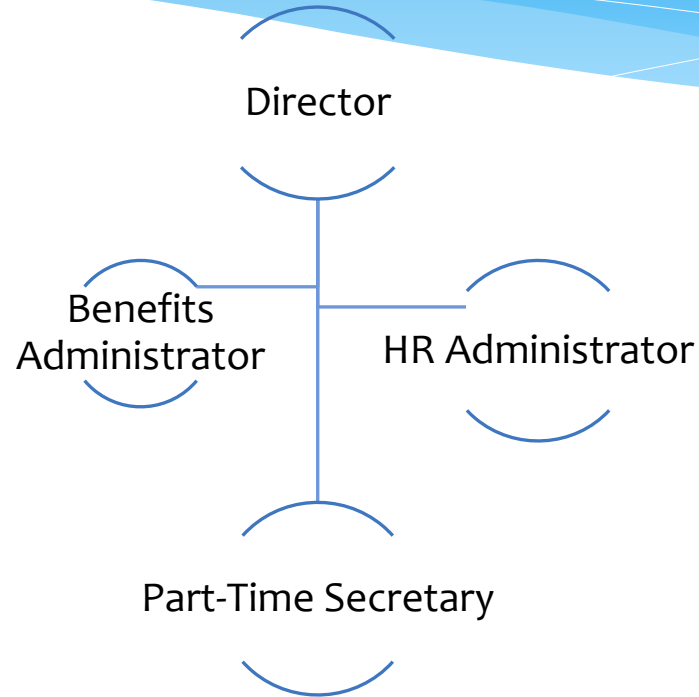




Town of East Hartford
Human Resources Department 2016 – 17
Mayor's Recommended Budget



Human Resources





Mission Statement

The mission of the Human Resources Department is to provide quality human resources management, training and labor relation services to all Town departments in order to provide a productive and responsive workforce to meet the needs of the community and Town employees.



Department Priorities

- Labor Relations
- Recruitment & Testing
- Employee Benefits Administration



Director's Duties

- Oversee department operations
- Assist attorneys in contract negotiations
- Handle grievances and employee personnel matters



HR Administrator's Duties

- Recruitment
- Testing
- Job classification administration



Benefits Administrator Duties

- New hire orientations and exit interviews
- Pension calculations – Town and BOE
- Support contract negotiations and administer changes

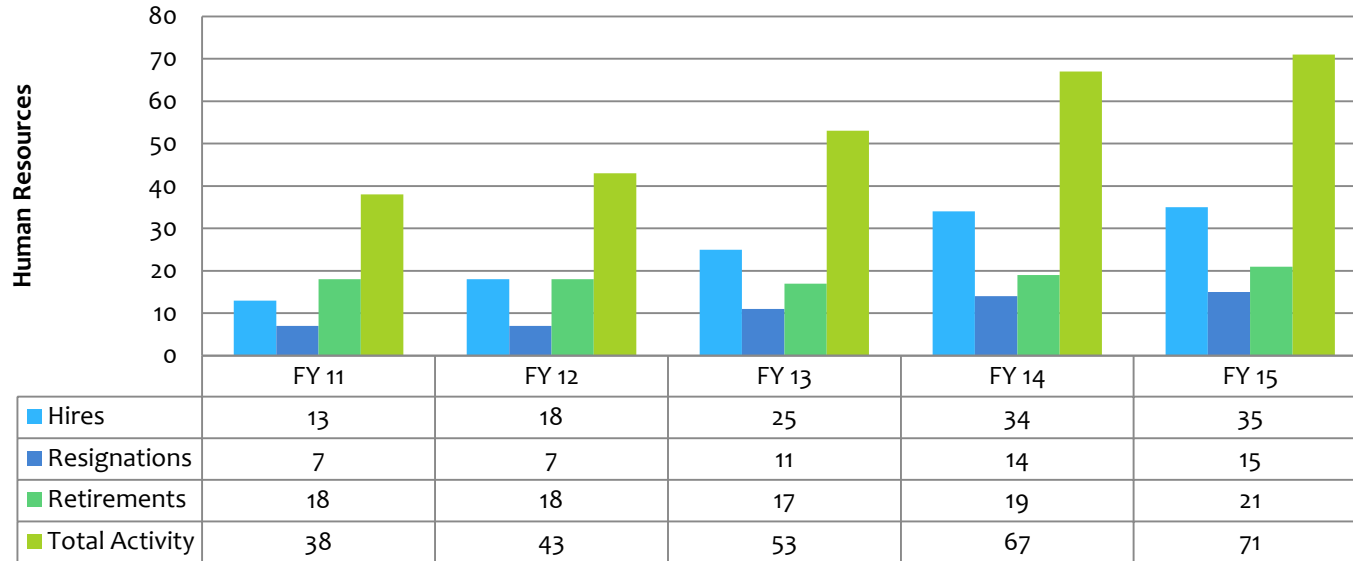


Achievements in FY 2016

- Negotiated successor pension agreements for Teamsters, paraprofessionals & General Employees. Handled 19 grievances
- Recruited police officers, firefighters, 911 dispatchers, Town Planner, Economic Development Services Coordinator and Assistant Grant Manager.
- Promotions – Deputy Fire Marshall, Chief Medical Officer, Fire Lieutenant, Police Detective, Police Lieutenant and Police Sergeant
- Gathered data and assisted Finance in issuing the new ACA federally required 1095 tax forms to employees and retirees

Trend of Activity

5 year trend





Human Resources GOALS for 2016 – 2017



Labor Relations

- Negotiate successor contracts for EHPOA, Teamsters and #818 Supervisors
- Assist Town Attorneys in binding arbitration on Fire collective bargaining and pension agreements



Recruitment

- Complete promotional testing processes in the Fire Department
- Complete police officer recruitment process to address department attrition
- Complete firefighter/paramedic recruitment process to address attrition
- Complete recruitment for Risk Manager position



Benefits Administration

- Administer medical, prescription, dental, life and voluntary benefits to employees, retirees & dependents
- Administer Defined Benefit and Defined Contribution plans to all Town and BOE employees
- Affordable Care Act – ensure compliance with the ACA reporting requirements