

# New Castle County Council Personnel Subcommittee Meeting



NEW CASTLE COUNTY  
DELAWARE

**Office of Human Resources  
Key Functions for County Council**

# OUR MISSION

- High Quality Customer Service
- Based Upon Merit Principles
- Creating and Maintaining a Safe Workplace
- Ensuring fairness in Accordance with privacy and constitutional rights
- To provide equitable compensation

# APPLICABLE LAWS



**THE DELAWARE CODE**

**TITLE 9**

**CHAPTER 13**

**SECTION 1381**

**GIVES CHRO JURISDICTION OVER  
CLASSIFIED EMPLOYEES**



**NEW CASTLE COUNTY CODE  
CHAPTER 26  
ARTICLE 3**

**CHRO IS RESPONSIBLE FOR PAY  
ADMINISTRATION FOR ALL POSITIONS**



**NEW CASTLE COUNTY CODE  
CHAPTER 26  
ARTICLE 4**

**GIVES CHRO JURISDICTION OVER PENSION  
PLANS FOR ALL COUNTY EMPLOYEES,  
INCLUDING ELECTED AND APPOINTED OFFICIALS**

# HUMAN RESOURCES INFORMATION SYSTEMS (HRIS) (Helen McKinley)

- Liaison with IS and Payroll
- Performance Evaluations
- Final payouts
- Salary Administration
- Regulatory Compliance
- HR Advisory Board

# PENSION ADMINISTRATION

(SUSAN LAWLER)

- Pension Payroll
- Pension Board Liaison
- Pension Trust Fund Cash Management & Invoice Payments
- Pension Trust Consultant & Investment Manager Liaison
- Pension Board RFPs
- Pensioner Database Administration/Recordkeeping
- Pre-retirement Education
- Disability Retirement Administration

# BENEFITS ADMINISTRATION

(MARY EVANS)

- New Hire Orientation
- Open Enrollment
- Carrier Liaison
- Annual Benefit Profiles
- COBRA Administration
- Benefit Regulatory Compliance
- Deferred Compensation Program
- Severances - Benefits
- Benefit Plan Design and RFPs
- Benefit Surveys
- Benefit Information Systems Administration



# **NEW CASTLE COUNTY COUNCIL EMPLOYEE HANDBOOK**

**PROVIDES A SUMMARY OF THE EMPLOYMENT  
POLICIES OF COUNTY COUNCIL**

- HIRING**
- TIME & ATTENDANCE**
- COMPLAINT PROCESS**
- INVESTIGATIONS**

**GIVES JURISDICTION OVER THESE MATTERS  
TO THE CLERK OF COUNCIL**