

**Cecil County Government
Human Resources Department**

Mission Statement and Department Objectives for FY12

The mission of the Human Resources Department is to provide outstanding support and service to our internal and external customers in order to deliver the services necessary to maintain a productive workforce and ensure the health and welfare needs of our employees and their families are met.

For FY11 we have worked toward the above mission by completing the following objectives:

- Work with Department Heads to communicate and address employee relations issues related to the tough economy.
- Bid the Health, Dental, Vision insurance utilizing our new broker.
- Continue to represent the County at unemployment, workers compensation, and grievance hearings.
- Formalize background and reference checking policy for all departments.
- Implement a formal return to work program for employees on workers compensation.
- Work with the Public Safety Pension Plan Board of Trustees to develop procedures & policies.
- Chair the Policy/Procedure Committee.

For FY12 we will work toward the following objectives:

- Continue to deliver Supervisor Training as well as other important training for employees (Harassment, Customer Service, Workplace Violence, etc.).
- Continue to enhance the loss prevention services within the County to help curb workers compensation costs, and keep employees safe.
- Work with DES and the Fire Companies to reduce risk exposure for Workers Compensation Claims
- Work with Budget Manager & Accounting to determine the feasibility of enhancing payroll/hr. software
- Support Collective Bargaining process

FY11 COST CONTAINMENT MEASURES

- Negotiated a 3-year rate agreement with ADP (County's payroll supplier, and largest portion of our Professional Services line item.
- Continue to creatively advertise open positions, so as to cut back on advertising costs.
- Utilize County vehicles for work related trips, thus not using mileage reimbursement.
- When possible use Local Government Insurance Trust (LGIT) for legal services which are free or reduced.