



## New Jersey Schools Insurance Group

450 Veterans Drive  
Burlington, New Jersey 08016  
(609) 386-6060 • FAX (609) 386-8877  
[www.njsig.org](http://www.njsig.org)

### Board of Trustees Meeting of June 17, 2015 Human Resource Report

---

---

We have updated all of our internal forms to be compliant with the new Department of Labor (DOL) standards released for the Federal Family and Medical Leave Act.

I've attended two webinars since the last meeting which covered Employer Responsibilities tied to the Affordable Care Act and recent changes to the Americans with Disabilities Act.

A draft job description was prepared and shared with the Executive Director for the Personnel/Finance Committee for a proposed new position within the Group. Revisions are being made to the job descriptions of employees who had been in the former Member Services Department.

Additional information was provided to the Executive Director to address questions regarding the proposed budget. Compensation data from the following sources has been reviewed: Culpepper and Mercer LLC. Both organizations reported a 3% salary increase among the participants in the survey.

Pursuant to Chapter 78, P.L. 2011, Pension and Health Benefit Reform, PERS employee pension contribution rates will increase from 6.92% to 7.06% of salary with the first paycheck on or after July 1, 2015. All NJSIG employees have been notified of this requirement.

Should you have any questions regarding any of the above issues or any other matters I am always available.

*Chai Respes*

Chai Respes, Human Resource Manager