

STAFF REPORT



MEETING DATE:	5/22/12
SUBJECT:	Approve Payroll, Workers Compensation Insurance and Personnel Support Services Agreement with Teamwork HR
AGENDA ITEM:	12-8
STAFF CONTACT:	Dan Little

RECOMMENDATION:

It is recommended that the board authorize the director to enter into an agreement with Teamwork HR for payroll services, personnel support services, and workers' compensation at a total annual rate of 3.89% of payroll, with estimated annual cost of service in fiscal year 2012/13 as shown in the attached quote.

DISCUSSION:

The board-approved transition of the RTPA to an independent agency will require employee payroll services, personnel support services, and workers compensation. Quotes for both individual and packaged services were obtained.

Teamwork HR of Redding provided the best overall value and can bundle all services together. Because these services are provided through a local brokerage, Teamwork HR also has the flexibility and additional resources needed to respond to any issues or questions. Rates may be adjusted annually and would typically be approved as part of the annual Overall Work Program Budget.

ALTERNATIVES:

The board may unbundle these services and select multiple providers. Based on various quotes provided, this would result in higher agency costs.

OTHER AGENCY INVOLVEMENT:

The independent RTPA board subcommittee, consisting of Chair Moty, Vice Chair Watkins, and past Chair Dickerson are scheduled to review this item May 21.

FINANCING:

The total annual cost is estimated at \$19,700 (\$15,250 quote for payroll and support and \$4,450 for workers compensation). This is significantly lower than the \$49,250 preliminary estimate provided to the board in January in consideration of an independent agency. Adequate funds are budgeted in the 2012/13 Overall Work Program.



Daniel S. Little, AICP, Executive Director

Attachments: Teamwork HR Quote

**Teamwork HR Payroll Services
Annual and First- Year Costs**

Teamwork HR

"Human Resource Outsourcing"

Set-up fee (one-time only)	250.00
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Based on 7 employees and 26 pay periods:

Administrative Fee (basic payroll processing ar	2,730.00
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Additional HR Services	12,270.00
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Timesheet Program:

Set-up Charge	No Charge
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Monthly Fees	<u>No Charge</u>
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<u>15,250.00</u>

Teamwork HR provides the following services:

Basic:

- * All payroll processing and payroll reports
- * All IRS required payroll filings
- * Pay all withholdings, taxes and garnishments

HR Services:

- * Unemployment claims liability
- * I-9 verification
- * Time card preparation, summary and reporting
- * Worker's comp claim administration
- * Drug free workplace administration
- * Safety training documentation
- * Monitor worker's compensation rates
- * Administer medical, dental and vision benefits (enrollment, withholdings)
- * Administer retirement benefits (enrollment, withholding)
- * Maintain vacation/sick leave accruals
- * Provide labor posters, pamphlets
- * Required sexual harassment training
- * Employee file retention
- * Employee exit reviews
- * Labor law assistance
- * Employee counseling
- * Injury/Illness prevention
- * Paid family leave
- * FMLA-administration/compliance