

Personnel Matters

a. Workforce Update

b. Employee Leave Balance and Usage

Board of Directors – Open Agenda Item 5

February 14, 2013

Andreas Acker, Sr. VP of Human Resources

Note - Information only/no board action required, and no staff recommendations to consider at this time. Staff will be fully prepared to respond to questions.

Workforce Solutions

2012-1/20/2013 Workforce Solutions Total Employees	598
Transition to Core Operations	136
Promotions	40
Total Internal Moves	176
Employees who Retired from WS (including Long Term Leave unit)	26
Employees who Resigned from WS	17
Transfer to other Agency	22
Other	7
Total Separations	72
Employees Remaining in Workforce Solutions at end of year	350
Extended Leave Unit	90
Total Available Employees in WS January 2013	260

Workforce Solutions Transition to Claims

- 26 WS staff transitioned to UR Gatekeeper rolls
- November 2012
- 14 WS staff transitioned to Benefit Administration - January 2013
- 16 WS staff transitioned to Claims Processing Center – January 2013

Workforce Solutions Transition Plan to Claims

- New WS staff will transition directly to Claims
- 33 WS staff to begin training March 2013 when their assignment in CPC is complete
- 20 WS staff to begin training by July 2013 when their assignment in Field is complete
- 14 WS staff to begin training Q4 2013, when their assignment in Billing is complete

State Fund Academy

- Objective
 - Ensure that State Fund has qualified, engaged, trained staff for the roles we will need in the future
- Components
 - New Employee and New Leader Onboarding
 - State Fund Refresh
 - Leadership Refresh
 - Learning plans for each role

Leadership Refresh and Onboarding

- Leverage Practical and Assessment modules
- Recruitment
 - Screen, Test and Appoint based on leadership competencies
 - Screening to include simulation, presentation or other comprehensive components
 - Role specific recruiting from Military

New Employee On-boarding

- Acclimate and accelerate performance
- Components
 - History of State Fund
 - Workers' Compensation overview
 - State Fund organizational overview
 - Brand, Culture and Values
 - Employee Benefits information and enrollment
 - Compliance requirements such as Code of Conduct

State Fund Refresh

- Leverage components of New Employee On-boarding to refresh all employees
 - History of State Fund
 - Workers Compensation overview
 - Organizational overview
 - Brand, Culture and Values

Workforce Update

State Fund Staffing Summary Report

As of December 31, 2012

	12/31/2006	12/31/2007	12/31/2008	12/31/2009	12/31/2010	12/31/2011	3/31/2012	6/30/2012	9/30/2012	12/31/2012
Permanent Employees <i>(head count)</i>	8,800	8,257	7,909	7,660	7,305	5,665	5,291	4,958	4,733	4,589
Available Employees	8,607	8,051	7,687	7,460	7,096	5,497	5,138	4,817	4,592	4,469
Employees on Extended Leaves	193	207	222	200	209	168	153	141	141	120
Non-Permanent Employees	337	286	258	53	16	3	5	4	5	17
New hires (YTD)	279	273	240	109	23	15	0	4	19	*43
Promotions (YTD)	732	476	475	385	298	144	12	70	171	286
Separations (YTD)	1,004	861	522	340	398	1,638	367	710	949	1,118

* Includes 26 Mandatory Reinstatements and 17 New Hires

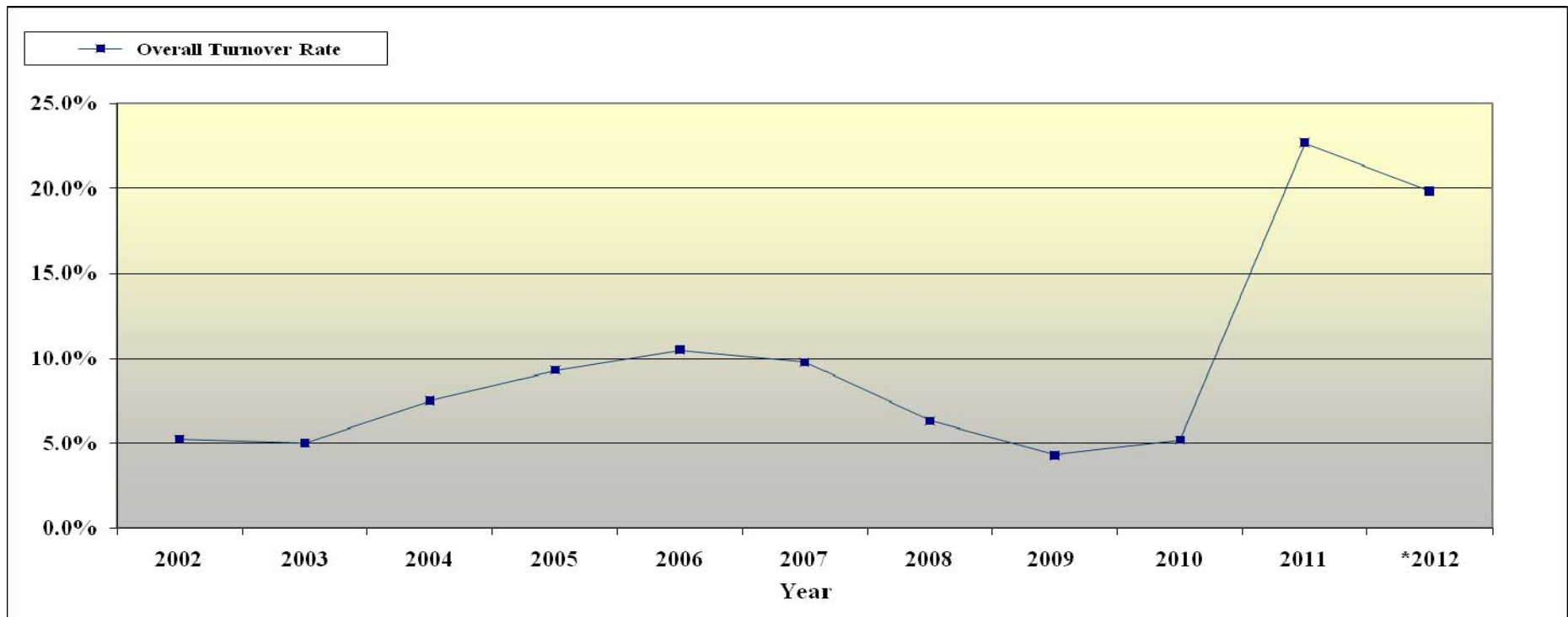
Workforce Update

State Compensation Insurance Fund Turnover By Year (As of December 31, 2012)

Year	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	*2012
Total Separations	368	391	664	893	1,004	861	522	340	398	1,638	1,118
Overall Turnover Rate	5.3%	5.0%	7.5%	9.3%	10.5%	9.8%	6.3%	4.3%	5.2%	22.7%	19.84%

* Total is calculated annually and as of the start of the year.

The 2010 YTD has been updated to reflect retirement separations that were not captured in the 1/7/11 extract due to delays with the State Controller's processing.



Employee Leave Balance and Usage December 31, 2012

All Leave Balance Types

LEAVE TYPE:	Annual Leave	Vacation	Personal Holiday	Holiday Credit	PLP	VPLP	CTO	Excess	FURLOUGH	SICK	HIT	PLP 2012
2007 YTD	657,583	1,397,958	55,352	37,064	96,360	50,370	15,161	18,628		2,128,272	21,233	
2008 YTD	617,382	1,387,913	58,824	22,636	81,247	51,410	18,146	22,892		2,048,398	23,173	
2009 YTD	641,435	1,534,979	56,568	41,063	67,975	43,507	19,495	23,785	193,440	2,038,082	19,124	
2010 YTD	559,547	1,490,902	58,440	74,516	56,861	41,668	13,765	24,917	183,919	1,950,391	20,697	
2011 YTD	478,916	1,346,017	48,728	33,355	40,985	29,816	11,420	21,850	147,164	1,653,486	18,704	
2012 YTD	438,276	1,283,600	46,633	28,594	30,054	24,600	7,523	24,274	38,687	1,441,679	14,761	77,290

All Usage for All Leave Balance Types

LEAVE TYPE:	Annual Leave	Vacation	Personal Holiday	Holiday Credit	PLP	VPLP	CTO	Excess	FURLOUGH	SICK	HIT	PLP 2012
2007 YTD	(338,519)	(1,022,505)	(55,872)	(64,782)	(37,218)	(87,617)	(11,362)	(36,071)		(784,629)	(35,512)	
2008 YTD	(373,552)	(1,333,280)	(60,912)	(14,952)	(15,427)	(82,446)	(17,791)	(54,053)		(716,982)	(29,857)	
2009 YTD	(281,732)	(750,378)	(63,696)	(44,880)	(13,293)	(57,773)	(11,878)	(54,809)	(734,787)	(616,737)	(34,220)	
2010 YTD	(243,388)	(816,032)	(53,136)	(24,902)	(8,594)	(58,898)	(14,942)	(47,471)	465	(530,162)	(26,030)	
2011 YTD	(192,084)	(604,401)	(46,136)	(74,753)	(7,664)	(38,397)	(7,574)	(38,675)	(6,560)	(449,459)	(20,392)	
2012 YTD	(122,894)	(392,754)	(27,794)	(34,339)	(3,806)	(24,924)	(4,137)	(29,631)	(78,663)	(289,077)	(15,896)	(123,741)

Historical Summary

As of December 31, 2012

Leave Over the 640 Cap - Historical Summary

Year	Hours Over Cap	(Hours) Change in %	Employees Over Cap	(Head Count) Change in %
2007	318,119	-	831	-
2008	258,237	-18.8%	748	-10.0%
2009	277,956	7.6%	856	14.4%
2010	231,184	-16.8%	808	-5.6%
2011	199,024	-13.9%	760	-5.9%
2012	183,769	-7.7%	808	6.3%

640 hour Cap Summary

As of December 31, 2012

Annual Leave & Vacation over the 640 Cap

LEAVE TYPE:	Hours Over Cap	# of EE's	Average Hours Over Cap	Liability Amount
<i>Total</i>	183,769	808	227	\$ 7,023,530

Over the 640 Cap for Rank and File Employees

LEAVE TYPE:	Hours Over Cap	# of EE's	Average Hours Over Cap	Liability Amount
<i>Total</i>	88,216	507	174	\$ 3,162,360

Grand Total over the 640 Cap for Exempt, CEA, Managers and Supervisors

LEAVE TYPE:	Hours Over Cap	# of EE's	Average Hours Over Cap	Liability Amount
<i>Total</i>	95,553	301	317	\$ 3,861,170

The table below lists the monthly Annual Leave and Sick Leave/Vacation accrual rates for a full-time employee in **Bargaining Units 1, 2, 4, 10, 12, 13, 14, 15 and 17:**

Length of Service	Annual Leave	Vacation + Sick Leave (8 hours)
1 month to 3 years	11 hours	15 hours (7 hours + 8 hours)
37 months to 10 years	14 hours	18 hours (10 hours + 8 hours)
121 months to 15 years	16 hours	20 hours (12 hours + 8 hours)
181 months to 20 years	17 hours	21 hours (13 hours + 8 hours)
241 months and over	18 hours	22 hours (14 hours + 8 hours)

The table below lists monthly Annual Leave and Sick Leave/Vacation accrual rates for a full-time employee designated **supervisory, managerial or confidential or other excluded employees:**

Length of Service	Annual Leave	Vacation + Sick Leave (8 hours)
1 month to 3 years	15 hours	15 hours (7 hours + 8 hours)
37 months to 10 years	15 hours	19 hours (11 hours + 8 hours)
121 months to 15 years	17 hours	21 hours (13 hours + 8 hours)
181 months to 20 years	18 hours	22 hours (14 hours + 8 hours)
241 months to 25 years	19 hours	23 hours (15 hours + 8 hours)
301 months and over	20 hours	24 hours (16 hours + 8 hours)