

CITY OF LACONIA
SAFETY INCENTIVE PROGRAM
REVISED January 2008

SAFETY BOARD

Since 1978 the City of Laconia has had a Safety Board. Currently the Board has 11 employees who meet monthly to discuss safety concerns, review accidents, and consider education and training. This Safety Board encompasses all departments of the City, and is balanced between labor and management. Attendance and participation are excellent due to the interest of board members, and the fact that dollar reimbursement to the employee's department is based on the representative's attendance at monthly meetings. The work of the Safety Board is supported by frequent attendance of a representative from Primex, the City's Worker's Compensation and General Liability carrier. The Safety Board is administered by the Personnel Specialist, who coordinates the overall Safety Program of the City. **The Chair alternates between management and labor annually.** *Effective March 2007*

DISTRIBUTION OF DOLLARS TO EMPLOYEES

In August of 1983, the Laconia City Council authorized the City Manager to begin a profit sharing plan for employees. When the City's experience modifier falls below 1.0, twenty five percent of the savings is returned to employees. It provides an incentive to prevent accidents. The City's experience modification has been in the range of .60 to .80 in recent years. A 1.0 experience modification rate is the State average. If the experience modification is .70, the City is saving thirty percent on worker's compensation insurance costs.

Actual experience for the City since 1983 is as follows:

Fund Year	Experience Factor	Fund Year	Experience Factor
1983	1.08	1996	.87
1984	1.04	1997	.79
1985	1.08	1998	.90
1986	.92	1999	.80
1987	.95	2000	.66
1988	.90	2001	.57
1989	.88	2002	.61
1990	.66	2003	.77
1991	.67	2004	1.06
1992	.71	2005	1.12
1993	.77	2006	.090
1994	.80	2007	.095
1995	.78	2008	.099

Dollars are reimbursed to City employees under three different programs which have been established over the years. The goal of the distribution of dollars is to provide an incentive for employees to think safety each day.

1) THE 50/50 DRAWING

The 50/50 Drawing has up to 50 employees winning \$50.00 each. An employee can win only once. The drawing is in November or early December of each year, and all full time employees, without preventable accidents for the year and hired as of January 1 are eligible. Each employee's name is inserted once for each time their representative attended the monthly Safety Board meetings. (i. e., If all 12 meetings were attended by the representative from the Police Department, each eligible employee of the Police Department would be entered 12 times.) New employees who are not eligible assist the Personnel Office in drawing names.

The list of 50/50 drawing winners is posted in each department.

2) QUARTERLY DRAWING FOR HIGH RISK EMPLOYEES

Each March, June, September, and December drawings are held for distribution of \$50.00 to each of five employees classified as high risk. The Safety Board determines which positions are classified as high risk, or, in other words, those in more dangerous positions such as Police, Fire, Public Works, etc. To be eligible you must not have had preventable accidents or injuries during the quarter, and have worked at least 51% of the time, i.e. worked 11 days out of 20 in one month (this would pertain to leave other than sick or vacation time). The Safety Board votes monthly to determine whether on-the-job accidents or injuries were preventable.

Tickets are distributed to all high risk position employees without a preventable accident for the quarter. After each employee has received two tickets per month (one if there was a preventable accident in their department for that month), the Personnel Division pulls eight tickets and lists five winners and three alternates. A memo is then distributed to inform all departments of the winning numbers and to alert them that they have 15 days to claim their winnings. **An employee holding more than one winning ticket will be entitled to receive multiple fifty-dollar (\$50.00) disbursements equal to the number of winning tickets.** *Effective 12/6/07*

3) THE ANNUAL SAFETY INCENTIVE PROGRAM FOR HIGH RISK EMPLOYEES

After the distribution of the \$2,500.00 in the 50/50 Drawing, and after the \$1,000.00 is distributed via the quarterly drawings, the remaining balance of the 25% of the savings is distributed in the Annual Safety Incentive Program. Attendance of each department's representative at the monthly safety meetings is multiplied by the

Safety Incentive Program
Page 3 of 3

number of high risk employees eligible in each department. These units, with the amount to be distributed, determine the amount each eligible high risk employee will receive. Payment is made each December.

Below is the distribution worksheet for 1994, distributing \$14,602.00 to 87 employees.

Dept.	Mtgs. attended	# Eligible Employees	Units	\$ per Mtg.	\$ per Dept.
ADMIN.	11	1	11	14.00	154.00
FIRE	12	29	348	14.00	4872.00
LIBRARY	12	1	12	14.00	168.00
MAINT	12	0	0	14.00	0.00
PARKS	12	3	36	14.00	504.00
POLICE	12	20	240	14.00	3360.00
DPW	12	22	264	14.00	3696.00
WATER	12	11	132	14.00	1848.00
TOTALS	95	87	1043	\$14.00	\$14,602.00