

Department - Fund Summary

Fund: GENERAL (1001)
Department: HUMAN RESOURCES (41080)

<i>Expenditure Title</i>	<i>Account Number</i>	<i>2006 Actual</i>	<i>2007 Actual</i>	<i>2008 Budget</i>	<i>2008 Estimated</i>	<i>2009 Budget</i>
Salaries	510501	\$ 572,188	\$ 416,114	\$ 421,494	\$ 263,595	\$ 282,010
Overtime	510503	532	2,199	-	11,015	-
Intern Program	510513	-	-	30,000	-	-
<i>Personal Services</i>		\$ 572,720	\$ 418,313	\$ 451,494	\$ 274,610	\$ 282,010
Health Insurance Opt Out		\$ -	\$ 4,310	\$ -	\$ 1,440	\$ -
Life Insurance	520520	857	708	463	350	347
Tuition Reimbursement	520505	27,885	17,935	15,000	5,500	15,000
Certification Awards	560651	-	7,170	10,000	5,000	7,500
Health Insurance	520521	44,899	33,911	62,557	29,784	49,537
Social Security Expense	520522	-	-	-	16,178	17,485
Medicare Expense	520523	-	-	-	3,784	4,089
IMRF Contributions	520527	80,482	60,797	77,329	22,358	26,791
Unemployment Insurance Pay	520668	22,154	49,789	38,000	47,077	25,000
Employee Assistance Program	592111	-	-	9,500	9,500	9,500
<i>Fringe Benefits</i>		\$ 176,277	\$ 174,621	\$ 212,849	\$ 140,971	\$ 155,249
Dues & Subscriptions	550602	\$ 3,458	\$ 2,404	\$ 3,000	\$ 3,000	\$ 3,000
Postage	550603	2,204	1,853	1,750	1,000	1,750
Printing	550601	-	-	1,000	250	1,000
Mileage Reimbursement	550605	4,921	3,792	750	750	750
Office Supplies	560620	2,560	-	2,250	1,026	2,250
Award materials	560651	9,472	-	2,000	240	2,000
Travel Reimbursement	550605	-	-	2,000	1,000	-
<i>Materials & Supplies</i>		\$ 22,615	\$ 8,049	\$ 12,750	\$ 7,266	\$ 10,750
Conferences & Training	530650	\$ 14,538	\$ 18,614	\$ 4,250	\$ 1,000	\$ 4,250
Consultant Fees	530655	188,263	67,166	25,000	38,872	40,000
Interview Reimbursement	560655	-	-	-	-	2,000
Advertising	560639	43,951	34,598	10,000	31,201	10,000
Employment Physicals	560652	-	-	25,000	25,000	25,000
Training Services	530652	8,033	109	25,000	25,000	25,000
Office Machine Service	550671	530	1,500	750	-	750
<i>Contractual Services</i>		\$ 255,315	\$ 121,987	\$ 90,000	\$ 121,073	\$ 107,000
<i>Department-Fund Total</i>		\$ 1,026,927	\$ 722,970	\$ 767,093	\$ 543,920	\$ 555,009

Department - Fund Summary

Fund:	GENERAL (1001)	Program No.	Program Name
Department:	HUMAN RESOURCES (41080)	101	Administration/General
		131	Employee/Labor Relations
		133	Benefits Administration
		134	Employment
		135	Training

Expenditure Title	Program				
	101	131	133	134	135
Salaries	\$ 80,292	\$ 70,238	\$ 33,984	\$ 50,454	\$ 47,043
Intern Program	-	-	-	-	-
<i>Personal Services</i>	\$ 80,292	\$ 70,238	\$ 33,984	\$ 50,454	\$ 47,043
Life Insurance	\$ 108	\$ 83	\$ 42	\$ 59	\$ 55
Tuition Reimbursement	-	-	15,000	-	-
Certification Awards	-	-	7,500	-	-
Health Insurance	18,930	11,058	6,043	6,772	6,735
Social Security Expense	4,978	4,355	2,107	3,128	2,917
Medicare Expense	1,164	1,018	493	732	682
IMRF Contributions	7,628	6,673	3,228	4,793	4,469
Unemployment Insurance Payment	-	-	25,000	-	-
Employee Assistance Program	-	-	9,500	-	-
<i>Fringe Benefits</i>	\$ 32,807	\$ 23,187	\$ 68,913	\$ 15,484	\$ 14,858
Membership Fees	\$ 3,000	\$ -	\$ -	\$ -	\$ -
Postage	1,750	-	-	-	-
Printing	1,000	-	-	-	-
Mileage Reimbursement	750	-	-	-	-
Office Supplies	2,250	-	-	-	-
Award materials	-	-	2,000	-	-
Travel Reimbursement	-	-	-	-	-
<i>Materials & Supplies</i>	\$ 8,750	\$ -	\$ 2,000	\$ -	\$ -
Conferences & Training	\$ 1,000	\$ 750	\$ 750	\$ 750	\$ 1,000
Consultant Fees	-	10,000	-	30,000	-
Interview Reimbursement	-	-	-	2,000	-
Advertising	-	-	-	10,000	-
Employment Physicals	-	-	-	25,000	-
Training Services	-	-	-	-	25,000
Office Machine Service	750	-	-	-	-
<i>Contractual Services</i>	\$ 1,750	\$ 10,750	\$ 750	\$ 67,750	\$ 26,000
<i>Department-Fund Total</i>	\$ 123,599	\$ 104,175	\$ 105,646	\$ 133,688	\$ 87,901

Program Detail

Fund: GENERAL (1001)
Department: HUMAN RESOURCES (41080)
PROGRAM: Administration / General (101)

Program Description:

The Administration program of Human Resources is associated with processing and maintaining human resources-related information, primarily through the use of the human resources management information system (PeopleSoft). Costs associated with this program include prorated salaries and benefits of six full-time staff persons, postage, office supplies and specific conference and training fees to continue to implement additional PeopleSoft applications.

Account Description	Account No.	Narrative Description	2009 Budget
Salaries	510501	Salaries for the Staff	\$ 80,292
Life Insurance	520520	Village cost for employees' life insurance	108
Health Insurance	520521	Village cost for employees' health insurance	18,930
Social Security	520522	Village cost for employer taxes	4,978
Medicare	520523	Village cost for employer taxes	1,164
IMRF Contributions	520527	Village cost for employees' pension contribution	7,628
Printing	550601	Related printing	1,000
Dues & Subscriptions	550602	Membership fees	3,000
Postage	550603	Department postage	1,750
Mileage Reimbursement	550605	Reimbursement for employee vehicle use	750
Office Supplies	560620	Department supplies	2,250
Conference and Training	530650	Specific conference and task training for support staff	1,000
Consultant Fees	530655	Audit of policies and procedures	-
Office Machine Service	550671	Extended warranty and repair	750
PROGRAM TOTAL			\$ 123,599

Program Detail

Fund: GENERAL (1001)
Department: HUMAN RESOURCES (41080)
PROGRAM: Labor Relations (131)

Program Description:

Employee/Labor Relations is primarily related to negotiation and administration of the Village's thirteen labor contracts for which it is responsible, and the resolution of employee concerns or issues outside the scope of collective bargaining agreements or from non-represented employees. Costs associated with this program include the prorated salary and benefits for four full-time staff, expenses for equipment, supplies, training and attendance at professional conferences.

Account Description	Account No.	Narrative Description	2009 Budget
Salaries	510501	Salaries for Staff	\$ 70,238
Life Insurance	520520	Village cost for employees' life insurance	83
Health Insurance	520521	Village cost for employees' health insurance	11,058
Social Security	520522	Village cost for employer taxes	4,355
Medicare	520523	Village cost for employer taxes	1,018
IMRF Contributions	520527	Village cost for employees' pension contribution	6,673
Conference and Training	530650	Specific conference and task training for support staff	750
Consultant Fees	530655	Share of cost for arbitrators	10,000
PROGRAM TOTAL			\$ 104,175

Program Detail

Fund: GENERAL (1001)
Department: HUMAN RESOURCES (41080)
PROGRAM: Benefits Administration (133)

Program Description:

The program of Benefits Administration pertains to the management of employee benefits including health, life, dental insurance and pension plans. Costs associated with this program include a portion of the salaries and benefits of four full-time staff persons, materials and supplies necessary for program administration including employee recognition, plaques, receptions, etc. Additionally, conference and training costs enable staff to keep abreast of new products and cost-containment strategies and practices.

Account Description	Account No.	Narrative Description	2009 Budget
Salaries	510501	Salaries for Staff	\$ 33,984
Tuition Reimbursement	520505	Village cost for employees' tuition reimbursement	15,000
Life Insurance	520520	Village cost for employees' life insurance	42
Health Insurance	520521	Village cost for employees' health insurance	6,043
Social Security	520522	Village cost for employer taxes	2,107
Medicare	520523	Village cost for employer taxes	493
IMRF Contributions	520527	Village cost for employees' pension contribution	3,228
Employee Awards/ Recognition	560651	Various employee recognition materials--plaques, receptions, etc.	2,000
Awards for Initial and Renewal Professional Certification/ Achievements	560651	Village cost to award non-union employees for obtaining or maintaining professional certification by job-related association or organization	7,500
Conference and Training	530650	Specific conference and task training for support staff	750
Employee Assistance Program	592111	Contract w/ Perspectives; Monthly cost = \$1.575/EE (500 EEs)	9,500
Unemployment Ins Pmts.	520668	Self-Insured Unemployment Claims	25,000
PROGRAM TOTAL			\$ 105,646

Program Detail

Fund: GENERAL (1001)
Department: HUMAN RESOURCES (41080)
PROGRAM: Employment (134)

Program Description:

The Employment program reflects costs associated with the recruitment and hiring of all Village personnel, including Police and Fire personnel. A portion of the salaries and benefits of five full-time staff persons are included, along with materials and supplies necessary for program administration and specific task training for support staff. Also included are funds for the advertisement of vacant positions in appropriate media as well as funds for the development and administration of selection processes by outside consultants.

Account Description	Account No.	Narrative Description	2009 Budget
Salaries	510501	Salaries for Staff	\$ 50,454
Intern Program	510513	Costs associated with temporary professional internships for Village departments	
Life Insurance	520520	Village cost for employees' life insurance	59
Health Insurance	520521	Village cost for employees' health insurance	6,772
Social Security	520522	Village cost for employer taxes	3,128
Medicare	520523	Village cost for employer taxes	732
IMRF Contributions	520527	Village cost for employees' pension contribution	4,793
Interview Reimbursement	550605	Reimburse travel and lodging costs of prospective employees	2,000
Conference and Training	530650	Specific conference and task training for support staff	750
Recruitment Advertising	560639	Advertisements for staff vacancies	10,000
Consulting Services	530655	Promotional exams and general consulting services on an as-needed basis	30,000
Employee Physicals	560652	Payment to Loyola Occupational Health for Physicals, Drug Tests	25,000
PROGRAM TOTAL			\$ 133,688

Program Detail

Fund: GENERAL (1001)
Department: HUMAN RESOURCES (41080)
PROGRAM: Training (135)

Program Description:

The Training program involves the development, coordination and scheduling of internal training for Village personnel including computer training, career development and skill building. Costs associated with this program include the prorated salary and benefits for four full-time staff, equipment, supplies, training and attendance at professional conferences.

Account Description	Account No.	Narrative Description	2009 Budget
Salaries	510501	Salaries for Staff	\$ 47,043
Life Insurance	520520	Village cost for employees' life insurance	55
Health Insurance	520521	Village cost for employees' health insurance	6,735
Social Security	520522	Village cost for employer taxes	2,917
Medicare	520523	Village cost for employer taxes	682
IMRF Contributions	520527	Village cost for employees' pension contribution	4,469
Conference and Training	530650	Specific conference and task training for support staff	1,000
Training Services	530652	Various training courses provided and offered to Village employees	25,000
PROGRAM TOTAL			\$ 87,901

Department - Fund Summary

Fund: **HEALTH INSURANCE FUND (6028)**Department: **HUMAN RESOURCES (41080)**

Expenditure Title	Account Number	2006 Actual	2007 Actual	2008 Budget	2008 Estimated	2009 Budget
Premiums Paid						
Health Insurance Expense	520521	\$ 64,889	\$ -	\$ -	\$ 9,503	\$ 9,978
Health Claims Paid	520683	4,946,600	5,899,746	-	5,950,551	6,248,078
Prescription Claims Paid	520686	1,374,519	1,381,328	1,400,000	1,283,309	1,347,475
Life Insurance Premiums	520687	105,096	91,383	82,000	74,118	77,824
Life Insurance Expense	520520	-	-	-	10,126	10,632
Dental Insurance Premiums	520688	340,335	381,648	370,200	118,660	124,593
PPO Health Claims	520689	-	-	3,114,760	686	720
Dental Insurance Expense	520526	-	-	-	303,101	318,257
PPO Admin Charges	520690	-	-	227,907	-	-
PPO MSA Charges	520691	-	-	8,798	-	-
PPO Access Fee	520692	-	-	94,040	-	-
PPO Stop Loss Charges	520693	-	-	107,640	-	-
HMO Health Claims	520694	-	790	1,490,400	-	-
HMO Physician Service	520695	-	-	796,950	-	-
HMO Admin Charges	520696	-	-	79,530	-	-
HMO Stop Loss Charges	520697	-	-	39,200	-	-
Agg Stop Loss Charge	520699	-	-	45,716	-	-
Disabled FF Health Ins Exp	520720	-	14,572	-	-	-
Department - Fund Total		\$ 6,831,438	\$ 7,769,467	\$ 7,857,141	\$ 7,750,054	\$ 8,137,557