

HAPPY NEW YEAR

HR

ON YOUR BEHALF

The Official Newsletter of the Jefferson County Commission HUMAN RESOURCES DEPARTMENT

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**MAY 2009 BE
SAFE, HAPPY and
PROSPEROUS
From ALL of US at the
JEFFERSON COUNTY
COMMISSION
HUMAN RESOURCES
DEPARTMENT**

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FINANCIAL TROUBLES???

Jefferson County ECU –Charles Faulkner-CEO

We at Jefferson County Employee Credit Union appreciate the response to our last *Financial Minute* article in the HR on Your Behalf newsletter. This time, I'd like to talk about what happens if you get into financial difficulty and how we can help. More than half of Jefferson County employees are already members, but this message is for them as well as those not yet members.

What is financial difficulty? Not the same for each person, but it could be getting overloaded on credit debt for holiday spending, struggling with car or home mortgage payments, or other loans.

Can we fix it all? We can certainly guide you to financial safety and peace of mind. Here's what we can do. Get you with our experienced staff, which includes a certified financial counselor. We can also put you in touch with reliable outside debt advisors. If you need a loan,

or to refinance your current ones, we have a loan committee that considers a person's work record and past debt efforts, not just their credit score. In other words, we provide trustworthy advice.

We ask you **NOT** to resort to payday, car title, and other high-interest loan outfits for a quick financial fix: if you get involved with them, you might have trouble later, and it will be costly.

We've found one of the best ways to avoid financial trouble is to start a rainy day savings account, so that, if the time comes, you have funds available to pay bills in cash. We offer a variety of easy savings accounts, and pay good interest for your deposit. Bottom line: we're not a bank, we're better! Our staff has years of experience, right here in Jefferson County, working with folks just like you. We don't

have to check with a corporate office in some other city. For those not already a Jefferson County Credit Union member, we welcome the chance to explain what we can do for you. For all, please recommend us to other family members and friends. If you ever feel you're not getting the service you deserve just stop by our main Birmingham office (on the crossover between the Courthouse and Annex), or call me at 325-5683, ext 325. We have other locations in Bessemer and around the metro area.

Jefferson County ECU is a community based Credit Union and although our core group is composed of Jefferson County employees, welcomes new members from the Birmingham area no matter if they work for local government. We have been sponsored by Jefferson County for many years, but are not a county department. We do not invest in county funding, have no say in that, but are a separate group owned by our members. We are rated one of the best credit unions in Alabama, with solid assets.

OUR MISSION STATEMENT HAS CHANGED!

Human Resources mission statement has changed, however; the new mission statement shown below continues to reflect our dedication to serve the employee . Thank you for allowing us to serve YOU.

The mission of the Jefferson County Human Resources Department is to provide the highest level of human resources service as it relates to the recruitment, selection, training, and retention of county employees; administration of benefits; employee relations; compliance with relevant employment laws and administrative orders; and risk management in order to bridge relationships and promote a qualified, diverse, and valued workforce. To this end, we are committed to developing and applying fair and consistent standards, policies, and practices; inspiring attitudes of service and success; and enhancing the quality of life for our employees, retirees, and the community.

RISK MANAGEMENT - INJURY WITH PAY UPDATE

What is Injury With Pay? When is an employee eligible?

An employee who sustains an injury on the job during the course of employment may be entitled to Injury With Pay (IWP). Injury With Pay is a benefit the county pays an injured employee if he/she loses time off work as a result of an on the job injury. The IWP benefit pays 33 1/3 % (thirty-three and one-third percent) of an injured workers salary for up to 180 days after the date of the injury. The IWP is paid to supplement the 66 2/3% (sixty-six and two-thirds percent) Workers' Compensation pay the injured employee receives when an authorized physician/facility specializing in occupational health injuries/illnesses indicates the injured employee cannot work. These benefits begin on the fourth day that the injured worker is unable to work.

Certain requirements must be met in order for an employee to be eligible for Injury With Pay benefits. Failure to comply may result in denial of Workers' Compensation and/or Injury With Pay benefits.

- The injury/incident/illness must have been sustained during the course of employment.
- The injured employee must report the injury to his/her supervisor and Occupational Health Nurse.
- The injured employee must have gone to an authorized physician/facility. The authorized physician/facility must have indicated the injured employee cannot return to work for a certain period of time.
- The injured employee must submit an IWP application to the Occupational Health Nurse as soon as the employee becomes eligible for Worker's Compensation benefits.

Please contact your supervisor for additional information regarding IWP.



YOUR VOICE / HR LISTENS

I was reading the October issue of HR On Your Behalf and was excited to see the information about the Employee Lactation Room. I think this is a very valuable asset for working moms. I believe it is important for the county to offer family-friendly programs to its employees. Thanks.

Beth Kornegay

Roads & Transportation Department

COMPLIANCE & TECHNOLOGY - EMPLOYEE RELATIONS

The Jefferson County Commission seeks to promote a positive work environment for all county employees and encourages an atmosphere of open communication between employees and their supervisors. The Employee Relations Office was established to help implement this goal.

If you have a work-related problem, need advice or assistance, or have questions, you are encouraged to call right away for a confidential appointment. We will be glad to help.

Complaints can be verbalized, however, all complaints must be made in writing and signed by the complainant and submitted to one of the county's Affirmative Action Officers, Kimberly Webster, or Ben Sullen, within 30 calendar days after the alleged violation. After receipt of the complaint, there will be an initial consultation. This may lead to mediation or a confidential investigation. The outcome of an investigation may be a finding that the allegations are unwarranted or could not be substantiated; a negotiated settlement; or a finding that the allegations are substantiated and, if so, recommendations to the appropriate county official(s) regarding corrective or disciplinary action.



Jefferson County Commission is not obligated to initiate an investigation or take any action against an individual as the result of an anonymous complaint.

Inquiries regarding employee relations services can be directed to the Affirmative Action Officers, Human Resources, Room A630 – 325-5249.

VACATION LEAVE BANK.....introducing Ms. Deborah Sasser

I would like to introduce myself to all my fellow co-workers. I am Deborah Sasser and I have been with Jefferson County for 29 months in Economic Development and recently was appointed chairman of the Jefferson County Vacation Leave Bank Program. Until January 13, 2009, Bob Lunsford served in this role but he retired as of January 18, 2009.

In my former life (before coming to Jefferson County) I was a Human Resource Manager and Payroll Manager for 1,800 employees covering 5 locations in Opelika, Phenix City, Alabama, Hawkinsville, Georgia, and Chicago, Illinois. After surviving that job for 5 years I was recruited into the banking industry where I served as an assistant branch manager for 12 years in Opelika, Alabama. After graduating from University of South Alabama Banking School, I was recruited to come to Birmingham and be a branch manager of a local bank and remained in that job for 8 years. Now, I am still involved with loans through our Economic Development Programs in Jefferson County.



I have two sons, Jason and Jeremy that live in the Opelika area and three grandchildren, Zack, Ivey, and Nicholas. My hobbies are the University of Alabama sports (all of them), I am an avid sports fan of football, baseball, basketball, tennis, golf, and boxing. I enjoy fishing, yard work, and being anywhere around water for relaxation.

I encourage all of you to join the Jefferson County Vacation Leave Bank if you have not already done so. See your payroll coordinator for details or call me at 307-6701 or email me at sasserd@jccal.org. Thank you.

GRAMMAR TIP - forego vs. forgo

Did you know that there were two spellings of the word? Forgo (without the "e") is to give up the advantage or enjoyment of; while Forego (with the "e") means gone, went, precede.

Examples: *I have decided to forgo the tickets to the annual Christmas Gala.*

A small intermission will forego the final three acts of the play.

Now you try!



Personnelities....Inside the Personalities of our Personnel

Human Resources' very own Ben Sullen has been nominated for January's Personnelities Spotlight. Ben was born in Fairfield, AL and was raised in the Wenonah community of Birmingham. Ben is the youngest of three siblings. He has been happily married for five years and he has two daughters. Ben has been employed with Jefferson County Commission for 1 year and 3 months; all of which have been in the Human Resources Department. Ben previously held the title of Personnel Analyst in the Recruitment & Workforce Development Division and is currently one of two Affirmative Action Officers in the Compliance and Technology Division. Ben assists with consultations and investigating employee complaints. He also maintains the Standard Interview Process for unclassified job vacancies and orchestrates Fair Labor Standards Act surveys.

Ben enjoys watching sports, attending NASCAR races and being with friends and family. When asked whom he would have dinner with from the past, Ben said that he would like to have dinner with his paternal grandfather to have a chance to know him personally.



**Ben Sullen, Human Resources
Compliance & Technology**

While the HR department attempts to review and monitor the contents of the submissions into the personal sections of its newsletter, the views expressed in the personal sections (which may include Your Voice, Personnelities and HR Corner) are the personal views of county employees and are not necessarily the views of the Jefferson County Commission, the Human Resources Department, its staff or employees. Concerns regarding material on these pages may be addressed to hrlistens@jccal.org.

TRAINING & CAREER DEVELOPMENT

Perhaps you have heard that the Personnel Board of Jefferson County offers career development training to county employees, but have you taken advantage of this awesome opportunity? If not we encourage you to do so!

The Personnel Board of Jefferson County (PBJC) Training and Career Development Department exists to provide leadership, management and basic computer skills training to all Merit System employees. Listed below are just a few of the options!

The PBJC Supervisory Certificate is designed for the front-line supervisor, but is available to all employees with supervisory potential. This program consists of 15 leadership classes covering topics such as leadership skills, conflict resolution, managing change, giving and receiving feedback, and more. It is offered on a continuous basis.

The PBJC Basic Computer Skills Certificate also runs continuously, and consists of seven core classes, three elective classes and a typing requirement. The courses cover the basic Microsoft Office applications of Word, PowerPoint, Outlook, Excel and Access. A graduation ceremony is held twice a year for the recipients of both certificate programs!

One of the newest training initiatives is the LEDGE, which stands for LEadership Development for Government Executives. This program is for upper-level, high performing employees, and allows them to address their leadership needs introspectively while networking with their peers in the Merit System. This 12-hour program is offered twice a year (Spring and Fall).

The Training and Career Development Department also offers a la carte training classes in the areas such as diversity, disability awareness, ethics, and numerous other skills. Again we encourage employees attend these classes at the 2121 building, or training can be brought to you! For more information, please visit www.pbjcal.org and click on the "training registration" link on the left side. You can also make contact via e-mail at training@pbjcal.org

HR Corner

EMAIL US!!!

hrlistens@jccal.org

- County Events
- Personnelities Nominations
- HR Listens questions/concerns
- Weight Loss Success Stories
- Healthy Recipes



JOB OPPORTUNITIES!!

Please visit the Personnel Board of Jefferson County's job site at www.jobsquest.org for more information on Classified positions.

Please visit the HR department Recruitment and Workforce Development Office or go to <http://courthouse.jcc.jccal.org> (click on Human Resource Dept) for information on Laborer positions.

UPCOMING EVENTS

RETIREMENT SEMINAR!!

The Personnel & Employee Services division will host a Retirement Benefits Planning Seminar on March 25, 2009, details to be announced. These seminars are for county employees within two (2) years of retirement eligibility. The seminar will provide eligible retirees with the information needed to make the process of retiring simpler and more enjoyable. Topics to include County Pension, Social Security Benefits, Sick Leave Conversion, Deferred Compensation and Insurance options for retirees. For more information please call Marilyn Johnson at 325-3259.

UPCOMING EVENTS

Family Medical Leave Act TRAINING

Effective November 1, 2008 all departments were asked to submit Leave Charge Forms for employees requesting any time off. Since the implementation, we have had several inquiries and concerns about the new FMLA codes, FMLA federal laws and FMLA law as it relates to Jefferson County. Do you know your rights under FMLA law? Do you know FMLA procedures as it relates to your responsibility as a Jefferson County employee? Human Resources will host FMLA training during the second quarter of 2009. Details to be announced. For FMLA questions contact Bettie Banks Coleman at 325-5249.

UPCOMING EVENTS

Performance Appraisals Follow-Up Training

01/27/09 & 01/29/09

10am & 2pm,
2121 Bldg. #502

- Payroll Coordinators
- Managers/Supervisors
- Department Heads

These training sessions will be "open discussion" format and we encourage anyone involved in the performance appraisal process to attend.

Voice your questions & concerns!

For more information please call Nakia Buckner at 325-5249.