

Human Resources Department

Internal Service Charges

Fact Sheet

- **Human Resources includes the following programs**
- Communications Program
Provide Metro wide employee communications on pay & benefits, Channel 3 announcements
- Project Consultations Program
MECC campaign, Second Harvest drive, Red Cross Blood Drives, etc. , Board Elections
Department Organizational design & consulting
- Mandatory Training Program
Mandatory Training classes such as Sexual Harassment, New Hire Orientation, etc.
- Performance Management Program
Performance evaluation training, forms etc., Supervisory Training
- Employee Education & Leadership Program
Metropolitan Management Institute, Professional Development, Open enrollment training
- Compensation Program
Pay plan development & implementation, Market surveys & benchmarking, Compliance & job description
Consultations, Monitoring & approval of all Metro Human Resources system transactions
- Career Opportunities & Staffing Program
Recruitment & applicant tracking, Job Fairs, Job postings & advertising
- Benefits Program
Manage Metro wide employee benefits, Open enrollment, COBRA, Pension calculations & assistance,
Disability Management
- Safety Program
Safety reports & training classes, IOD network contract administration, Employee consultations
- Boards & Commissions Program
Benefit Board & Civil Service Commission advice, recommendations and record keeping, Staff reports
Appeals & grievances, Hearings
- Labor Program
Labor meetings & conferrals & inquiries, MOU & grievance recommendations
- Equal Employee Opportunity Program
Employee consultations, mediations & investigations related to EEO complaints, EEO reporting
- Drug Free Workplace Program
Manage Metro wide mandatory & random drug testing, Substance Abuse training classes & substance abuse
policies

What adjustments have been made to departmental budgets? General fund budget allocations for the **Human Resources** programs will be allocated to benefiting departments and offices based on most equitable bases in the current fiscal year. The bases used for each program varied based on the types of services provided, but include allocation bases such as budgeted FTE's, number of services provided, etc.

What costs will a department be billed for? Total operating costs of **Human Resources** will be billed to departments based on the same allocation bases used to spread the budget allocations. Total amounts billed will **NOT** exceed the total operating cost of human resource services, including LOCAP. Adjustments will be made to Local Cost Allocation Plan (LOCAP) billings for those departments that are billed to avoid a double billing for these amounts.

What will your bill look like and when will you be billed? Your department will be credited by its allocated share of the Human Resources budget through a single Journal Entry processed by the Shared Business Office (SBO) for all Human Resource services. **More specifically, the Human Resources** billing will be a single, all inclusive amount to cover all Human Resources department programs that provide services to support other Metro departments and offices. At the end of each quarter, the SBO will charge your department based on the same basis as the amount that has been allocated to your operating budget for finance services.

For More Information: Contact- Paul Hiltz, Department of Human Resources (862-6640).