

**FISCAL YEAR 2004 BUDGET**

**Fund Summary**

**Fund Name : Workers Compensation**  
**Fund/Department No: 880 / 80 / 90**

	<u>FY2003 BUDGET</u>	<u>FY2003 ESTIMATE</u>	<u>FY2004 BUDGET</u>
Beginning Fund Balance	0	0	0
Current Revenues	<u>31,371,025</u>	<u>29,036,025</u>	<u>31,698,871</u>
Total Available Resources	<u>31,371,025</u>	<u>29,036,025</u>	<u>31,698,871</u>
Maintenance and Operations	<u>31,371,025</u>	<u>29,036,025</u>	<u>31,698,871</u>
Total Expenditures	<u>31,371,025</u>	<u>29,036,025</u>	<u>31,698,871</u>
Planned Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget	<u>31,371,025</u>	<u>29,036,025</u>	<u>31,698,871</u>

The above summarizes the FY2003 Budget, the FY2003 Estimate and the FY2004 Budget for the Workers Compensation Fund. Also included are the beginning and ending fund balances, total available resources and total expenditures.

The Workers Compensation Fund is a revolving fund administered by the Human Resources Department. The Fund was established to centralize the financial transactions in the areas of Workers Compensation, Accident Prevention, and Loss Control.

The City's Workers Compensation Program is self-insured and has a contract with a third party administrator to manage claims activity. All financial liability for indemnity payments, medical costs, and other claims related payments are funded by direct processing to the departments. Department premium rates are based on projected external Third Party Administrator (TPA) fees and internal administrative costs allocated on staffing levels.

The administrative portion of the budget includes staff for an accident prevention unit in the Human Resources Department and a litigation unit in the Legal Department. Emphasis on the "return to work" program was accomplished by the adoption of the Work Ability Guidelines, effective April 1, 1995 with a comprehensive revision completed October 1, 1998. These guidelines institute a transitional duty program, which focuses on returning injured employees to work as soon as possible, while complying with all federal, state, and local laws. This Executive Order represents a paradigm shift in City government that has returned years of productivity to the City by returning injured workers to transitional duty positions. This effort has saved millions of dollars in workers compensation payments and salary continuation benefits.

The overall goal of the program is to create an atmosphere of safety awareness and a risk free environment. Specific initiatives are listed in the budget highlights.

**FISCAL YEAR 2004 BUDGET**

**Department Budget Summary**

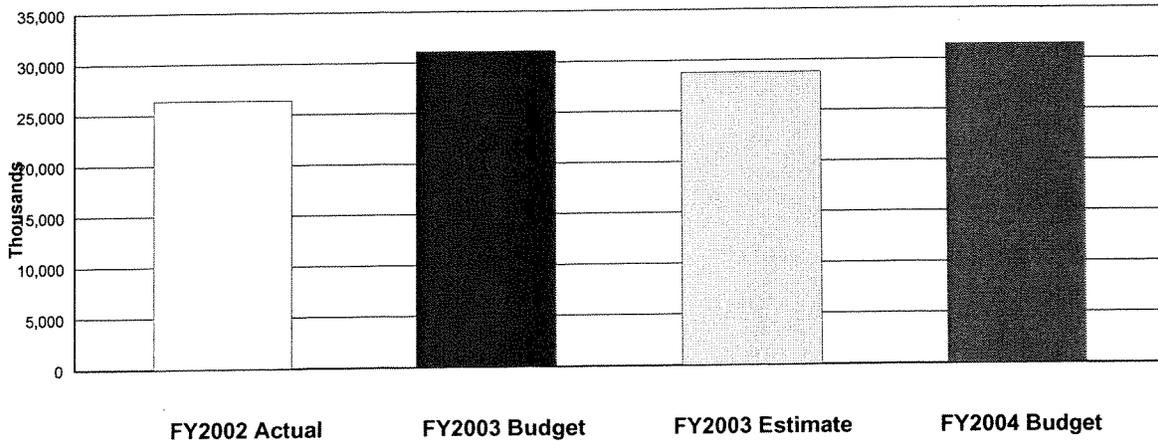
**Fund Name** : Workers Compensation  
**Department Name** : Human Resources  
**Fund/Department No.** : 880 / 80

	<u>FY2002 Actual</u>	<u>FY2003 Budget</u>	<u>FY2003 Estimate</u>	<u>FY2004 Budget</u>	
Expenditure Summary	Personnel Services	1,489,278	1,752,493	1,651,664	1,729,956
	Supplies	40,322	48,950	39,450	40,050
	Other Services and Charges	24,797,785	29,317,157	27,092,486	29,651,409
	Equipment	37,803	0	0	0
	Non-Capital Equipment	33,925	17,500	17,500	13,200
	Total M & O Expenditures	26,399,113	31,136,100	28,801,100	31,434,615
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	26,399,113	31,136,100	28,801,100	31,434,615
Revenue Summary	26,624,319	31,371,025	29,036,025	31,698,871	
Staffing Summary	Full-Time Equivalents - Civilian	30.7	36.0	36.0	33.5
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Total	30.7	36.0	36.0	33.5
	Full-Time Equivalents-Overtime	0.0	0.0	0.0	0.0

**Budget Highlights**

- o FY2004 Budget includes new TPA contract.
- o Oversee implementation of TPA services to provide a seamless transition.
- o Oversee Accident Prevention Program joint management of high risk departments.
- o Address inventory claims management by implementing initiatives addressing catastrophic claims, standardization of external case management, and medical trends analysis.
- o Emphasize administration of the Transitional Duty Program with a specific case of management and dedicated administration.

**Workers Compensation  
Human Resources  
Expenditure Summary**



**FISCAL YEAR 2004 BUDGET**

**Department Program Summary**

**Fund Name** : Workers Compensation  
**Department Name** : Human Resources  
**Fund/Department No.** : 880 / 80

Program Description	Program Objectives
<p><b>Workers Compensation Admin</b> 1910  <b>Safety</b> 1911</p> <p>Accident prevention/safety: Inspect workplaces and job sites to eliminate safety hazards, compile reports to meet requirements of state law, and train employees in all areas of safety.</p>	<p>Provide direction on safety programs to minimize the City's liabilities for workers compensation. Investigate accidents to determine causes and prevent reoccurrence. Review purchases of chemicals citywide and compile workplace chemical listings.</p>
<p><b>Workers Compensation Admin</b> 1910  <b>Unemployment Claims Processing</b> 1912</p> <p>Process unemployment claims. Respond to unemployment requests by terminated employees. Process quarterly billings for payment. This process was transferred to the Legal Department in FY2002.</p>	<p>Coordinates City's response to regulatory commission.</p>
<p><b>Workers Compensation Admin</b> 1910  <b>W.C. Claims Processing</b> 1913</p> <p>Approve/disapprove injury leave in accordance with work ability guidelines. Administer salary continuation program. Conduct departmental training. Provide oversight and direction to the third party administrator.</p>	<p>Train departments in work ability guidelines and W.C. Act. Facilitate transitional duty. Ensure that TPA complies with the City contract, quality standards and W.C. Act. Determine and quantify injury leave approvals/denials.</p>
<p><b>Workers Compensation Admin</b> 1910  <b>Employee Clinic</b> 1915</p> <p>Employee Health Clinic Provides city wide drug testing and new employee medical screening services.</p>	<p>Provide timely medical evaluations for new employees. Coordinate wellness activities for City employees.</p>
<p><b>Workers Compensation Admin</b> 1910  <b>W.C. Information Services</b> 1916</p> <p>Data compilation/report and technical services liaison.</p>	<p>Develop and compile Risk Management financials and statistical reports. Provide customer departments with defined and ad hoc reports, as well as coordinate requested technical services.</p>
<p><b>Workers Compensation Admin</b> 1910  <b>W.C. Case Management</b> 1917</p> <p>Case Management provides ongoing implementation of Executive Order 1-33 through employee training, maintenance of employee/employer relationship with injured workers, early intervention for transitional duty and coordination of City Occupational Injury Network (COIN).</p>	<p>Maintain employee/employer relationship by contacting injured workers telephonically and by letters; facilitate quick, safe Return To Work (RTW) and supervise this process to ensure success; and advise departmental personnel regarding modifications for transitional RTW.</p>

**FISCAL YEAR 2004 BUDGET**

Department Program Summary									
<b>Fund Name : Workers Compensation</b> <b>Department Name : Human Resources</b> <b>Fund/Department No. : 880 / 80</b>									
Program Performance Measures	FY2002 Actual			FY2003 Estimate			FY2004 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Defensive Driving Course	1,316			1,500			1,500		
Material safety data sheet	287			350			350		
Safety inspections	903			1,000			1,000		
Safety audits	15			21			21		
Employees trained	5,862			5,000			5,000		
		8.0	575,745		10.0	599,480		10.0	620,249
Files-Trans/Inj leave/TPA	N/A			6,600			6,600		
Q/A Reviews/Audits	N/A			240			240		
Training-Internal/External	N/A			72			72		
Unemployment Billings	4			90			90		
Mediation/Trials/Griev/CSC	N/A			15			15		
		5.0	219,935		6.0	274,596		5.0	256,796
Evaluated employee for drug use	7,465			8,500			8,500		
Medical evaluation	2,197			2,800			2,800		
		3.0	158,302		4.0	173,824		3.5	169,398
Periodic reporting Q/M	16			16			16		
Subro Recoveries	136			150			150		
Refunds/Over Payments	141			200			200		
		3.0	119,760		3.0	163,798		3.0	159,149
Injured workers RTW	1,897			1,700			1,700		
Case Mgmt Meetings	178			50			50		
Site visit to assist RTW	98			40			40		
Contact workers & Supervis	6,657			5,000			5,000		
Written/Telephonic/email									
		4.0	189,384		4.0	219,181		4.0	293,529

**FISCAL YEAR 2004 BUDGET**

**Department Program Summary**

**Fund Name** : Workers Compensation  
**Department Name** : Human Resources  
**Fund/Department No.** : 880 / 80

Program Description	Program Objectives
<p><b>Workers Compensation Admin</b> 1910  <b>W.C. Administrative Support</b> 1918</p> <p>Provide administrative support for Risk Management Division and customer function departments. Maintenance of the Human Resources mail.</p>	<p>Support injury leave and case management functions. Maintain and process telephone service request and serve as division purchasing coordinator. Supervise the distribution and procedures of the Human Resources mail.</p> <p>Ensure the acceptable performance of the City's Workers Compensation system's internal and external components to include the coordination of various accident prevention and safety initiatives.</p> <p>Post, analyze, monitor, and review financial documents associated with workers compensation.</p> <p>Process and monitor incurred claim losses.</p>
<p><b>Workers Compensation Admin</b> 1910  <b>W.C. Administrators Office</b> 1919</p> <p>Workers Compensation Admin. provides administrative oversight and direction to all W.C. programs via ongoing assessment and analysis of program functions as compared to citywide activities.</p>	
<p><b>Workers Compensation Admin</b> 1910  <b>W.C. Finance and Systems</b> 1925</p> <p>Provides financial and system support for the W.C. program. Responsible for interfacing with the third party administrators on the designing and maintenance of WC financial and operational reports.</p>	
<p><b>Workers Compensation Admin</b> 1821  <b>W.C. Claim Losses (Incl. -TPA)</b> 1940</p> <p>Monitors workers compensation (W.C.) claim losses and third party administration services.</p>	

**FISCAL YEAR 2004 BUDGET**

**Department Program Summary**

Fund Name : Workers Compensation  
 Department Name : Human Resources  
 Fund/Department No. : 880 / 80

Program Performance Measures	FY2002 Actual			FY2003 Estimate			FY2004 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Create File Folders	2,581			2,900			3,500		
Telephone service request	178			300			300		
Process purchase requisitions	110			150			125		
		3.7	166,052		4.0	150,634		4.0	154,136
City Liaison updates	3			4			4		
Vendor Review Meetings	24			40			40		
		2.0	369,577		2.0	338,025		2.0	431,105
Post & Review WComp Dept. Billing	12			12			12		
		2.0	209,609		3.0	198,633		2.0	239,053
Billing tape processed	12			12			12		
		0.0	24,390,554		0.0	26,682,929		0.0	29,111,200
<b>Total</b>	<u>30.7</u>	<u>26,399,113</u>		<u>36.0</u>	<u>28,801,100</u>		<u>33.5</u>	<u>31,434,615</u>	

**FISCAL YEAR 2004 BUDGET**

Fund Name :                 : Workers Compensation  
 Department Name :         : Human Resources  
 Fund / Department No. : 880 / 80

NO. of POSITIONS	JOB DESCRIPTION	JOB CLASS CODE	PAY GRADE
1	ADMINISTRATION MANAGER	3029	26
3	ADMINISTRATIVE AIDE	3011	10
2	ADMINISTRATIVE ASSISTANT	3022	17
1	ADMINISTRATIVE ASSOCIATE	3021	13
1	ADMINISTRATIVE COORDINATOR	3026	24
1	ADMINISTRATIVE SUPERVISOR	3035	22
1	CLAIMS COORDINATOR	4011	17
2	DIVISION MANAGER	3030	29
1	EXECUTIVE SECRETARY	4922	15
1	FINANCIAL ANALYST III	3563	21
1	HUMAN RESOURCES ASSISTANT	4014	13
1	HUMAN RESOURCES SUPERVISOR	4027	24
1	HUMAN RESOURCES TECHNICIAN	4017	12
1	LICENSED VOCATIONAL NURSE	7211	12
1	MESSENGER	5181	06
1	OFFICE SUPERVISOR	5021	17
2	PUBLIC HEALTH NURSE III	7233	21
1	PUBLIC HEALTH NURSE IV	7234	22
4	SAFETY OFFICER	4173	21
1	SAFETY REPRESENTATIVE	4172	19
3	SAFETY SUPERVISOR	4176	24
1	SENIOR CLAIMS COORDINATOR	4012	21
1	SENIOR CLERK	4813	08
1	STATISTICAL ANALYST II	3262	15
<hr/>			
<b>34.0</b>	<b>Total Positions</b>		
<b>0.5</b>	<b>Less adjustment for Vacancies and Part-Time Employees</b>		
<b>33.5</b>	<b>Full-Time Equivalents</b>		

**FISCAL YEAR 2004 BUDGET**

**Department Revenue Summary**

**Fund Name : Workers Compensation**  
**Department Name : Human Resources**  
**Fund/Department No. : 880 / 80**

Source	Description	Program Org	Program Name	FY2003 Budget	FY2003 Estimate	FY2004 Budget
7355	Interfund Billing-Worker Comp	1940	W.C. Claim Losses (Incl. -TPA)	31,232,025	28,897,025	31,624,871
7680	Training Services	1940	W.C. Claim Losses (Incl. -TPA)	4,000	69,000	4,000
8300	Interest On Pooled Investments	1940	W.C. Claim Losses (Incl. -TPA)	135,000	70,000	70,000
<b>Total Human Resources</b>				<u>31,371,025</u>	<u>29,036,025</u>	<u>31,698,871</u>

**FISCAL YEAR 2004 BUDGET**

**Fund Name** : Workers Compensation  
**Department Name** : Human Resources  
**Fund/Department No.** : 880 / 80

ACCT	DESCRIPTION	FY2002 Actual	FY2003 Budget	FY2003 Estimate	FY2004 Budget
1100	Salary-Base Pay-Civilian	1,112,069	1,315,779	1,204,856	1,274,584
1105	Salary-Part Time-Civilian	20,645	5,200	15,616	15,616
1113	Bilingual Pay-Civilian	1,806	1,806	1,806	1,806
1120	Overtime-Civilian	1,366	0	0	0
1130	Termination Pay-Civilian	951	0	0	0
1135	Pension-Civilian	114,135	131,321	131,321	127,459
1140	Social Security-Civilian	85,546	102,723	102,723	98,839
1145	Health/Life Ins Active Civilian	131,964	170,467	170,467	184,938
1146	Health/Life Ins Retiree Civilian	12,388	11,500	11,500	11,500
1405	Workers Compensation-Civilian	6,539	9,304	9,482	9,977
1415	Unemployment Claims	0	1,320	1,320	1,345
1420	Long Term Disability	1,869	3,073	2,573	3,892
<b>Total Personnel Services</b>		<b>1,489,278</b>	<b>1,752,493</b>	<b>1,651,664</b>	<b>1,729,956</b>
2135	Cleaning and Sanitary Supplies	0	150	150	150
2300	Audio-Visual Supplies	(55)	1,150	1,150	500
2305	Computer Supplies	1,776	5,500	3,500	5,000
2306	Paper & Printing Supplies	2,055	6,700	4,700	4,000
2315	Publications & Printed Materials	5,117	3,200	3,200	3,200
2323	Postage	1,534	2,050	2,050	2,500
2325	Miscellaneous Office Supplies	19,506	10,300	10,300	10,300
2400	General Laboratory Supplies	0	500	500	500
2412	Medical & Surgical Supplies	435	0	0	0
2415	Small Tech & Scientific Equip	50	900	900	900
2600	Fuel	7,036	7,500	7,500	7,500
2605	Vehicle Repair & Maint Suppl	0	10,000	5,000	5,000
2701	Clothing	0	500	0	0
2738	Miscellaneous Parts & Supplies	2,868	500	500	500
<b>Total Supplies</b>		<b>40,322</b>	<b>48,950</b>	<b>39,450</b>	<b>40,050</b>
3107	Temporary Personnel Services	39,016	114,200	105,471	84,200
3200	Claims Payment Services	1,662,536	2,110,500	1,920,929	3,205,000
3250	Employee Medical Claims	22,728,068	26,600,000	24,750,000	25,891,200
3305	Advertising Services	2,091	5,000	2,500	5,000
3325	Medical, Dental & Lab Services	0	1,000	500	500
3335	Management Consulting Services	70,000	162,000	37,000	115,000
3345	Miscellaneous Support Services	16,138	30,050	23,550	18,000
3400	Real Estate Lease/Office Rental	177,590	177,590	177,590	177,590
3402	Parking Space Rental	18,199	5,500	12,346	23,500
3404	Metro Commuter Passes	1,331	3,707	3,707	3,707
3510	Telephone	17,162	10,000	10,000	14,300
3515	Communication Lines	12,624	3,710	3,710	3,710
3615	Computer Eq/Software Maint Svc	0	13,250	3,250	3,250
3625	Office Equipment Services	0	600	500	500
3626	Vehicle & Motor Equip Services	12,267	4,000	5,000	5,000
3635	Other Equipment Services	0	100	0	0
3765	IntFd Photocopy Services	13,353	12,500	6,500	6,500
3775	Intfnd IT Network Services	0	0	0	65,552

**FISCAL YEAR 2004 BUDGET**

Fund Name : Workers Compensation  
 Department Name : Human Resources  
 Fund/Department No. : 880 / 80

ACCT	DESCRIPTION	FY2002 Actual	FY2003 Budget	FY2003 Estimate	FY2004 Budget
3794	Print Shop Services	3,779	9,350	7,350	7,350
3799	Mail/Delivery Services	8	500	0	0
3805	Printing & Reproduction Srvcs	33	6,100	1,100	1,100
3895	Misc Other Services & Charges	0	800	600	600
3900	Education & Training	16,004	25,500	19,033	18,000
3905	Membership & Professional Fees	546	3,500	1,850	1,850
3910	Travel-Training Related	7,018	17,600	0	0
3950	Travel-Non-training Related	22	100	0	0
<b>Total Other Services and Charges</b>		<b>24,797,785</b>	<b>29,317,157</b>	<b>27,092,486</b>	<b>29,651,409</b>
4525	Trucks - General Purpose	37,803	0	0	0
<b>Total Equipment</b>		<b>37,803</b>	<b>0</b>	<b>0</b>	<b>0</b>
4820	Non-Capital Computer Equipment	21,032	17,500	17,500	13,200
4830	Non-Capital Communication/Elect Equip	12,893	0	0	0
<b>Total Non-Capital Equipment</b>		<b>33,925</b>	<b>17,500</b>	<b>17,500</b>	<b>13,200</b>
<b>Grand Total Expenditures</b>		<b>26,399,113</b>	<b>31,136,100</b>	<b>28,801,100</b>	<b>31,434,615</b>



**FISCAL YEAR 2004 BUDGET**

**Department Budget Summary**

**Fund Name** : Workers Compensation  
**Department Name** : Legal  
**Fund/Department No.** : 880 / 90

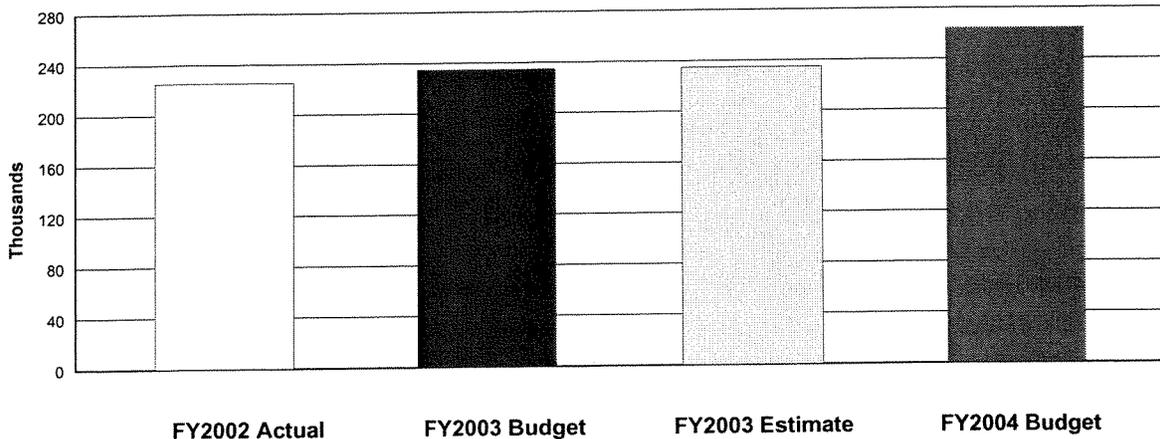
		<u>FY2002 Actual</u>	<u>FY2003 Budget</u>	<u>FY2003 Estimate</u>	<u>FY2004 Budget</u>
Expenditure Summary	Personnel Services	219,181	225,725	228,225	<b>255,056</b>
	Supplies	5,814	6,000	4,000	<b>6,000</b>
	Other Services and Charges	212	3,200	2,700	<b>3,200</b>
	Total M & O Expenditures	<u>225,207</u>	<u>234,925</u>	<u>234,925</u>	<b>264,256</b>
	Debt Service & Other Uses	0	0	0	<b>0</b>
	Total Expenditures	<u>225,207</u>	<u>234,925</u>	<u>234,925</u>	<b>264,256</b>

Revenue Summary

Staffing Summary	Full-Time Equivalents - Civilian	4.9	5.0	4.4	<b>5.0</b>
	Full-Time Equivalents - Classified	0.0	0.0	0.0	<b>0.0</b>
	Total	<u>4.9</u>	<u>5.0</u>	<u>4.4</u>	<b>5.0</b>
	Full-Time Equivalents-Overtime	0.0	0.0	0.0	<b>0.0</b>

- Budget Highlights
- o Continue to provide comprehensive legal services related to the Workers Compensation Benefits Program, including aggressive pursuit of potential subrogation and rigorous defense of contested cases.
  - o Increase subrogation recoveries by aggressively pursuing uninsured/underinsured motorist insurance policies.

**Workers Compensation  
Legal  
Expenditure Summary**



**FISCAL YEAR 2004 BUDGET**

**Department Program Summary**

Fund Name : Workers Compensation  
 Department Name : Legal  
 Fund/Department No. : 880 / 90

Program Description	Program Objectives
<p><b>Workers Compensation Admin</b> <span style="float: right;"><b>1310</b></span>  <b>Workers Comp. Litigation Unit</b>                      Provide comprehensive legal services for the City's Workers Compensation Benefits Program ("Program").</p>	<p>Coordinate the efforts of outside legal counsel and internal staff in providing comprehensive legal services on all matters relating to the Program, including defense of contested cases and pursuit of subrogation claims from responsible third parties.</p>

**FISCAL YEAR 2004 BUDGET**

Department Program Summary									
Fund Name : Workers Compensation									
Department Name : Legal									
Fund/Department No. : 880 / 90									
Program Performance Measures	FY2002 Actual			FY2003 Estimate			FY2004 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Workers compensation subrogation claims handled	186			175			175		
	4.9	225,207		4.4	234,925		5.0	264,256	
Total	<u>4.9</u>	<u>225,207</u>		<u>4.4</u>	<u>234,925</u>		<u>5.0</u>	<u>264,256</u>	

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**FISCAL YEAR 2004 BUDGET**

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Fund Name :               : Workers Compensation  
Department Name :       : Legal  
Fund / Department No. : 880 / 90

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<u>NO. of POSITIONS</u>	<u>JOB DESCRIPTION</u>	<u>JOB CLASS CODE</u>	<u>PAY GRADE</u>
2	ASSISTANT CITY ATTORNEY III	6034	27
1	CLERK	4812	05
1	LEGAL ASSISTANT III	6022	15
1	LEGAL WORD PROCESSOR	4936	11
<hr/> <b>5.0</b>	<b>Total Positions</b>		
<b>0.0</b>	<b>Less adjustment for Vacancies and Part-Time Employees</b>		
<hr/> <b>5.0</b>	<b>Full-Time Equivalents</b>		

**FISCAL YEAR 2004 BUDGET**

Fund Name : Workers Compensation  
 Department Name : Legal  
 Fund/Department No. : 880 / 90

ACCT	DESCRIPTION	FY2002 Actual	FY2003 Budget	FY2003 Estimate	FY2004 Budget
1100	Salary-Base Pay-Civilian	169,624	174,766	175,452	195,238
1120	Overtime-Civilian	1,373	0	0	0
1130	Termination Pay-Civilian	129	0	0	0
1135	Pension-Civilian	17,096	17,476	17,500	19,524
1140	Social Security-Civilian	12,704	13,369	13,200	14,935
1145	Health/Life Ins Active Civilian	17,055	18,614	21,400	23,859
1405	Workers Compensation-Civilian	854	1,063	500	1,197
1420	Long Term Disability	346	437	173	303
<b>Total Personnel Services</b>		<b>219,181</b>	<b>225,725</b>	<b>228,225</b>	<b>255,056</b>
2305	Computer Supplies	3,861	2,500	2,000	2,500
2315	Publications & Printed Materials	0	500	0	500
2325	Miscellaneous Office Supplies	1,953	3,000	2,000	3,000
<b>Total Supplies</b>		<b>5,814</b>	<b>6,000</b>	<b>4,000</b>	<b>6,000</b>
3404	Metro Commuter Passes	212	400	400	400
3615	Computer Eq/Software Maint Svc	0	500	600	500
3900	Education & Training	0	1,200	600	1,200
3905	Membership & Professional Fees	0	600	600	600
3910	Travel-Training Related	0	500	500	500
<b>Total Other Services and Charges</b>		<b>212</b>	<b>3,200</b>	<b>2,700</b>	<b>3,200</b>
<b>Grand Total Expenditures</b>		<b>225,207</b>	<b>234,925</b>	<b>234,925</b>	<b>264,256</b>