



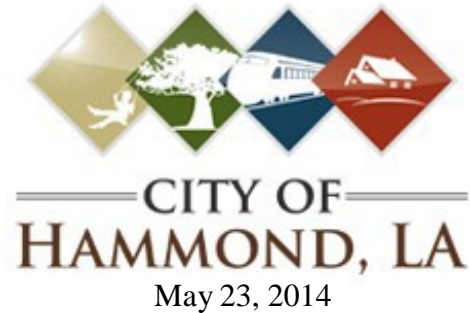
— CITY OF —  
**HAMMOND, LA**

May 23, 2014



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# PMI Resource Administrative Services



	Annual Budget Expense	Fee
Fire Department Annual Wages: <sup>(1)</sup>	\$2,897,300	\$28,973
Police Department Annual Wages: <sup>(1)</sup>	\$4,860,000	\$48,600
Payroll & Tax Administration: <sup>(2)</sup>		N/A
Safety, Loss Prevention & Control: <sup>(3)</sup>		N/A
Multiple Service Platform Discount		<\$7,573>
Net Estimated Fee: <sup>(4)</sup>		\$70,000

## Contingencies

1. PMI Service Fee: Human Resource & OSE Compliance Services
2. PMI Compliance Review
3. PMI Compliance Review
4. Services Fee: 13 months 06/01/2014 - 06/30/2015



# Civil Service Compliance (State & Local)

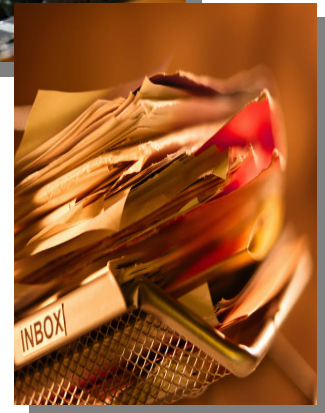
- Office of State Examiner (“OSE”)  
Regulatory Statutes Guidance, Interpretation & Compliance
- Board of Commissioner “Fire Board”
  - Resolution(s) & Recordkeeping
- Local Civil Service Guidance
- BOC Civil Service Appointee Compliance
- Employee Representative Appointee
  - Nomination
  - Elections
- Firefighter Bill of Rights
- Disciplinary Actions
- Progressive Disciplinary Protocols
- Personnel Files (Recordkeeping)
- Personnel Action Forms
- Civil Service Appeals
- Employee Handbooks
- Standing General Orders
- Standard Operating Procedures
- Classification Plans Guidance & Compliance
- Offers of Employment
- Working Test Period Compliance
- Standards & Qualifications
- Testing & Employment Qualifications
- Public Bid Law Compliance
- Open Meeting Law Guidance
- Public Record Request(s)
- Leadership Committee
- Retirement Contribution Compliance
  - OASDI (Social Security), *if applicable*
  - FRS (Firefighter Retirement System)
    - Monthly Reports
    - Excluded Compensation
    - HHS Poverty Guideline Testing / payroll
  - Parochial Retirement System, *if applicable*
    - Monthly Reports
    - Excluded Compensation





# HUMAN RESOURCE & EMPLOYMENT PRACTICE SERVICES

- Web-based & toll-free “best practices” employer/employee “hot line” with certified human resource professionals
- Online compliance tracking and reporting
- Online benefit eligibility information and employee enrollment, plan administration, summaries of plan benefits, and record keeping
- Web access to, and administration of, policies and procedures, employee handbooks and other human resource documents
- Web-enabled link to client retirement and insurance plans (*i.e. 401(k), major medical*)
- Online enrollment of voluntary employee benefits (*usually long- and short-term disability, accident, life insurance and critical illness*)
- Online verification of eligibility for employer-sponsored group benefits (*usually group medical, dental and vision*)
- State unemployment insurance management services
- HR & Employment Practice services includes (*as applicable*):
  - “At-will” employment mandate
  - Binding arbitration
  - COBRA and/or State Continuation compliance
  - Discrimination policy
  - EEOC approved hiring practice guidelines
  - EEOC compliance
  - Education, certification and training tracking
  - E-mail and internet usage policy & procedures
  - Employee handbook
  - Employer policies & procedures
  - Exit interview (termination “best practices”) guidelines
  - FACTA compliance (identity protection)
  - FMLA compliance
  - Harassment & sexual harassment policy
  - HIPAA compliance & privacy officer policy
  - I-9 (Immigration & Naturalization Act) compliance
    - E-Verify (*when mandated by the state, and voluntarily when requested by client*)
  - Personnel files retention & required documentation policy
  - Progressive discipline policy & procedures
  - Recordkeeping guidelines
  - Substance abuse policy (drug & alcohol)
  - Workplace violence policy



## Employee Benefits Services:

- 401(k) and retirement plan services
- Group and individual insurance programs
- Medical and dental insurance management
- COBRA services
- Premium Only Plans (Section 125)
- Flexible Spending Account plans
- Health Savings Accounts
- Identity theft security and restoration program

# PAYROLL & TAX ADMINISTRATION

- Comprehensive wage, tax and deduction tracking and reporting
  - Quarterly Form 941
  - Annual Form 940
  - Quarterly State Unemployment (SUTA)
  - State Withholding (*varies by state*)
  - W-2s for employees
  - 1099s for contract labor
- Certified wage reports
- Customized reports
  - Payroll register, employee pay stub, tax withholdings, benefits withholdings, etc.
- Job cost & labor distribution reports
- Accrual tracking and reporting for vacation, sick and paid time off (*PTO*)
- Unlimited toll-free or e-mail support with certified payroll professionals
- Online access to reports, invoices, paychecks, employee files and documents
- Section 125 Cafeteria Plan services
  - POP/Premium Only Plans
- New Hire reporting compliance (*varies by state*)
- Employee benefit deductions
  - Retirement plans, major medical insurance, etc.
- Garnishment, lien & other deductions
  - Child support, union dues, uniforms, etc.
  - Eliminates multiple-carrier billing for voluntary or employer-sponsored benefits
- Workers' compensation classed wage reporting
- General ledger interface
- Qualified Plan Compliance services
  - Provide all required information to your qualified plan (*employee status, employee eligibility date, Social Security number, date of birth, date of hire, current salary, current service hours, employee deferral amounts, employer match amounts, etc.*)
- Requires web-based platform by and between PMI & client (*DSL or faster*)
- Employees elect either direct deposit or direct debit card as method of payment (*paper checks are available for an additional fee*)
  - All services (*payroll & tax obligations*) ACH, drawn on PMI Resource's account
- Single Source Billing Administration for employee benefits (*additional fees may apply*)



# WORKERS' COMPENSATION AND SAFETY, LOSS PREVENTION & CONTROL

- Workers' Compensation Insurance management and administration options
- Web-based & toll-free “best practices” employer/employee “hot line” with certified OSHA (*Occupational Safety & Health Administration*) trainers and inspectors
- Sample service listing:
  - Accident investigation & reporting
  - Claims review & analysis
  - Emergency action plans
  - Establish company physician (M.D.) policy
  - Establish compliance with state second injury funds, where applicable
  - Establish job classifications per NCCI standards
  - Gap liability testing for owner/officer exclusion
  - Mandatory return-to-work and/or light-duty program
  - OSHA 300 Log compliance
  - Worksite inspections
  - Written safety plan/manual

