

BENEFITS ADMINISTRATION

Mission Statement

The mission of Benefits Administration is to promote the health and well-being of City employees, retirees, and their families, by providing excellent customer service through the administration of City benefits programs.

Benefits Administration is part of the Human Resources Department. This allows Benefits Administration to partner with the Human Resources staff to promote a positive working environment and improve communications to all City employees and departments. Benefits Administration continues to work closely with the Controller's Office and the Payroll Department in many aspects that are necessary to administer City benefits programs.

Goals and Objectives

The goals for Benefits Administration are:

- Provide excellent customer service to employees, retirees and their dependents.
- Act as a liaison between providers, and employees and retirees, to resolve benefits issues.
- Review benefit programs and make recommendations for change and/or improvement.
- Maintain accurate records of employees and retirees relating to: health insurance, COBRA administration, life insurance, long-term disability, short-term disability, flexible spending accounts, and FMLA.
- Monitor provider billings to detect errors and contain costs.
- Continue to maintain and develop the Flexible Spending Account program in order to save employees and the City of Fort Wayne on taxable income. Flexible Spending Accounts are tax-favored accounts that allow employees to set aside money pretax for eligible Medical and Dependent Care costs. Claims are processed through the Benefits office and reimbursed on employee payroll checks bi-weekly. As an employer, the City of Fort Wayne saves on every dollar that passes through the Flex program by reducing its FICA liability.
- Develop and implement wellness programs for employees, retirees and their families, to improve the quality of life of these individuals and mitigate benefit costs, including but not limited to annual Health Fairs, monthly wellness seminars and a Smoking Cessation Program.
- Develop, maintain and comply with a benefits administration procedure manual.
- Develop and maintain good working relationships with benefit providers, HR Department, Payroll Department, Controller's Office and departmental payroll clerks in order to foster cooperation and provide good customer service to employees, retirees and family members.

GROUP HEALTH INSURANCE
 Dept # 0002
 2011 BUDGET COMPARISON

	2009 ACTUAL	2010 ACTUAL THRU 30-Jun-2010	2010 REVISED BUDGET	2011 SUBMITTED	\$ INCREASE (DECREASE) FROM 2010 APPR	% CHANGE FROM 2010 APPR TO 2011
5111 TOTAL WAGES	102,746		103,914	104,921	1,007	0.97%
5131 PERF - EMPLOYERS SHARE	7,229		7,805	8,646	841	
5132 FICA	6,951		7,705	8,026	321	
5134 LIFE MEDICAL & HEALTH INSURAN	18,000		19,800	20,400	600	
5136 UNEMPLOYMENT COMPENSATION	103		100	105	5	
5137 WORKERS COMP INSURANCE	166		156	171	15	
513A PERF - EMPLOYEES/PD BY CITY	2,992		3,021	3,053	32	
Total 5100	\$138,187	\$85,030	\$142,501	\$145,322	\$2,821	1.98%
5219 OTHER OFFICE SUPPLIES	905		1,200	1,200	-	
5299 OTHER MATERIALS & SUPPLIES	146		900	900	-	
Total 5200	\$1,051	\$1,061	\$2,100	\$2,100	\$-	0.00%
531K SEMINAR FEES	344		1,500	1,500	-	
5322 POSTAGE	1,302		2,500	2,500	-	
5323 TELEPHONE & TELEGRAPH	764		780	780	-	
5324 TRAVEL EXPENSES	-		1,000	1,000	-	
532L LONG DISTANCE CHARGES	20		60	60	-	
5331 PRINTING OTHER THAN OFFC SUPPL	1,248		2,250	2,250	-	
5342 LIABILITY INSURANCE	126		535	427	(108)	
5369 CONTRACTED SERVICE	17,980		21,100	51,000	29,900	
5374 OTHER EQUIPMENT RENTAL	1,335		1,260	1,260	-	
Total 5300	\$23,118	\$1,864	\$30,985	\$60,777	\$29,792	96.15%
Total 5400	\$-	\$-	\$-	\$-	\$-	
Total	\$162,356	\$87,956	\$175,586	\$208,199	\$32,613	18.57%