

***Batavia Educational Program Review (BEPR)***  
**2009 – 2010**

**Program: Human Resources/Payroll**

**BEPR Participants: Martha Oge, Jane Kramer, Sue Griesmann, Peggy Johnson, & Greg M. Romaneck**

**Program Commitment: Level I (Current Funding)**

- I. Program Outcomes:**
  - A. Serve Customers**
  - B. Mandated reporting**
  - C. Administer benefits**
  - D. Process hires/terms**
  - E. Inform the work force**
  - F. Technical Assistance**
  - G. Maintain compliance**
  - H. Contract Management**
  - I. Facilitating Bargaining**
  - J. Integrating tech. in day to day processes.**
  - K. Maintaining records**
  - L. Data base management**
  - M. Compensation Accuracy**
  - N. Create spreadsheets/journal entries**
  - O. Balance payroll budgets**
  - P. Cost Projections.**
  - Q. Enhance Morale**
  - R. Sub management**
  - S. Continuous Improvement/Professional Development**
  
- II. Program Activities:**
  - A. Answer day to day employee questions**
  - B. Provide resource information on a daily basis**
  - C. Interface with other departments/stakeholders on a daily basis**
  - D. Daily maintenance of data**
  - E. Process sick day requests**
  - F. Facilitate insurance changes**
  - G. Monitor retirement benefits**
  - H. Monitoring all types of leaves**
  - I. Managing taxes & involuntary deductions**
  - J. Handling data base issues**
  - K. Criminal background check reporting**
  - L. Processing stipends & extra pay**
  - M. Tracking expenditures by fund/grant**
  - N. Special project work**
  - O. Verification of employments**
  - P. Workman's Comp**
  - Q. Tracking Professional Growth**
  - R. Handling confidential information**
  - S. Processing records**
  - T. Communication tasks**
  - U. Information management**
  - V. Monitoring leaves/sick bank**
  - W. Communicating what payment is for**
  - X. Connecting with external vendors**
  - Y. Managing benefit changes.**
  - Z. Provide resource information.**
  - A2. Design reports**
  - B2. New hire orientation**
  - C2. Managing exit interviews**
  - D2. Manage RIF & related matters**

- E2. Manage recall**
- F2. Board book preparation.**
- G2. Orienting new subs**
- H2. Process sub surveys**
- I2. Manage sub payroll process**
- J2. Manage sub pool**
- K2.Link with T&L on sub availability**
- L2. Time sheet management**
- M2.Posting and recruitment**
- N2.Monitor contract compliance**
- O2.Consultation with unions**
- P2.Committee participation**
- Q2.Daily skill enhancement**
- R2.Professional development**
- S2.Daily customer service**
- T2.Assist in receptionist activities**
- U2. Interface with T&L on professional dev. Subs**
- V2. Personal management of sub pool**

- III. Program Evaluation:**
  - A. Customer Service Survey (Jan/10)**
  - B. Low volume of complaints**
  - C. Zero employee grievances**
  - D. Compliant with State Reports**
  - E. Compliant with ROE reports**
  - F. Audit outcomes**
  - G. Climate Survey Data (Nov/09)**
  - H. High accuracy on yearly salary statements**
  - I. Internal Monthly Balances**

**IV. Current Funding**

IV. Program Expenditures	Level 1: Current
Salaries - Certified Staff	153,043
Fringe Benefits - Certified	21,439
Salary - Non Certified Staff	175,670
Fringe Benefits - Non Certified	40,644
Purchased Services	13,900
Supplies/Materials	900
Equipment	0
Other / Tuition	15,500
Non-Capitalized Equipment	500
<b>Total</b>	<b>421,596</b>
Minus Revenue	0
District Program Cost	421,596
FTE - Certified	1.00
FTE - Non Certified	5.00

***Batavia Educational Program Review (BEPR)***  
**2009 – 2010**

**Program: Human Resources/Payroll**

**Program Commitment: Level II (10% Reduction)**

- I. Program Outcomes:**
  - A. Serve Customers**
  - B. Mandated reporting**
  - C. Administer benefits**
  - D. Process hires/terms**
  - E. Inform the work force**
  - F. Technical Assistance**
  - G. Maintain compliance**
  - H. Contract Management**
  - I. Facilitating Bargaining**
  - J. Integrating tech. in day to day processes.**
  - K. Maintaining records**
  - L. Data base management**
  - M. Compensation Accuracy**
  - N. Create spreadsheets/journal entries**
  - O. Balance payroll budgets**
  - P. Cost Projections.**
  - Q. Enhance Morale**
  - R. Sub management**
  - S. Continuous Improvement/Professional Development**
  
- II. Program Activities:**
  - A. Answer day to day employee questions**
  - B. Provide resource information on a daily basis**
  - C. Interface with other departments/stakeholders on a daily basis**
  - D. Daily maintenance of data**
  - E. Process sick day requests**
  - F. Facilitate insurance changes**
  - G. Monitor retirement benefits**
  - H. Monitoring all types of leaves**
  - I. Managing taxes & involuntary deductions**
  - J. Handling data base issues**
  - K. Criminal background check reporting**
  - L. Processing stipends & extra pay**
  - M. Tracking expenditures by fund/grant**
  - N. Special project work**
  - O. Verification of employments**
  - P. Workman's Comp**
  - Q. Tracking Professional Growth**
  - R. Handling confidential information**
  - S. Processing records**
  - T. Communication tasks**
  - U. Information management**
  - V. Monitoring leaves/sick bank**
  - W. Communicating what payment is for**
  - X. Connecting with external vendors**
  - Y. Managing benefit changes.**
  - Z. Provide resource information.**
  - A2. Design reports**
  - B2. New hire orientation**
  - C2. Managing exit interviews**
  - D2. Manage RIF & related matters**

- E2. Manage recall
- F2. Board book preparation.
- G2. Orienting new subs
- H2. Process sub surveys
- I2. Manage sub payroll process
- J2. Manage sub pool
- K2.Link with T&L on sub availability
- L2. Time sheet management
- M2.Posting and recruitment
- N2.Monitor contract compliance
- O2.Consultation with unions
- P2.Committee participation
- Q2.Daily skill enhancement
- R2.Professional development
- S2.Daily customer service
- T2.Assist in receptionist activities
- U2. Interface with T&L on professional dev. Subs
- V2. Personal management of sub pool

- III. Program Evaluation:
- A. Customer Service Survey (Jan/10)
  - B. Low volume of complaints
  - C. Zero employee grievances
  - D. Compliant with State Reports
  - E. Compliant with ROE reports
  - F. Audit outcomes
  - G. Climate Survey Data (Nov/09)
  - H. High accuracy on yearly salary statements
  - I. Internal Monthly Balances

IV. Budget at 10% Reduction:

IV. Program Expenditures	Level 1: Current	Level 2: - 10%
Salaries - Certified Staff	153,043	
Fringe Benefits - Certified	21,439	
Salary - Non Certified Staff	175,670	-21,080
Fringe Benefits - Non Certified	40,644	-4,877
Purchased Services	13,900	-9,400
Supplies/Materials	900	-500
Equipment	0	
Other / Tuition	15,500	-11,000
Non-Capitalized Equipment		
Total	421,096	-46,857
Minus Revenue	0	0
District Program Cost	421,596	-46,857
FTE - Certified	1.00	
FTE - Non Certified	5.00	0

Cuts at 10%:

1. Background checks -\$11,000 (affect security/fed data base)
2. Eliminate physicals -\$3,000 (revise procedures)
3. Eliminate Ventures training -\$2400 (train internally)
4. Eliminate BESPACOM committee -\$3000 (meet during day)
5. Cut dir. Travel -\$1000
6. Capital -\$500
7. Reduction of .6 FTE (investigate furlough) \$25,000

Effects of 10% Reductions:

1. Reduction in background check security for vendor employees
2. Reduction of physical benefit for vendor employees
3. Move BESPACOM committee into the day
4. Reduction of departmental purchases/maintenance
5. Reduction in staff delimits ability to accomplish program goals and activities

***Batavia Educational Program Review (BEPR)***  
***2009 – 2010***

Program: Human Resources/Payroll

Program Commitment: Level III (25% Reduction)

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- I. **Program Outcomes:**
  - A. **Serve Customers**
  - B. **Mandated reporting**
  - C. **Administer benefits**
  - D. **Process hires/terms**
  - E. **Inform the work force**
  - F. **Technical Assistance**
  - G. **Maintain compliance**
  - H. **Contract Management**
  - I. **Facilitating Bargaining**
  - J. **Integrating tech. in day to day processes.**
  - K. **Maintaining records**
  - L. **Data base management**
  - M. **Compensation Accuracy**
  - N. **Create spreadsheets/journal entries**
  - O. **Balance payroll budgets**
  - P. **Cost Projections.**
  - Q. **Enhance Morale**
  - R. **Sub management**
  - S. **Continuous Improvement/Professional Development**
  
- II. **Program Activities:**
  - A. **Answer day to day employee questions**
  - B. **Provide resource information on a daily basis**
  - C. **Interface with other departments/stakeholders on a daily basis**
  - D. **Daily maintenance of data**
  - E. **Process sick day requests**
  - F. **Facilitate insurance changes**
  - G. **Monitor retirement benefits**
  - H. **Monitoring all types of leaves**
  - I. **Managing taxes & involuntary deductions**
  - J. **Handling data base issues**
  - K. **Criminal background check reporting**
  - L. **Processing stipends & extra pay**
  - M. **Tracking expenditures by fund/grant**
  - N. **Special project work**
  - O. **Verification of employments**
  - P. **Workman's Comp**
  - Q. **Tracking Professional Growth**
  - R. **Handling confidential information**
  - S. **Processing records**
  - T. **Communication tasks**
  - U. **Information management**
  - V. **Monitoring leaves/sick bank**
  - W. **Communicating what payment is for**
  - X. **Connecting with external vendors**
  - Y. **Managing benefit changes.**
  - Z. **Provide resource information.**
  - A2. **Design reports**
  - B2. **New hire orientation**
  - C2. **Managing exit interviews**
  - D2. **Manage RIF & related matters**
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- F2. Board book preparation.**
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- V2. Personal management of sub pool**

- III. Program Evaluation:**
  - A. Customer Service Survey (Jan/10)**
  - B. Low volume of complaints**
  - C. Zero employee grievances**
  - D. Compliant with State Reports**
  - E. Compliant with ROE reports**
  - F. Audit outcomes**
  - G. Climate Survey Data (Nov/09)**
  - H. High accuracy on yearly salary statements**
  - I. Internal Monthly Balances**

**IV. Budget at Level III:**

IV. Program Expenditures	Level 1: Current	Level 2: - 10%	
Salaries - Certified Staff	153,043		
Fringe Benefits - Certified	21,439		
Salary - Non Certified Staff	175,670	-21,080	-70,268
Fringe Benefits - Non Certified	40,644	-4,877	-16,257
Purchased Services	13,900	-9,400	-9400
Supplies/Materials	900	-500	-500
Equipment	0		
Other / Tuition	15,500	-11,000	
Non-Capitalized Equipment			-11000
<b>Total</b>	<b>421,096</b>	<b>-46,857</b>	<b>-107,425</b>
Minus Revenue	0	0	
<b>District Program Cost</b>	<b>421,596</b>	<b>-46,857</b>	
FTE - Certified	1.00		
FTE - Non Certified	5.00	4	3

**Cuts at 25%:**

- 1. All Level II cuts**
- 2. Eliminate 1.4 additional FTE's in positions TBD (65K)**

**Effects of 25% Reductions:**

- 1. Inability to meet mandated reporting requirements**
- 2. Sharp reduction in customer service**
- 3. Inability to fulfill the core requirements of the department**



***Batavia Educational Program Review (BEPR)***  
***2009 – 2010***

Program: **REPLACE WITH YOUR BEPR Name**

Program Commitment: Level 2 (10% Reduction from Level 1)

- I. **Program Outcomes:**
  - A.
  - B.
  - C.
  - D. **If any of your information IS NEW or A CHANGE as the result of a reduction or increase in Program outcomes, activities, and/or evaluation TYPE IN BOLD.**
  
- II. **Program Activities:**
  - A. Type or cut/past your information here.
  - B. ...
  - C. ...
  - D. ...
  
- III. **Program Evaluation:**
  - A. Type or cut/past your information here.
  - B. ...
  - C. ...
  - D. ...
  
- IV. **Program Expenditures: 10% Decrease in Funding**

**PASTE IN LEVEL 2 EXPENDITURES FROM SPREADSHEET**

**WRITE MAJOR PROGRAMMATIC CHANGES HERE . .**

Differential: \$0  
(Difference between  
Level 1 & Level 2 funding)

***Batavia Educational Program Review (BEPR)***  
**2009 – 2010**

Program: **REPLACE WITH YOUR BEPR Name**

Program Commitment: Level 3 (25% decrease from Level 1)

**II. Program Outcomes:**

A. Type or cut/paste your information here

B. ...

C. ...

D. **If any of your information IS NEW or A CHANGE as the result of a reduction or increase in Program outcomes, activities, and/or evaluation TYPE IN BOLD.**

**II. Program Activities:**

A. Type or cut/past your information here.

B. ...

C. ...

D. ...

**III. Program Evaluation:**

A. Type or cut/past your information here.

B. ...

C. ...

D. ...

**IV. Program Expenditures: 25% Decrease in Funding**

**PASTE IN LEVEL 3 EXPENDITURES FROM SPREADSHEET**

**WRITE MAJOR PROGRAMMATIC CHANGES HERE . . .**

Differential: 0  
(Difference between  
Level 1 & Level 3 funding)