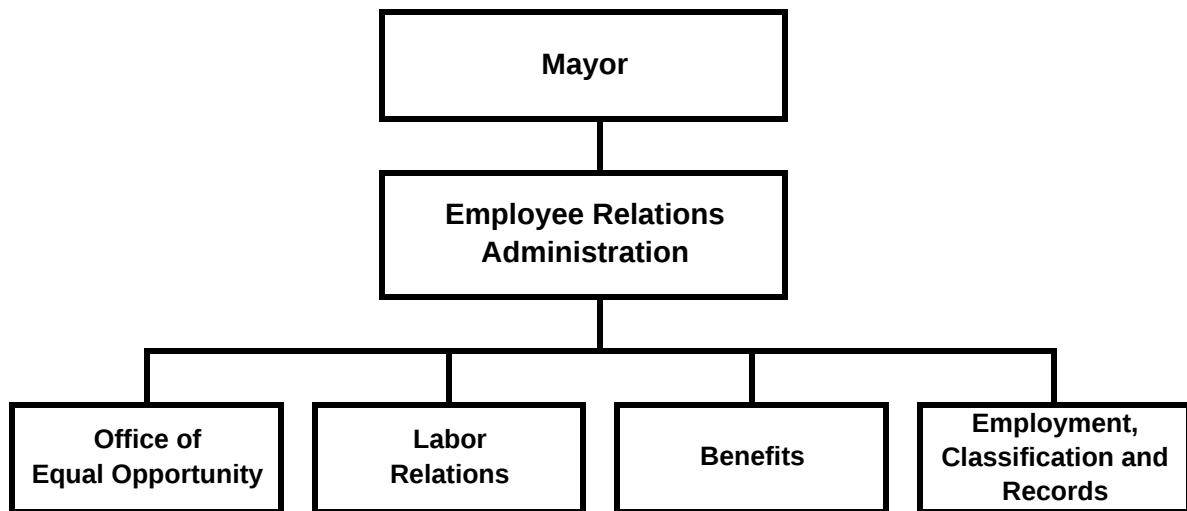




Municipality of Anchorage

Employee Relations

Employee Relations



Employee Relations

Description

The Municipality of Anchorage Employee Relations Department provides employment services, maintains records and benefits for current and past employees, and assists departments and employees in delivering quality services to the public. It is also responsible for assuring compliance with all employment related rules, regulations, laws and agreements. It works closely with the various employee unions in the development and administration of collective bargaining agreements and promotes positive relationships through the use of progressive human resource principles, practices and programs.

Department Services

- Define position requirements, assure appropriate compensation, recruit qualified employees and complete on-boarding process.
- Assure accuracy and security of employee information and administration of personnel actions.
- Provide consistent Employee Relations policy direction.
- Negotiate and administer collective bargaining agreements and personnel rules; and to advise management with respect to workforce management.
- Efficiently operate programs that attract and retain qualified employees, promote productivity and wellness, minimize time lost and provide employees with opportunities for financial security in retirement.
- Assure compliance with Title VII/AMC 7.50 and to promote and monitor compliance with of the Disadvantaged Business contracting program.

Divisions:

- Employment & Records
 - o Attract qualified individuals to fill vacant positions within the Municipality. Provide for a classification system that describes positions, establishes qualifications, groups them into like series, and determines appropriate pay ranges. Administer and maintain the official system of record for municipal employee personnel and medical information.
- Labor Relations
 - o To negotiate and administer collective bargaining agreements and apply personnel rules. Responsible for policy development, implementation and interpretation. Promote a high quality workforce and collaborative relationships between management and union organizations.
- Benefits
 - o Develop, maintain and administer cost effective and competitive employee benefit programs. Responsible for health, wellness and retirement benefit administration.
- Office of Equal Opportunity
 - o Assure and monitor federal compliance with Title VII of the Civil Rights Act of 1964 as amended, and the Municipality of Anchorage Disadvantaged Business Enterprise (DBE) Program 49 CFR 26. This will help reduce the cost of discrimination to the Municipality of Anchorage and to the public and to create an Equal Opportunity for employment, contracting and municipal services.

Department Goals that Contribute to Achieving the Mayor's Vision:

Vision:  **Exemplary Municipal Operations**

Employee Relations Department

- Attract and retain a productive, qualified workforce while adhering to all federal, state and local laws, regulations and agreements
- Centralize administrative functions to improve performance and conserve resources

Employee Relations Department Summary

	2011 Actuals	2012 Revised	2013 Approved	13 v 12 % Chg
Direct Cost by Division				
Benefits	397,588	733,385	830,476	13.24%
Employee Relations Admin	279,757	346,105	477,691	38.02%
Employment	398,176	1,023,153	1,185,302	15.85%
Labor Relations	749,483	508,306	770,819	51.64%
Office of Equal Opportunity	189,176	197,793	219,128	10.79%
Direct Cost Total	2,014,179	2,808,743	3,483,416	24.02%
Intragovernmental Charges				
Charges by Other Departments	572,053	723,489	1,643,017	127.10%
Charges to Other Departments	(2,004,865)	(3,375,075)	(4,898,502)	45.14%
Function Cost Total	581,368	157,157	227,930	45.03%
Program Generated Revenue	(146,182)	(91,450)	(121,450)	32.80%
Net Cost Total	435,186	65,707	106,480	62.05%
Direct Cost by Category				
Personnel	1,904,995	2,625,288	3,268,961	24.52%
Supplies	10,578	11,350	13,100	15.42%
Travel	4,450	10,230	10,230	-
Contractual/Other Services	87,196	151,475	180,725	19.31%
Debt Service/Depreciation	-	-	-	-
Equipment, Furnishings	6,960	10,400	10,400	-
Direct Cost Total	2,014,179	2,808,743	3,483,416	24.02%
Position Summary as Budgeted				
Full-Time	16	20	30	
Part-Time	4	4	-	
Position Total	20	24	30	

2013 Approved Position Total will be 29 at 12/31/2013 due to reduction of 1 full-time position mid-year.

Employee Relations

Reconciliation from 2012 Revised Budget to 2013 Approved Budget

	Direct Costs	Positions		
		FT	PT	T
2012 Revised Budget	2,808,743	20	4	-
2012 One-Time Requirements				
- None	-	-	-	-
Transfers (to)/from Other Agencies				
- None	-	-	-	-
Debt Service Changes				
- None	-	-	-	-
Changes in Existing Programs/Funding for 2013				
- Salary and benefits adjustments	117,148	-	-	-
- Leave Administrator	97,783	1	-	-
- Adjustment of positions from part-time to full-time to show change from funding of Medical/Dental Self Insurance Fund 603 to IGC instead of direct.	-	4	(4)	-
2013 Continuation Level	3,023,674	25	-	-
2013 One-Time Requirements				
- None	-	-	-	-
Transfers (to)/from Other Agencies				
- None	-	-	-	-
2013 Proposed Budget Changes				
- Consolidation and centralization of HR functions from departments and utilities with increase to vacancy factor to account for increase in positions. This includes reduction of accountant position as of July 1, 2013.	460,742	4	-	-
- Alignment of budget to 2013 fleet rate schedule	(1,000)	-	-	-
2013 S Revisions and Amendments				
- None	-	-	-	-
2013 Approved Budget	3,483,416	29	-	-

Employee Relations Division Summary

Benefits

(Dept ID # 1871)

	2011 Actuals	2012 Revised	2013 Approved	13 v 12 % Chg
Direct Cost by Category				
Salaries and Benefits	392,630	708,635	830,476	17.19%
Travel	601	-	-	
Contractual/Other Services	4,357	24,750	-	
Manageable Direct Cost Total	397,588	733,385	830,476	13.24%
Debt Service, Depreciation	-	-	-	
Direct Cost Total	397,588	733,385	830,476	13.24%
Revenue by Fund				
Fund 101 - Areawide General	145,492	91,450	121,450	32.80%
Revenue Total	145,492	91,450	121,450	32.80%

Positions as Budgeted

	2011 Revised		2012 Revised		2013 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Deputy Director	-	1	-	1	1	-
Human Resource Pro	1	-	1	-	-	-
Human Resource Pro II	-	-	1	-	-	-
Human Resource Pro III	-	-	-	-	2	-
Leave Administrator	-	-	-	1	2	-
Leave Coordinator	-	-	-	-	1	-
Personnel Technician	-	1	-	-	-	-
Program & Policy Director	-	1	-	1	1	-
Senior Accountant	1	-	1	-	1	-
Positions as Budgeted Total	2	3	3	3	8	-

2013 Approved Position Full-Time Total will be 7 at 12/31/2013 due to reduction of Senior Accountant position mid-year.

Employee Relations**Division Detail****Benefits**

(Dept ID # 1871)

	2011 Actuals	2012 Revised	2013 Approved	13 v 12 % Chg
Direct Cost by Category				
Salaries and Benefits				
1101 - Straight Time Labor	228,089	451,584	520,109	15.17%
1201 - Overtime	16	-	-	-
1301 - Leave/Holiday Accruals	21,270	7,377	8,799	19.27%
1401 - Benefits	143,255	262,090	324,484	23.81%
1601 - Vacancy Factor	-	(12,416)	(22,916)	84.57%
Salaries and Benefits Total	392,630	708,635	830,476	17.19%
Travel	601	-	-	-
Contractual/Other Services	4,357	24,750	-	-
Manageable Direct Cost Total	397,588	733,385	830,476	13.24%
Debt Service, Depreciation	-	-	-	-
Direct Cost Total	397,588	733,385	830,476	13.24%
Intra-Governmental Charges				
Charges By Other Departments	131,105	176,914	447,129	152.74%
Charges to Other Departments	(377,550)	(818,848)	(1,166,655)	42.48%
Program Generated Revenue				
9494 - Copier Fees	-	150	150	-
9499 - Reimbursed Cost	145,492	91,300	121,300	32.86%
Program Generated Revenue Total	145,492	91,450	121,450	32.80%
Net Cost				
Manageable Direct Cost	397,588	733,385	830,476	13.24%
Debt Service, Depreciation	-	-	-	-
Charges By Other Departments	131,105	176,914	447,129	152.74%
Charges to Other Departments	(377,550)	(818,848)	(1,166,655)	42.48%
Program Generated Revenue	(145,492)	(91,450)	(121,450)	32.80%
Net Cost Total	5,651	1	(10,500)	<751419.99 %>

Employee Relations
Division Summary
Employee Relations Admin
 (Dept ID # 1810, 1811)

	2011 Actuals	2012 Revised	2013 Approved	13 v 12 % Chg
Direct Cost by Category				
Salaries and Benefits	251,888	266,175	295,236	10.92%
Supplies	9,024	11,350	13,100	15.42%
Travel	-	7,230	10,230	41.49%
Contractual/Other Services	11,884	50,950	148,725	191.90%
Equipment, Furnishings	6,960	10,400	10,400	-
Manageable Direct Cost Total	279,757	346,105	477,691	38.02%
Debt Service, Depreciation	-	-	-	
Direct Cost Total	279,757	346,105	477,691	38.02%

Positions as Budgeted

	2011 Revised		2012 Revised		2013 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Director	1	-	1	-	1	-
Executive Assistant I	1	-	1	-	-	-
Executive Assistant II	-	-	-	-	1	-
Positions as Budgeted Total	2	-	2	-	2	-

Employee Relations
Division Detail
Employee Relations Admin
 (Dept ID # 1810, 1811)

	2011 Actuals	2012 Revised	2013 Approved	13 v 12 % Chg
Direct Cost by Category				
Salaries and Benefits				
1101 - Straight Time Labor	141,860	147,944	168,147	13.66%
1301 - Leave/Holiday Accruals	14,641	1,969	2,208	12.14%
1401 - Benefits	76,862	86,592	95,211	9.95%
1501 - Allow Differentials/Premiums	4,759	-	-	-
1505 - Incentive Award	13,768	29,670	29,670	-
Salaries and Benefits Total	251,888	266,175	295,236	10.92%
Supplies	9,024	11,350	13,100	15.42%
Travel	-	7,230	10,230	41.49%
Contractual/Other Services	11,884	50,950	148,725	191.90%
Equipment, Furnishings	6,960	10,400	10,400	-
Manageable Direct Cost Total	279,757	346,105	477,691	38.02%
Debt Service, Depreciation	-	-	-	-
Direct Cost Total	279,757	346,105	477,691	38.02%
Intra-Governmental Charges				
Charges By Other Departments	77,451	67,276	477,337	609.52%
Charges to Other Departments	(338,681)	(383,712)	(926,358)	141.42%
Net Cost				
Manageable Direct Cost	279,757	346,105	477,691	38.02%
Debt Service, Depreciation	-	-	-	-
Charges By Other Departments	77,451	67,276	477,337	609.52%
Charges to Other Departments	(338,681)	(383,712)	(926,358)	141.42%
Net Cost Total	18,526	29,669	28,670	<3.37%>

Employee Relations Division Summary

Employment

(Dept ID # 1845)

	2011 Actuals	2012 Revised	2013 Approved	13 v 12 % Chg
Direct Cost by Category				
Salaries and Benefits	378,976	1,003,153	1,153,302	14.97%
Travel	-	-	-	
Contractual/Other Services	19,200	20,000	32,000	60.00%
Manageable Direct Cost Total	398,176	1,023,153	1,185,302	15.85%
Debt Service, Depreciation	-	-	-	
Direct Cost Total	398,176	1,023,153	1,185,302	15.85%

Revenue by Fund

Fund 101 - Areawide General	564	-	-
Revenue Total	564	-	-

Positions as Budgeted

	2011 Revised		2012 Revised		2013 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Human Resource Pro	5	-	5	-	-	-
Human Resource Pro II	-	-	1	-	1	-
Human Resource Pro IV	-	-	-	-	1	-
Human Resource Pro V	-	-	-	-	1	-
Human Resources Coordinator	-	-	1	-	1	-
Personnel Analyst II	-	-	-	-	4	-
Personnel Technician I	1	1	1	1	2	-
Personnel Technician II	-	-	-	-	1	-
Records Technician	-	-	1	-	-	-
Positions as Budgeted Total	6	1	9	1	11	-

Employee Relations
Division Detail
Employment
(Dept ID # 1845)

	2011 Actuals	2012 Revised	2013 Approved	13 v 12 % Chg
Direct Cost by Category				
Salaries and Benefits				
1101 - Straight Time Labor	218,674	599,924	686,459	14.42%
1201 - Overtime	6,266	-	-	-
1301 - Leave/Holiday Accruals	19,478	11,998	13,729	14.42%
1401 - Benefits	134,558	391,231	453,114	15.82%
Salaries and Benefits Total	378,976	1,003,153	1,153,302	14.97%
Travel	-	-	-	-
Contractual/Other Services	19,200	20,000	32,000	60.00%
Manageable Direct Cost Total	398,176	1,023,153	1,185,302	15.85%
Debt Service, Depreciation	-	-	-	-
Direct Cost Total	398,176	1,023,153	1,185,302	15.85%
Intra-Governmental Charges				
Charges By Other Departments	1,658	297,882	351,465	17.99%
Charges to Other Departments	-	(1,321,036)	(1,422,516)	7.68%
Program Generated Revenue				
9499 - Reimbursed Cost	564	-	-	-
Program Generated Revenue Total	564	-	-	-
Net Cost				
Manageable Direct Cost	398,176	1,023,153	1,185,302	15.85%
Debt Service, Depreciation	-	-	-	-
Charges By Other Departments	1,658	297,882	351,465	17.99%
Charges to Other Departments	-	(1,321,036)	(1,422,516)	7.68%
Program Generated Revenue	(564)	-	-	-
Net Cost Total	399,270	(1)	114,251	<20068875.14%>

Employee Relations Division Summary

Labor Relations

(Dept ID # 1841)

	2011 Actuals	2012 Revised	2013 Approved	13 v 12 % Chg
Direct Cost by Category				
Salaries and Benefits	696,442	453,686	770,819	69.90%
Supplies	1,554	-	-	
Travel	-	-	-	
Contractual/Other Services	51,487	54,620	-	
Manageable Direct Cost Total	749,483	508,306	770,819	51.64%
Debt Service, Depreciation	-	-	-	
Direct Cost Total	749,483	508,306	770,819	51.64%
Revenue by Fund				
Fund 101 - Areawide General	126	-	-	
Revenue Total	126	-	-	

Positions as Budgeted

	2011 Revised		2012 Revised		2013 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Director	-	-	1	-	1	-
Fire ER Rep	-	-	-	-	1	-
Human Resource Pro	4	-	3	-	-	-
Human Resource Pro I	-	-	-	-	2	-
Human Resource Pro II	-	-	-	-	1	-
Labor Director	-	-	-	-	1	-
Police ER Rep	-	-	-	-	1	-
Positions as Budgeted Total	4	-	4	-	7	-

Employee Relations
Division Detail
Labor Relations
(Dept ID # 1841)

	2011 Actuals	2012 Revised	2013 Approved	13 v 12 % Chg
Direct Cost by Category				
Salaries and Benefits				
1101 - Straight Time Labor	394,382	305,291	521,077	70.68%
1201 - Overtime	451	13,860	13,860	-
1301 - Leave/Holiday Accruals	64,942	5,243	8,591	63.86%
1401 - Benefits	236,666	175,991	313,491	78.13%
1601 - Vacancy Factor	-	(46,700)	(86,200)	84.58%
Salaries and Benefits Total	696,442	453,686	770,819	69.90%
Supplies	1,554	-	-	-
Travel	-	-	-	-
Contractual/Other Services	51,487	54,620	-	-
Manageable Direct Cost Total	749,483	508,306	770,819	51.64%
Debt Service, Depreciation	-	-	-	-
Direct Cost Total	749,483	508,306	770,819	51.64%
Intra-Governmental Charges				
Charges By Other Departments	326,247	120,294	253,276	110.55%
Charges to Other Departments	(1,075,604)	(628,598)	(1,063,595)	69.20%
Program Generated Revenue				
9499 - Reimbursed Cost	126	-	-	-
Program Generated Revenue Total	126	-	-	-
Net Cost				
Manageable Direct Cost	749,483	508,306	770,819	51.64%
Debt Service, Depreciation	-	-	-	-
Charges By Other Departments	326,247	120,294	253,276	110.55%
Charges to Other Departments	(1,075,604)	(628,598)	(1,063,595)	69.20%
Program Generated Revenue	(126)	-	-	-
Net Cost Total	-	2	(39,500)	<2627871.7 3%>

Employee Relations
Division Summary
Office of Equal Opportunity
 (Dept ID # 1132)

	2011 Actuals	2012 Revised	2013 Approved	13 v 12 % Chg
Direct Cost by Category				
Salaries and Benefits	185,059	193,638	219,128	13.16%
Travel	3,849	3,000	-	
Contractual/Other Services	269	1,155	-	
Manageable Direct Cost Total	189,176	197,793	219,128	10.79%
Debt Service, Depreciation	-	-	-	
Direct Cost Total	189,176	197,793	219,128	10.79%

Positions as Budgeted

	2011 Revised		2012 Revised		2013 Approved	
	<u>Full Time</u>	<u>Part Time</u>	<u>Full Time</u>	<u>Part Time</u>	<u>Full Time</u>	<u>Part Time</u>
Mgr, Off Of Equal Employ Opp	1	-	1	-	1	-
Special Admin Assistant I	1	-	1	-	1	-
Positions as Budgeted Total	2	-	2	-	2	-

Employee Relations
Division Detail
Office of Equal Opportunity
(Dept ID # 1132)

	2011 Actuals	2012 Revised	2013 Approved	13 v 12 % Chg
Direct Cost by Category				
Salaries and Benefits				
1101 - Straight Time Labor	103,091	115,558	132,976	15.07%
1301 - Leave/Holiday Accruals	9,107	1,156	1,330	15.07%
1401 - Benefits	72,862	76,925	84,822	10.27%
Salaries and Benefits Total	185,059	193,638	219,128	13.16%
Travel	3,849	3,000	-	-
Contractual/Other Services	269	1,155	-	-
Manageable Direct Cost Total	189,176	197,793	219,128	10.79%
Debt Service, Depreciation	-	-	-	-
Direct Cost Total	189,176	197,793	219,128	10.79%
Intra-Governmental Charges				
Charges By Other Departments	35,593	61,123	113,811	86.20%
Charges to Other Departments	(213,030)	(222,881)	(319,379)	43.30%
Net Cost				
Manageable Direct Cost	189,176	197,793	219,128	10.79%
Debt Service, Depreciation	-	-	-	-
Charges By Other Departments	35,593	61,123	113,811	86.20%
Charges to Other Departments	(213,030)	(222,881)	(319,379)	43.30%
Net Cost Total	11,740	36,035	13,559	<62.37%>

Anchorage: Performance. Value. Results

Employee Relations Department

Anchorage: Performance. Value. Results

Mission

Develop and maintain programs that efficiently and effectively attract, develop and retain qualified employees to provide and support municipal services in accordance with federal, state and municipal law.

Core Services

- Employment and classification to define position requirements; assure appropriate compensation and recruit qualified employees.
- Employment to assure accuracy and security of employee information and administration of personnel actions.
- Labor Relations to negotiate and administer collective bargaining agreements and personnel rules; and to advise management with respect to workforce management.
- Benefits Administration to efficiently operate programs that attract and retain qualified employees, promote productivity and wellness, minimize time lost and provide employees with opportunities for financial security in retirement.
- Equal Opportunity to assure compliance with Title VII/AMC 7.50 and to promote and monitor compliance with of the Disadvantaged Business contracting program.

Accomplishment Goals

- Attract and retain a productive, qualified workforce while adhering to all federal, state and local laws, regulations and agreements.
- Centralize administrative functions to improve performance and conserve resources.

Performance Measures

Progress in achieving goals shall be measured by:

<u>Measure #1:</u> Number of material actions requiring correction as a result of audits or arbitrations.
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2011 Audits:

None

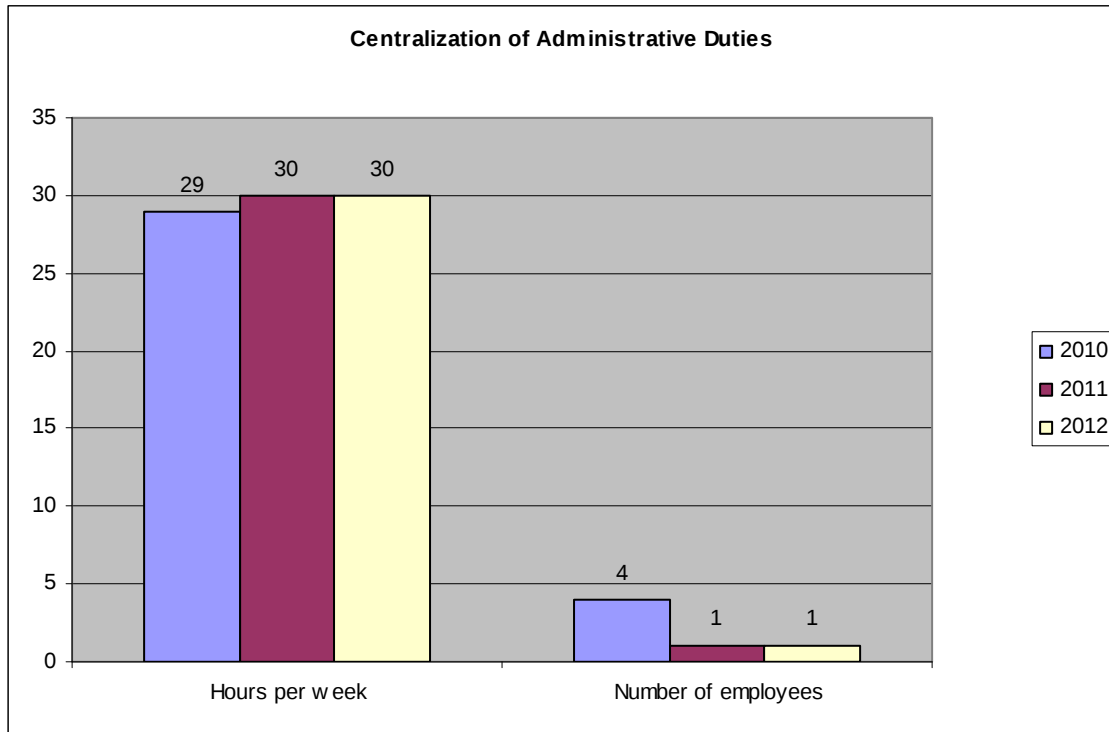
2012 Audits:

Incentive Pay Plan – 6 findings

Police and Fire Retiree Medical Trust Two-Year Review – 2 findings

Anchorage Community Diversity Advisory Commission Sunset

Measure #2: Staff hours saved in administration and correction activities for department functions



**Office of Equal Opportunity Division
Employee Relations Department**

Anchorage: Performance. Value. Results.

Purpose

Assure and monitor compliance with Title VII of the Civil Rights Act of 1964 relating to equal opportunity, Title VII and Disadvantaged Business Enterprise program (DBE).

Direct Services

Office of Equal Opportunity (OEO) is responsible for:

- Training
- Investigations
- Contract Compliance
- Disadvantage Business Enterprise Program (DBE)

Accomplishment Goals

1. Reduce the number of complaints that charge discriminatory practices through a pro-active training program.
2. Respond to complaints and investigate them in a timely manner.
3. Improve performance on reaching federal set DBE goals.

Performance Measures

Progress in achieving goals shall be measured by:

<u>Measure #3:</u> Percentage of formal and informal complaints filed against the Municipality Of Anchorage which resulted in substantiated findings of discrimination.

1st Quarter 2012

From 1/1/2012 – 3/31/2012

- 3 training sessions
- 18 attendees
- 0% of complaints resulted in substantiated findings of discrimination

2nd Quarter 2012

From 4/1/2012 – 6/30/2012

- 8 training sessions
- 74 attendees
- 0% of complaints resulted in substantiated findings of discrimination

3rd Quarter 2012

From 7/1/2012 – 9/30/2012

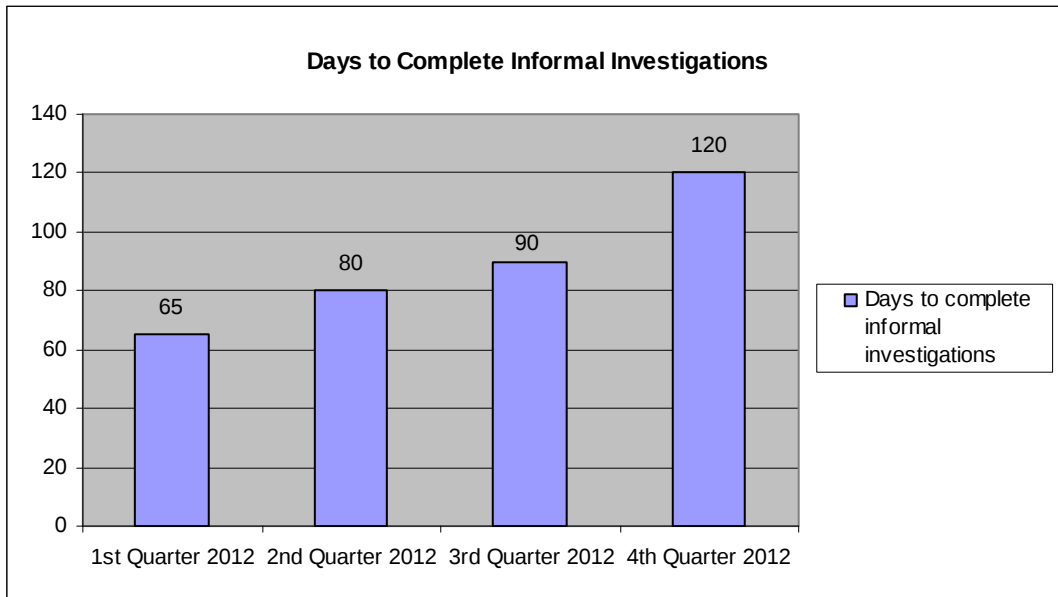
- 5 training sessions
- 53 attendees
- 0% of complaints resulted in substantiated findings of discrimination

4th Quarter 2012

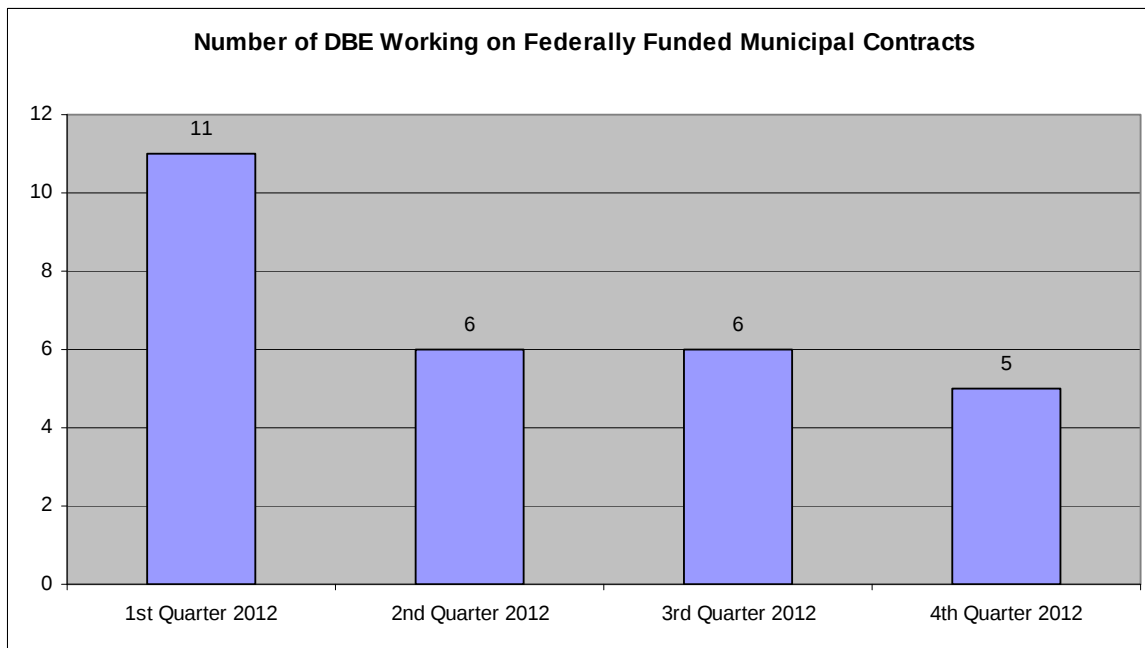
From 10/1/2012 – 12/31/2012

- 0 training sessions
- 0 attendees
- 0% of complaints resulted in substantiated findings of discrimination

Measure #4: Average number of days to complete informal investigation



Measure #5: Number of DBE Working on Federally Funded Municipal Contracts.



Employment Division Employee Relations Department

Anchorage: Performance. Value. Results.

Purpose

Attract qualified individuals to fill vacant positions within the Municipality. Provide for a classification system that describes positions, establishes qualifications, groups them into like series, and determines appropriate pay ranges. Administer and maintain the official system of record for municipal employee personnel and medical information.

Direct Services

Employment and Classification is responsible for:

- Developing and sustaining a fair, efficient, effective, transparent, and equitable recruitment, selection, and hiring process.
- Locating sources of qualified manpower to meet the needs of the Municipality.
- Maintaining and administering a fair and objective system for classifying jobs/positions.
- Creating and maintaining pay grades for comparable work across the Municipality.
- Administering employee records.

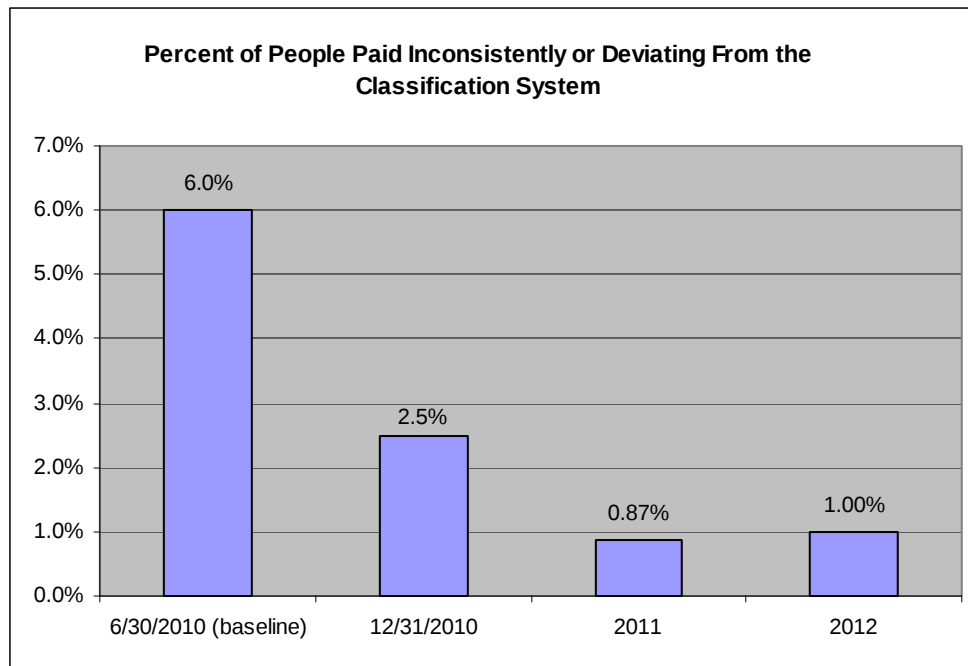
Accomplishment Goals

- Improve the administration, consistency, and accuracy of the position classification system.
- Improve the pool of qualified candidates available to fill Municipal positions.

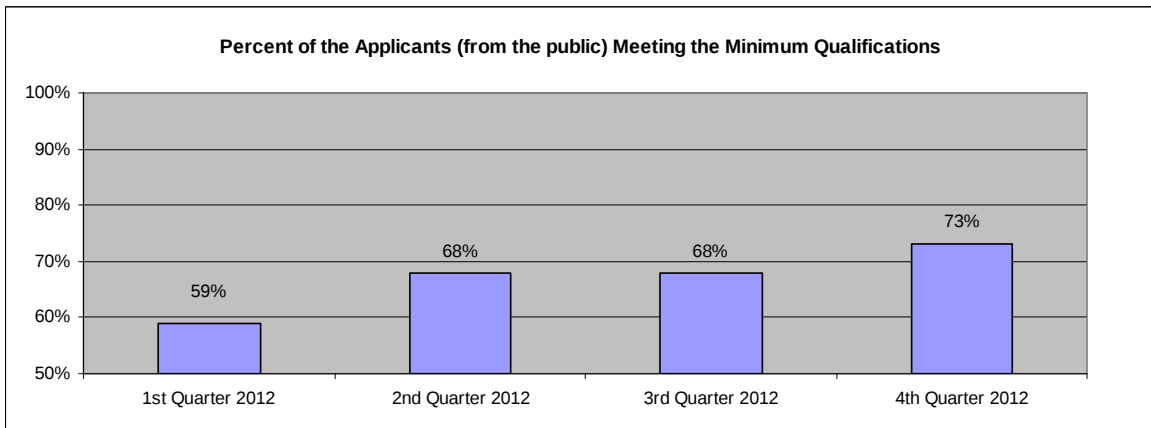
Performance Measures

Progress in achieving goals shall be measured by:

Measure #6: The percentage of employees who are paid inconsistent with established classification standards.



Measure #7: Percent of applicants meeting or exceeding position qualifications as a proportion of total applications received.



Labor Relations Division
Employee Relations Department

Anchorage: Performance. Value. Results.

Purpose

Negotiate and administer collective bargaining agreements and apply personnel rules.

Direct Services

Labor Relations is responsible for:

- Negotiating, interpreting and administering nine (9) collective bargaining agreements and the personnel rules covering all Municipal employees.
- Responding to formal employee grievances.
- Administering the controlled substance abuse program.
- Providing training and consultative guidance to managerial and supervisory personnel on contract administration and other labor relations matters.

Accomplishment Goals

- Negotiate fiscally responsible collective bargaining agreements with economic terms that do not to exceed average 3 year CPI.
- Administer collective bargaining agreements to maximize management flexibility.

Performance Measures

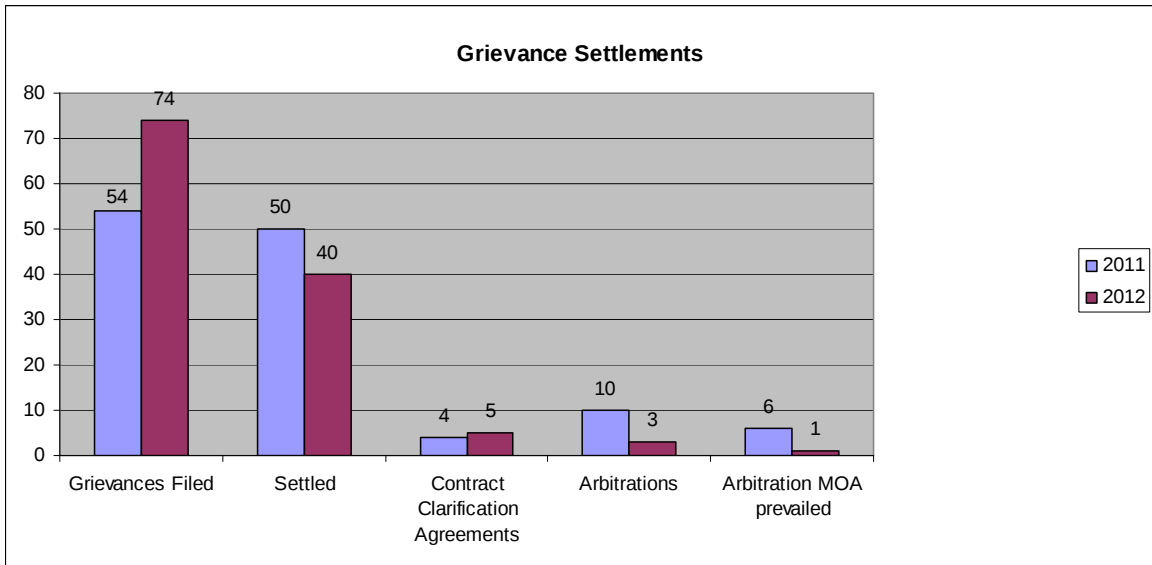
Progress in achieving goals shall be measured by:

Measure #8: Average overall cost of economic terms of each collective bargaining agreement.
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2012

- Plumbers & Pipefitters Local 367 last best offer would result in an average wage increase of 1.67% over the three year term. Actual last best offer was 0.0% during year 1, 2.5% during year 2 and 2.5% during year 3. Superior Court has awarded MOA ability to impose last best offer. Union has appealed to Alaska Supreme Court.
- International Union of Operating Engineers Local 302 has ratified a two year wage reopener of January 2012 wage increase of 2.5% in year one and a wage freeze in year two. Ratified agreement received Assembly approval.
- Anchorage Municipal Employees Association (AMEA) did not reopen for a 2013 wage increase resulting in a zero wage increase for the final year (2013) of the contract.
- General Teamsters Local 959 has agreed to a 2.0% wage increase for 2013. Awaiting Assembly approval on February 12, 2013.

Measure #9: Number of arbitrations in which the MOA prevails preserving management rights.



Benefits Division
Employee Relations Department

Anchorage: Performance. Value. Results.

Purpose

Develop, maintain and administer cost effective and competitive employee benefit programs.

Direct Services

- Health and wellness benefits administration
- Retirement benefits administration
- Employee benefit program development

Accomplishment Goals

- Leverage technology to provide employees with self-service access to administrative information and processes.
- Develop meaningful and cost effective employee benefit options.

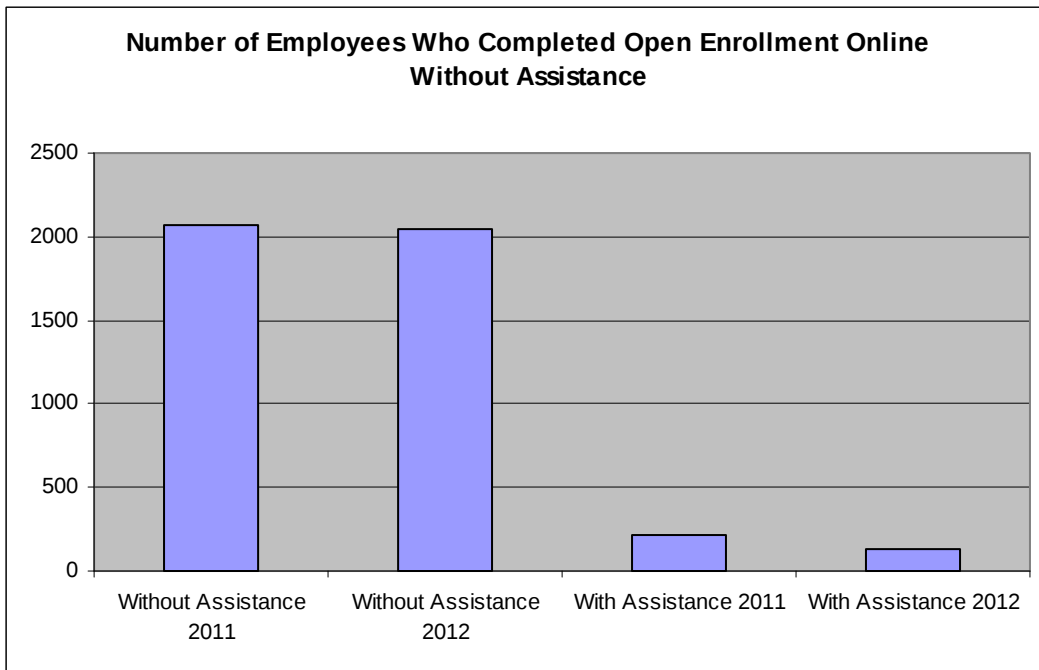
Performance Measures

Progress in achieving goals shall be measured by:

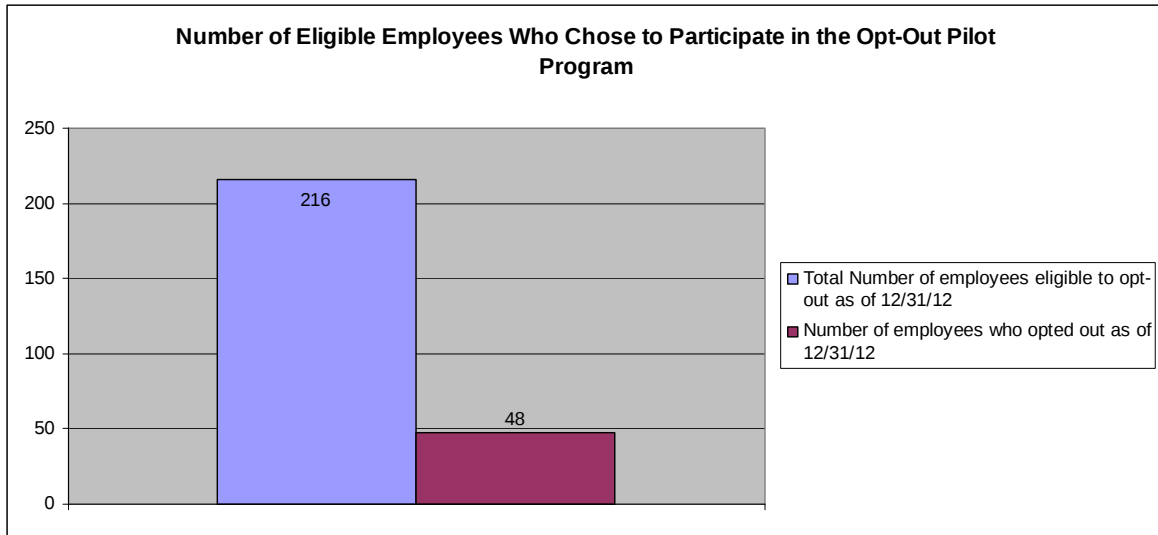
Measure #10: Number of eligible employees who successfully completed 2012 & 2013 open enrollment on-line without additional instructions or assistance from Employee Relations benefits staff.

2012 Open Enrollment – 2,066 out of 2,282 employees successfully completed the Online Open Enrollment without additional assistance from Benefits staff in 2011.

2013 Open Enrollment – 2,047 out of 2,181 employees successfully completed the Online Open Enrollment without additional assistance from Benefits staff in 2012.



Measure #11: Number of eligible employees with other health care coverage who chose to participate in the Opt-Out Pilot Program.



As of 12/31/2012 there were 121 Non-Rep and Executives, 80 AMEA Members & 15 IBEW Mechanics eligible to participate in the Opt-Out program. Out of this population eligible to participate, 33 of the Non-Rep and Executives, 11 of the AMEA members and 4 of the IBEW Mechanics choose to participate in the Opt-Out program.

PVR Measure WC: Managing Workers' Compensation Claims

Reducing job-related injuries is a priority for the Administration by ensuring safe work conditions and safe practices. By instilling safe work practices we ensure not only the safety of our employees but reduce the potential for injuries and property damage to the public. The Municipality is self-insured and every injury poses a financial burden on the public and the injured worker's family. It just makes good sense to WORK SAFE.

Results are tracked by monitoring monthly reports issued by the Risk Management Division.

