number of employees by 37 in the past since the last HR Quarterly Report. In September 2013, there were 2,875 employees and in December 2013 there are 2,838 employees.

Classification of Employees

The Oneida Tribe has various classifications of employees working in the departments throughout the organization. There are a total of 2,830 employees working for the Oneida Tribe as of November 30, 2013.

From these 2,830 employees, there are 2,590 **full time** employees working 30+ hours a week in the following classification. These employees are eligible for benefits such as medical, dental, vision, short/long term disability and accrual of vacation and personal time. Please note employees must work 30+ hours a week to be eligible for all.

FULL-TIME REGULAR STATUS EMPLOYEES	Number
Elected	16
Political Appointments	9
Contracted	121
Limited Term	16
Modified Duty	6
Probationary	35
Regular	2351
Regular with Additional Duties Comp	8
Regular with Interim Job Assignment	5
Student Interns (temporary)	2
Emergency Temporary	9
TOTAL	2,598

There are **eleven (11) temporary statuses**, full-time employees working 30+ hours a week. There are six (6) classifications of temporary employees which include, emergency/temporary, limited term, youth workers, student interns, seasonal and substitute/relief. Temporary employees are not eligible for benefits such as medical, dental, vision, short/long term disability or accrual of vacation or personal time with the exception of the limited term classification which is eligible for the majority of benefits except job reassignments, transfers and promotions.

There are **78 half-time status** employees working 20 to 29.99 hours a week. These employees are not eligible for benefits such as medical, dental, vision, short/long term disability, but are eligible for vacation and personal hours accrual based on hours worked.

HALF TIME STATUS EMPLOYEES	Number
Political Appointments	2
Limited Term	2
Probationary	7
Regular	66
Student Interns	1
Leave of Absence	48
TOTAL	126

There are **48 employees on a leave of absence**. When employees are on a leave of absence the department pays the full-cost to maintain their insurances such as medical, dental, vision. If the employee has short/long term disability coverage, the employee is eligible for 60% of their current wage or salary effective the 15th day after their leave begins.

There are **eight (8) employees on lay-off status**. These employees have the opportunity to apply for posted positions as a transfer or request a job reassignment within 26 weeks from their lay-off date to maintain their years of service with the Oneida Tribe.

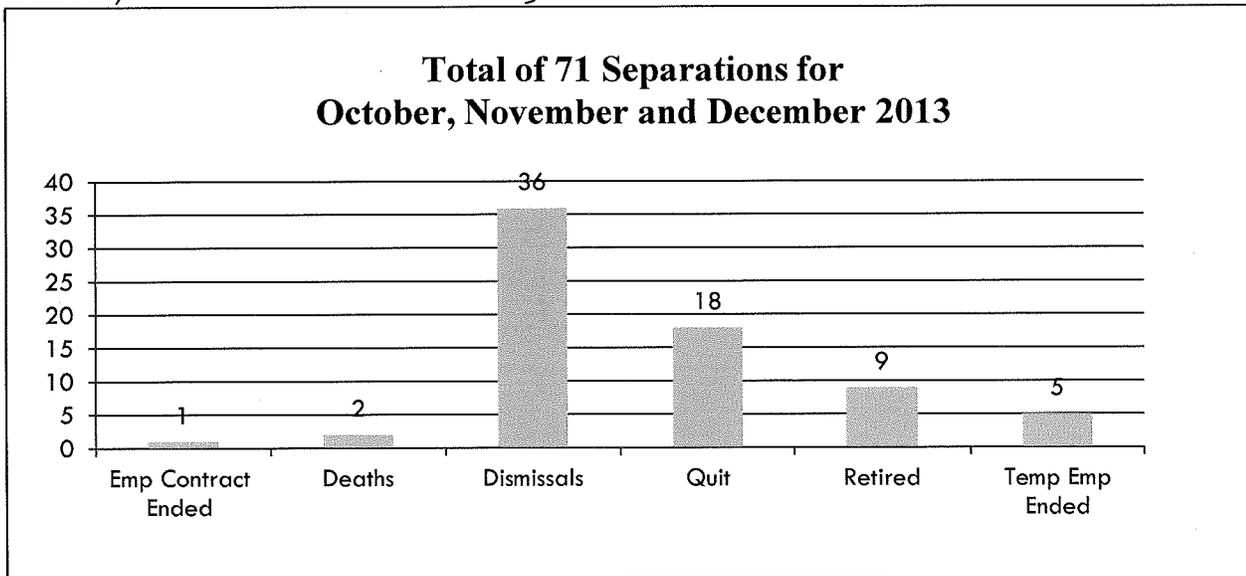
LAY OFF	Number
Regular	8
TOTAL	8

There are **38 part-time status employees** working 19.99 hours a week or less. This classification of employees are not eligible for benefits such as medical, dental, vision, short/long term disability, but are eligible for vacation and personal hours accrual based on hours worked.

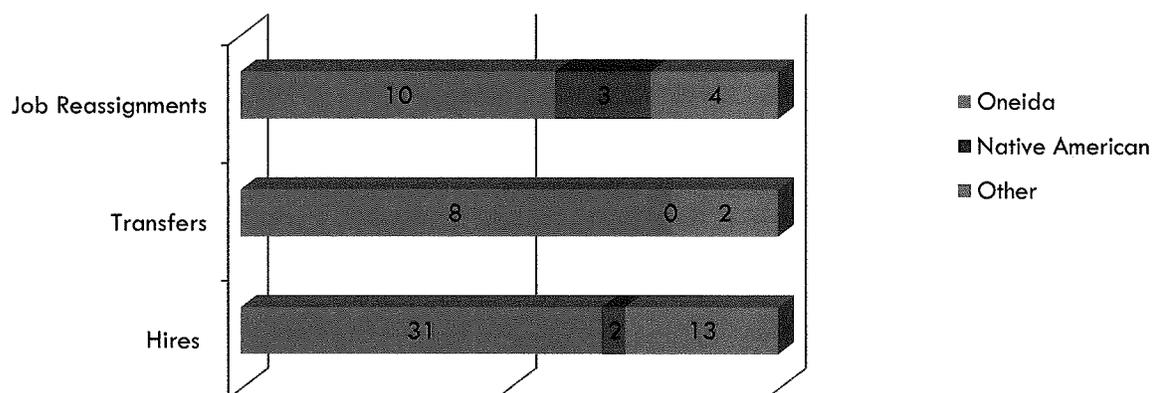
PART-TIME STATUS EMPLOYEES	NUMBER
Political Appointment	1
Contracted	1
Probationary	8
Modified Duty	2
Regular	26
Student Interns	1
Sub-Relief Employees	67
TOTAL	106

There are 67 sub-relief status employees filling in for employees on vacation or personal days in areas such as teachers at Oneida Nation Schools, pharmacists, dental assistants and nurses in the Comprehensive Health Division and teachers in the Head Start Program.

There was a total of 71 Employees who separated during the first quarter of FY2013 - October, November and December 2013.



Hires Report October - December 2013



67% of all positions filled were with enrolled Oneida Tribal Members.

Workforce Development Oct – Dec, 2013

The Workforce Development Team consists of Marianne J. Close, Compensation and Employment Director, Victrietta Hensley, Workforce Development Supervisor and Teresa Schuman, Workforce Development Specialist.

Workforce Development received the Administration for Native Americans (ANA) Sustainable Employment and Economic Development Strategies (SEEDS) for 1.3 million dollars for the next 5 years. We held an Informational Session on the opportunities we will be offering starting January 2014.

We will be working on the Tribal Student Intern program. A committee will be formed and letters will be sent to students and supervisors in January. Approximately 30 students will participate in the program.

The collaboration with the College of the Menominee Nation has been very successful. Since June we have signed up over 150 students for Home Health Aide, Math, Word, Strategies for Success, and Language classes.

We are recruiting for students for the Sustainable Residential Building program and the Office Technology program. Students will receive a certificate of diploma for successful completion of these programs.

We are collaborating with Ovations Food Services to hire 140 Full time and Part-time employees on January 14th. This recruitment is for enrolled Tribal members ONLY and is from 9 am-3 pm and 4pm-7pm at the Radisson. The second day of this recruitment event will be on January 15th where applications will be open to the general public. .

We are also collaborating with JTPA and Bay Valley Foods for a job fair to hire 400-450 employees. Time and place has yet to be determined.

We are also collaborating with the Workforce Development in Green Bay on providing Work Certified classes which will start in February for 3 ½ weeks. Our target number is to recruit a minimum of 15 applicants. We will be offering stipends for incurred expenses.

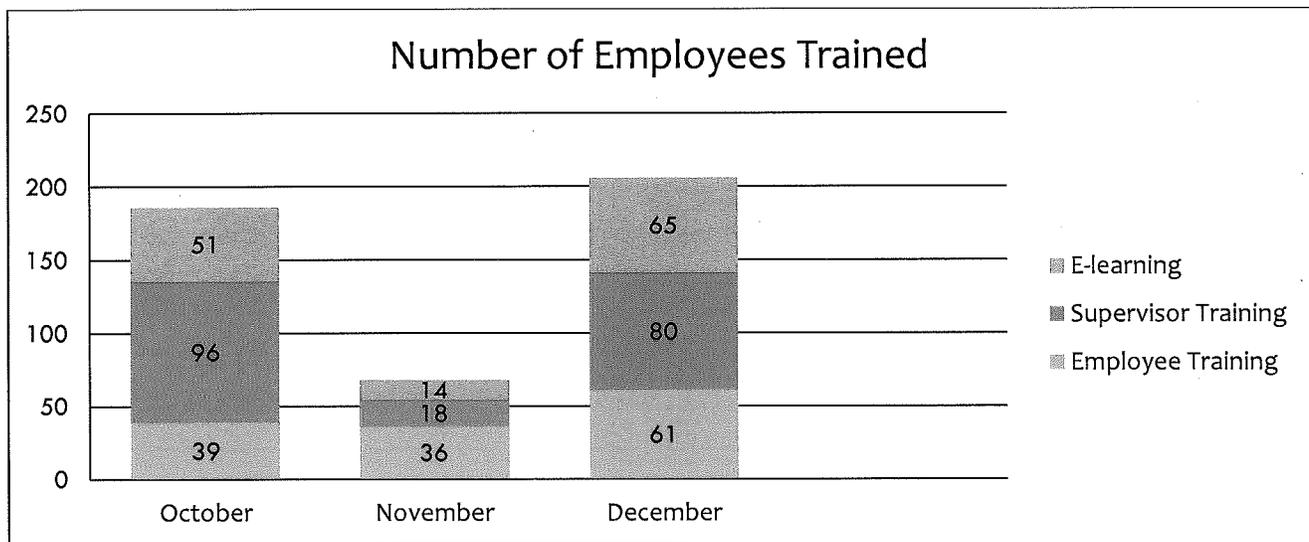
Listed below is the services offered to applicants in the past quarter.

	13-Oct	13-Nov	13-Dec
Client Served	12	12	9
Job offers			
ET's			1
Full time			0
Decline	0	0	0
Outside Employment	0	2	1
	13-Oct	13-Nov	13-Dec
Other tribe	0	0	0
Mock Interviews		4	
Outstanding Applicant	0	8	0
Soft skills presentations	7	16	15
Student Interns	0	17	0
Home Health Aide	0	0	7
Micro Word Application	0	0	0
Math Business Application	0	0	16
Oneida Language	0	0	0
Medical Terminology	0	0	0
Professional Profile	10	0	7
Collaboration with CEC	3	2	3
Collaboration with NWTC	1	0	1
Student Intern Committee	0	0	1
WFD Green Bay	4	4	4
Job Fairs	1	0	0
United Methodist Church Grant- \$25,000	0	0	0
SEEDS Grant - \$300,000	1	1	1
Total	39	66	66
Proposed Classes for NWTC			
May- Health field			
January classes			
CMN- Office Tech			1

Sustainable Res Bldg			3
Softskills Presentation			
Planning SI program			
Job Fairs- January			
Ovations (140)			
Bay Valley Foods (400-450)			
Thornberry Creek			
February classes			
Math Business Application			17
Professional Profile			12
Work Certified classes scheduled for February			4

We will continue to provide training opportunities to our Tribal members to gain the training and skills needed to become successful in the workforce.

Training and Development Report Oct – Dec, 2013



Employee Training	Supervisor Training	E-Learning (offered continuously)
<ol style="list-style-type: none"> 1. New employee orientation 2. Writing SOP's and Work Standards & SOP Working Session 3. Meeting Facilitation 4. The FISH! Philosophy 5. Sexual Harassment for Employees 	<ol style="list-style-type: none"> 1. Sexual Harassment Awareness for Supervisors 2. Interview Certification 3. Managing Problem Behavior 4. Investigating Performance 	<ol style="list-style-type: none"> 1. Compensation 101, 102 & 103 2. Disciplinary Process 3. Contracts and Purchasing 4. Sexual Harassment Awareness for Employees 5. New employee

<ol style="list-style-type: none"> 6. Child Abuse & Neglect Reporting Policy 7. Promoting Respect in the Workplace 8. 7 Habits Signature 9. Writing Advantage 10. Customer Service 11. Book Club – Emotional Intelligence 12. Book Club – The Oz Principle (Accountability) 13. EAP: Stress Management* 14. Emotional Intelligence 15. I-Speak (Communication) <p><u>New Book Club topics for 2014:</u></p> <ol style="list-style-type: none"> 1. Crucial Conversations 2. The Four Agreements 3. How Did That Happen (Accountability) 4. Change the Culture Change the Game (Accountability) 	<ol style="list-style-type: none"> 5. Managing Employee Performance 6. Layoff Policy 7. Inside Out Coaching 8. Leading at the Speed of Trust 9. 7 Habits for Managers 	<p>orientation for temporary employees</p> <ol style="list-style-type: none"> 6. Unions <p><u>New topics to be added next quarter:</u></p> <ol style="list-style-type: none"> 7. Compensation 104-on hold, awaiting final changes to rules 8. Interview Certification alternative 9. Communication of new amendments of DAFWP Policy
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Special T&D Projects:

- Jessica meets regularly with her Skanikulat Teams.
- Nic drafted Accountability Blog with Training Team assistance.
- Regina met with OPC member to assist with special project.
- Nic met with OCHC (Michelle Meyers) to discuss annual Customer Service training plan.
- Team created new “Services Brochure” to promote full perspective of T&D Services to the organization.

Trainer Personal Development:

- Training Team attended Facilitator Enhancement Day with Franklin Covey.
- Training Team viewed two Leadership Videos from Risk Manager.
- Nic read books: “Business Acumen” and ”Who Moved My Cheese.”
- Nic and Barb attended Oneida Language class
- Barb reading “Whose Stuff Is This”

Employee Assistance Program

Stress Management Class – 8 employees
EAP Training – 20 Supervisors
Critical Incident Session - none this quarter
Clients served – 47 Direct Service – 95.5 hours
Supervisory Consultation 3.5 hours

EAP Continued:

Required training for EAP credentials – Suicidality 6 hours, Ethics and Spirituality 6 hours

Stress Management 6 hours

Attended - InsideOut training 1.5 days (HRD Training)

Taught Language classes – 61 participants

Equal Employment Opportunity (EEO) Department Oct-Dec, 2013

The EEO Department consists of Terry Hetzel-Continuous Improvement Mediation Specialist (CIMS), Barb Ninham-Backgrounds Investigator, Laurie Metoxen-Backgrounds Investigator, Kendall Barton-Backgrounds Manager, Susan Doxtator-EEO Officer, Rita Reiter-EEO Officer, and Matthew J. Denny Sr.-EEO Director.

Disciplines - Grievances – Complaints							
Month/Year	Disciplinary Actions	Terminations	Grievances	Overtured Disciplinary Actions	Modified Disciplinary Actions	Voided Disciplinary Actions	Complaints
October-13	91	15	12	1	0	3	4
November-13	69	13	15	0	0	0	0
December-13	45	5	4	0	0	0	1
TOTAL	205	33	31	1	0	4	5

Continuous Improvement/Mediation					
Month/Year	Continuous Improvement	Conflict Resolution	Reorganization	Planning	Facilitation
October-13	6	5	2	8	3
November-13	1	5	0	4	2
December-13	4	6	0	6	2
TOTAL	11	16	2	18	7

Background Investigations							
Month/Year	New Backgrounds	Updated Backgrounds	Caregiver Backgrounds	Volunteer/Community Service Backgrounds	Temporary Assistance for Needy Families Backgrounds	Modified Duty Backgrounds	Individual Out-of-State Backgrounds
October-13	11	29	11	78	0	4	9
November-13	12	7	7	24	0	5	7
December-13	1	11	7	24	0	7	0
TOTAL	24	47	25	126	0	16	16

Unemployment Compensation						
Month/Year	Total Claims	Approved Claims	Denied Claims	Appeals Hearings	Hearing Won	Hearings Lost
October-13	20	9	11	1	1	0
November-13	10	5	5	2	1	1
December-13	12	9	3	2	1	1
TOTAL	42	23	19	5	3	2

LOC Policy Updates:

- o The following Policies/Laws are relative to this quarter:
 - i. Deletion of Career Development Section - (Is being addressed in the Draft employment Law)
 - ii. Drug and Alcohol Policy - (Approved)
 - iii. Draft Employment Law - (Working with LOC on the initial draft of the law)
 - iv. Early Return to Work Policy - (Approved)
 - v. Fit-For-Duty Policy – (Still on Active Files List, but is not a priority)
 - vi. Investigative Leave Policy – (Went to public meeting, LRO is reviewing comments)
 - vii. Pardon and Forgiveness Law – (Went to public meeting, LRO is reviewing comments)
 - viii. Workplace Violence Policy - (Still on Active Files List, but is not a priority)
 - ix. Furlough Policy – (Adopted on an emergency basis, but is still on Active Files List)
 - x. Workers Compensation – (On Active Files List, but needs overall and is a partial priority)
 - xi. Whistle Blower – (On Active Files List, but is a partial priority)

NOTES:

Disciplines - Grievances – Complaints
1 "Overturned" Disciplinary Actions: 1 Written Warning
3 "Voided" Disciplinary Actions: 3 Written Warnings voided due to the Area Manager filing untimely appeals decisions.
5 "Complaints": 4 complaints were for Harassment 1 complaint was for minor employee disagreement.

Monthly Insurance Count- December 2013



Breakdown	Employee Count	COBRA count
401K	1,645	0
Dental 1 - Single	772	8
Dental 2 - Limited Family	592	0
Dental 3 - Family	774	0
LIF52	2,644	0
Long Term Disability	2,230	0
Medical 1 - Single	832	5
Medical 2 - Limited Family	502	1
Medical 3 - Family	637	1
Short Term Disability	2,261	0
Vision 1 - Single	764	7
Vision 2 - Limited Family	598	0
Vision 3 - Family	769	0

Reductions in premium, as well as increases (due to not taking the health risk assessment), will be effective on the 1/22 payroll check. Employees can view their information in self-serve. Reductions/increases are only for the medical insurance only (does not affect dental/vision).

VACATION AND PERSONAL TIME ACCRUALS 1 st Quarter FY 2014			
	October	November	December
No. of EE's	2770	2753	2764
Total Hours	278,210	281,907	287,702
Total Payout	\$5,701,131	\$5,850,968	\$5,975,719
No. of EE's at or near max and payout	At maximum of 280 hours	250-279 hours	200-249 hours
October	48 / \$465,141	140 / \$943,475	271 / \$1,408,554
November	45 / \$460,261	150 / \$965,714	282 / \$1,469,549
December	49 / \$425,990	164 / \$1,140,058	282 / \$1,459,706
Average hours and avg. payout	100.44 hrs - \$2,090.66	102.40 hrs - \$2,125.31	102.28 hrs - \$2,161.98

The increase in payout of the accruals for the month of December is due to the implementation of the \$.44 cent wage increase for all employees. The accruals are expected to decrease in the month of January for the vacations taken at the end of December and early January.