

**Lane County - Service Option Sheet - FY 22-23 Adopted**

**SOS c21:** **Workforce Wellness Solutions**  
**Dept:** Human Resources  
**Contact:** Alana Holmes 541-682-3689

**Service Category: General Government**

<b>Mandate</b>	None	Related	<b>SHALL</b>
<b>Leverage</b>	<b>None</b>	Some	HIGH

**Executive Summary**

Workforce Wellness Solutions designs, manages and delivers sustainable benefits, wellness, leaves, safety, and HRIM programs. Employee benefits include medical, dental, life insurance, 401(a) and 457 deferred compensation plans, the Public Employees Retirement System (PERS), flexible spending, leaves and disability, and employee assistance program, which are determined by union contract and the Board of County Commissioners. Safety programs include inspections, ergonomic assessments, and committees. Benefits are provided to Lane County employees and family members, as well as eligible retired employees. State and Federal rules govern the various types of leave programs that must be managed through the employee benefits team. In addition to benefit and leave management, the program focuses on employee wellness and works with other county departments on safety issues and management. The County wellness program which includes incentives, a near-site clinic and health risk assessments is also managed by this division.

Human Resources Information Management (HRIM) includes the maintenance of classification, compensation, on-boarding, off-boarding, personnel actions, employee reviews, data management, and reporting. HRIM provides technical service to all internal clients, and reception service for the community. Partners with Finance and Technology Services on data governance and analytics and PeopleSoft upgrades. Partners with Budget on position control.

**Service Descriptions**

	Revenue	Expense Total	General Fund	FTE
<b>Adopted Budget Total</b>	\$1,067,267	\$1,262,981	\$195,714	9.50

Workforce Wellness Solutions provides oversight and manages programs budgeted at \$95.9 million in size, which includes our self-insured medical, dental, and vision; with another \$14 million for retiree medical. Ensures compliance of Health Care Reform and is responsible for its effective and timely filing, as per the final employer shared responsibility regulations for applicable large employers that were issued in 2014. Administers Short and Long Term Disability, Family Medical Leave Act and Oregon Family Leave Act, 401(a) and 457 deferred compensation plans. Oversees contracting and request for proposal processes for all healthcare and related benefit providers. Ensures compliance with COBRA. Provides technical and customer support to County-wide benefits program and monitors eligibility and enrollment. Accommodates employee and retiree meetings throughout the year and provides requested information. Processes leave and disability claims in a timely fashion. Prepare for upcoming new Oregon Paid Family Medical Leave. Administers employee Wellness Program and works with multiple third party providers to assist employees with customer service needs. Manages safety programs and participates on County safety committees. Monitors on-going legislation as it pertains to COVID-19 and employee benefits.

Works to promote a safe and healthy work environment through the use of the Live Well Center and other wellness incentives/initiatives. Partners with budget and finance staff to monitor the Employee Benefits Fund, the Retiree Benefit Trust Fund and the Self Insurance sub-fund. Coordinates actuarial and valuation studies.

HRIM provides executive level reporting for departments on employment statistics. Processes all personnel actions (hiring, termination, and changes within the Human Resources Information System, including classification and compensation structures). Conducts business analysis on Human Resources initiatives, processes and projects.

**State/Federal Mandate**

IRS, Section 4980H, 26 CFR Parts 1, 54 and 301; REG-125398-12, 78 FR 25909, Minimum Value of Eligible Employer-Sponsored Plans; REG-136630-12, 78 FR 54996, Reporting on Health Coverage by Employers; REG-140038-10, 76 FR 52475, Summary of Benefits and Coverage ORS 654 (Oregon Safe Employment Act); Self-Insured Plan PCOR 26 CFR Parts 40, 46, and 602; Fed Occ & Safety Act; ORS 659A.040-659A.052 (Civil Rights, Unlawful Empl practices for injured workers). CMS Notices and Reporting; 29 U.S. Code, Part 6, Work Consolidated Omnibus Budget Reconciliation Act (COBRA); 29 U.S. Code, Part 28, Family & Medical Leave Act (FMLA); Americans w/Disabilities Act (ADA); 29 CFR 1602, ADA & GINA Record Keeping Requirements; 38 U.S. Code, Part 43, Uniformed Serv Empl & Reemployment Rights Act (USERRA); ORS 238 & 238A (PERS); OAR 839-009 (OFLA), ORS 659A.150 - 659A.186; 46 U.S. Code, Part 21, Civil Rights Act; 19 U.S. Code, Part 623, Age Discrimination Act; 29 CFR, Part 1635, GINA; 26 U.S. Code, Part 1, sections 401-457, Deferred Comp 401(a) and 457; 29 U.S. Code, Part 18, ERISA; 26 U.S. Code, Part 213, Flex Spending Account; SB 454, Oregon Sick Time; ORS 659A.150-659.A186, Paid Leave Oregon; Fair Labor Standards Act (FLSA); OAR 839-020-0080; ORS 653, Minimum Wages and Employment Conditions; ORS 243.303; ORS 234.025; 29 CFR, Part 541; 29 CFR, Part 5, DOL Wage and Hour; FCRA 604; ORS 652.750; ORS192.001, Public Records; OAR 166-150-0160, Personnel Records; ORS 243.303; ORS 653.050; 29 CFR 1602.14; Immigration Reform and Control Act (IRCA); Current bargaining agreements. These are "shall" mandates.

**Leverage Details**

The General Fund portion of this program leverages the following:

_____	\$0	back to the Discretionary General Fund
_____	\$0	into other non Discretionary County Funds
_____	\$0	directly to community members