

## DEFINITION OF DEPARTMENTAL FUNCTIONS

FUNCTION	RESPONSIBILITY			
	HR	TREASURY	SECRETARIAT	LEADERSHIP
<b>EMPLOYEE BENEFITS</b>				
<b>1. Auto Insurance Assistance</b>				
Policy Administration		X		
Eligibility		X		
Calculating Assistance		X		
Collision and Comp. Loss Assistance		X		
Auto Premium Survey		X		
<b>2. Payroll Processing</b>		X		
<b>3. Overtime Work Processing</b>	X			
<b>4. Annual Christmas Bonus</b>	X	X		
<b>5. Bridge Loans</b>		x		
Application		X		
Eligibility		X		
Approval		X		
Processing		x		

<b>Excess Medical</b>				
Claims Review		x		
Stop Loss - Limits		x		
<b>6. Conflict of Interest</b>		x		
• New Hire Processing	X	X		
• Annual Review		X	X	
<b>7. Employee Life Insurance</b>				
• Plan Administration		X		
• Eligibility		X		
• Employee Count		X		
• Death Benefit/Claims Handling		x		
<b>8. Farewell and Retirement Gifts</b>	X			
<b>9. Pre-Retirement Counseling</b>	X	X	X	
<b>10. Financial Counseling</b>			x	
<b>11. Flexible Spending Account</b>				
• Plan Development			X	
• Plan Administration			X	
• Enrollment			X	
• Monitoring			X	
• Payroll Processing			X	
<b>12. Health Care Assistance Plan</b>				

• Plan Administration			X	
Exceptions Committee			X	
Eligibility			x	
Set HC Contributions			x	
• Prescription Drug Plans			x	
Card Distribution			x	
• Claims Review			X	
Appeals Process			X	
• Excess Medical			X	
Claims Review			X	
• Stop Loss - Limits			x	
<b>13. Home Base Deposit</b>			x	
• Calculations			x	
• Payroll Processing			X	
<b>14. Mortgage Loan Assistance</b>				
• Program Administration			X	
<b>Application</b>			X	
• Processing and Loan Approval			X	
• Loan Processing – including payroll			x	
<b>15. Moving Assistance</b>			X	
<b>a. Active Employees and</b>				

<b>Retirees</b>				
• Policy Administration			X	
• Eligibility			X	
• Scheduling			X	
• Approval of Expense			X	
• Payment Processing			x	
• Amortization			x	
<b>b. Duplicate Housing</b>				
• Policy Administration		X		
• Eligibility		X		
<b>16. Optional Insurances</b>				
• LTD, AD&D, Supplemental Life, AFLAC			X	
• Policy Interpretation			X	
• Payroll Processing			X	
• Personal Effects Floater/AD&D (Traveling)			X	
• Policy Interpretation			X	
• Eligibility			X	
• TSA			X	
• Plan Administration			X	
Enrollments			X	
			X	

• Payroll Processing				
<b>17. Paid Holidays Schedule</b>	X			
<b>18. Performance Evaluation</b>	x			
• Cost of Living Increase - Hourly	X		X	
<b>19. Retirement Plan</b>				
• Application Processing		x	X	
Approval			X	
<b>20. Shared Compassionate Paid Leave</b>	X			
• Policy Administration	X			
• Data Entry (Leave Bank Adjustments)	X			
<b>21. Special Housing Assistance/US &amp; NON-US</b>				
• Policy Administration			X	
• Eligibility			X	
• Assistance Circulation			X	
• Payroll Processing			X	
<b>22. Spouse Travel</b>				
• Policy Administration	X			
• Eligibility	X			
• Payroll Processing			X	
		X	X	

<b>23. Termination Settlements</b>	X			
<b>24. Tuition Assistance</b>	X		X	
• Plan Administration	X			
• Eligibility	X			
• Assistance Calculations	X		X	
• Payroll Processing			X	
• Check Remittance			X	
<b>25. Holiday Bonus</b>				
• Eligibility	X			
• Payroll Processing	X			
<b>26. New Employee Orientation</b>	X	X	X	
<b>27. Social Life at Work</b>	x			
• Birthday Celebrations	X			
• Staff Retreat	X			
• Staff Socials	X			
• Community Outreach	X			
• Others				
<b>28. Spiritual Life of Workers</b>				
• Daily Devotionals/worship	X			
• Staff Week of Prayer	X			
• Other	X			
<b>29. Professional Life at Work</b>				
• Staff Training and Development programs	X			X
• Professional Resources/ book of the year	X			X
• Educating staff on legal and safety issues	X		X	
• Accomplishing Core Duties	X			
<b>30. Employment</b>				
Exempt Workers		X		
Non Exempt Workers	X			

<b>OTHER</b>				
<b>1. Garnishments</b>	X		X	
• Payroll Deductions		X		
<b>2. Parsonage Exclusion</b>				
• Eligibility			X	
• Recording – W-2			X	
• Payroll Processing			X	
<b>3. Timekeeping</b>				
• Policy Administration	X			
• Function Administration	X			
• Leave Requests Approval	X			
Non-Standard	X			
• Extended Sick Leave	X			
• Annual Leave	X			
• Leave without Pay	X			
• Sharing Paid Leave	X			
• Workers' Compensation	X		X	
• Other				
Standard Leave	X			
• Bereavement	X			
• Emergency Closing (Office)	X			

• Holidays	X			
• Jury Duty	X			
• Sick Leave	X			
• Vacation	X			
Data Entry—All Leaves	X			
Time Sheets Processing	X			
• Print out	X			
• Distribution	X			
• Collection	X			
• Adjustments	X			
<b>4. Training</b>	x			
• In-Service	X			X
Scheduling	X			X
Signing Contracts	X			
• Graduate Studies—Continuing Education	X			
Approval	X			
Payroll Processing			X	
<b>5. Unemployment Insurance —Denial Letters</b>			X	
<b>6. Workers' Compensation</b>				
• Policy Administration	X		X	
			X	



Accident Reporting	X			
Claims Management	X		X	
• Risk Control/Prevention			X	
• Employee Education	X			
• Risk Financing			X	
Policy Selection			X	
Bill Processing			X	
OTHER DEFINED FUNCTIONS AS ADVISED	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>