



Legislation Text

File #: 2020-0720, **Version:** 0

Title

Outsourcing of HR Leave Management Functions - Professional Services Agreement

History

Leave Management requires an understanding of the complexities in procedures as well as timelines; and depending on the type of leave, applicability of State-mandated programs, concurrent leave eligibility, record keeping requirements and recertification. For the purposes of efficiency and effectiveness, HR recommends that leave management functions be outsourced.

The Village's current leave management function is an intense and time consuming and antiquated manual process, lacking sufficient and regular review. To its advantage, the Village has developed third party administrator arrangements to handle the volume of some leave requests. However, the demand for in-house leave management of COVID-19 related issues has increased dramatically requiring us to remain agile as our immediate priorities change. Additionally, in reviewing the current process, it was noted that prior to any communication with third party administrators, the potential for human error existed largely due to the fact that leave management functions had been performed solely by one full time employee.

With the recent transition, those tasks were reviewed and distributed among current staff as added responsibilities, but require a high degree of time management of inter and intra-departmental collaborative efforts, to sufficiently meet staff and compliance demands.

Staff has reviewed a number of vendors and recommends entering into an agreement with Trupp HR in the submitted proposal amount.

Financial Impact

Funding for this service is being made available through anticipated savings based on reduced staffing.

The anticipated cost expenditure of outsourcing this service is approximately \$40,000.

Recommended Action/Motion

I move to approve entering into an agreement with Trupp HR for a period of one year for HR Leave Management Functions.