

HR

ON YOUR BEHALF

The Official Newsletter of the Jefferson County Commission HUMAN RESOURCES DEPARTMENT

Volume 2

Issue 3

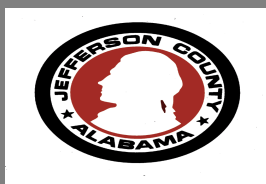
June 2009

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**ATTENTION
COUNTY EMPLOYEES:**

Please remember that the Jefferson County Commission is under a Consent Decree. The decree prohibits discrimination against blacks and females which is also contrary to the County's anti-harassment policy. Please contact your affirmative action officer, Kimberly Webster or Ben Sullen (325-5249), if you have concerns or issues regarding discrimination. You may also review the Consent Decree at your affirmative action officer's office located in the Main Courthouse Annex Room A-630.



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CONSENT DECREE WORKSHOPS

Your Human Resources Dept. is currently hosting Consent Decree Workshops in various County locations. It is our goal to present this workshop at every Jefferson County Commission location, combining some locations if necessary.

What is a Consent Decree? What is the objective of this workshop? What does the Consent decree have to do with me? Answers to these questions and information directly related to the County's consent decree is discussed in the workshop.

Our main objective is to increase your awareness of the Consent Decree and its requirements and also to inform all employees (supervisory and non-supervisory) of their re-

sponsibilities under the decree. Last but not least, the workshop is another chance to express the importance of Fair and Equitable Employment Practices. What does it have to do with you? The Consent Decree is real and it affects us all. We need the help of employees, managers, supervisors, department heads and elected officials to ensure fair employment practices are taking place. The workshop will be presented to all departments and all department heads have been notified that this MANDATORY workshop will take place.

If HR has not presented the workshop for your department, be on the lookout for a message or announcement about your workshop date.

Please feel free to contact us if you have any questions or concerns about the Consent Decree. A copy of the Consent Decree can be found on the County's intranet site: <http://courthouse.jcc.jccal.org/employee-info/Consent.pdf> or contact the Human Resources Compliance and Technology Division - A630 Courthouse Annex, phone: 325-5249 for a copy.

Looking forward to seeing each of you at the workshop!

PLANNING TO RETIRE?

Employees planning to retire should be aware certain information in order to make an informed decision about retirement. First you will need to contact Diane Redrick in HR-Personnel & Employee Services at 325-5249. Ms. Redrick can advise you about years needed for regular retirement and also confirm if you qualify for the Sick Leave Conversion Benefit Plan (see Administrative Order 92-08). With this information in hand, contact the Pension Office (325-5354) to calculate your paid and unpaid service and set a retirement date. You will need to meet with a Pension official 30 days before your date of retirement.

Once you have set a date to meet with a Pension official, contact Yolanda Maddox in Human Resources (325-5249) to schedule an appointment for the same day that you meet with the Pension official to discuss continuation of post retirement benefits. Yolanda will assist you with questions and provide information regarding the cost to continue Health, Dental and Vision benefits.

Knowing the process will put you more at ease when preparing for retirement. The HR department along with the Pension Office are here to work with you. For some people, retirement means travel or relaxation. Others look forward to exploring a new line of work. Whatever your dream, this can be a time of significant change which can be stressful. A little planning can help you approach retirement with confidence.

HERE ARE SOME SIMPLE SUGGESTIONS:

**Strive for a Healthy Lifestyle ▪ Get Regular Health Care ▪ Look at Your Finances ▪
Plan to Enjoy Life ▪ Start your Transition Now!!!**

HEALTH & WELLNESS



JEFFERSON COUNTY COMMISSION 2009 HEALTH FAIR

The Risk Management/Occupational Health Division of the Human Resources Department organized and held a health fair for JCC employees in Linn Henley Park on May 20, 2009. The health fair is held every third Wednesday in May in conjunction with National Employees Health and Fitness Day. The event was a success as employees received valuable health information and door prizes. Other services such as massage, desk exercises, BMI (basic metabolic index), blood pressure, blood sugar, HIV and sickle cell testing were available to employees. Over 200 employees participated in the health fair.

In connection with the annual health fair, a ribbon cutting ceremony was held, with Commissioner Collins doing the honors, to commemorate the opening of the Jefferson County Commission Walking Track!!!! The track is located in the 2121 Building on the 12th floor. The facility is equipped with television, water and Gatorade vending machine, benches, restroom and storage for personal items.

To obtain access to the Jefferson County Commission Walking Track, employees must complete the *Jefferson County Walking Track Release of Liability Form*. This form must be fully executed and submitted to Human Resources. After receiving your fully executed Release Form, Human Resources will contact General Services to activate your employee ID card for access to the Walking Track. Your card will be activated within 48 hours (2 business days) of receipt of your fully executed Release Form. *The Jefferson County Walking Track Release of Liability Form* and *Jefferson County Employees Walking Track Rules and Use Policy* can be obtained from the Human Resources Office located at A-610 in the Main Courthouse or to access the forms online, please go to <http://courthouse.jcc.jccal.org>; click on the Human Resources bullet on the left side of the screen; click on Employee Services; click on forms & documents; and click on your desired document or form.

OCCUPATIONAL TAX COMMITTEE



The Occupational Tax Committee was formed after employees at an association meeting learned of the negative impact that the loss of the tax would have on the citizens and employees of Jefferson County. Comprised of approximately 25 members, the Occupational Tax committee has met weekly to strategize on how best to posture County employees for the political battle over this bill. On their own time, Committee members diligently made visits to Montgomery in efforts to solicit the support of State Legislators in the passage of this bill. The Committee requested, and was granted, a public hearing in Montgomery on April 16, 2009 and chartered a bus for the Local Legislation Committee meeting. This initiative was instrumental in getting the bill to pass from the House to the Senate. During the last two days of the session, two buses were chartered by the Employees Association for employees wishing to travel to Montgomery and voice their concerns to the Representatives and Senators. They were joined by many more who traveled in their personal vehicles. This organized effort by the Jefferson County Employees Association is another example of how the association works for County employees.

ETHICAL NOTE - Outside Employment

Did you know that Jefferson County has a policy regarding outside employment? Administrative Order 03-2 governs this policy. Also, Personnel Board Rule 17.3 prohibits outside employment that conflicts with an individual's County employment. AO 03-2 establishes a procedure to request approval of such employment and provides a form to process the request. The department head is responsible for making the final decision regarding an employee's request to engage in outside employment. The main objective of Administrative Order 03-2 is to ensure that your employment with the County takes precedence over any outside work. AO 03-2 in no way implies that outside work cannot be obtained; however, it is Jefferson County Commission Policy that any outside work obtained must meet the following conditions:

- Outside employment must be done on the employee's own time
- Employee must not use County equipment, facilities, time, materials or human labor to assist in performing the outside employment.

The Alabama Ethics Commission Opinion No. 2001-40 includes the two conditions above and goes into further detail to include other conditions such as: Employee must not use confidential information obtained during County employment to assist in performing the outside employment; Employee should not have business dealings on behalf of the outside employer with Jefferson County; and Employer should not perform labor or services on behalf of outside employer to entities that otherwise do business with Jefferson County or when the outside employer's client is a law firm, bank, etc. which may have dealings with Jefferson County.

If you have any question regarding AO # 03-2 please contact Human Resources at 325-5249. You may obtain a copy of the administrative order on the County's intranet site at <http://courthouse.jcc.jccal.org/>.

Personnelities....Inside the Personalities of our Personnel

We journeyed out to Valley Creek Waste Water Treatment Plant to interview this month's Personalities Spotlight nominee, Mr. David Humphries. We enjoyed the interview as Mr. Humphries gave us a tour of the plant and a waste water treatment 101 course. David has been with Jefferson County over 16 years, starting out as a WWTP Operator at Valley Creek and now Shift Supervisor.

Mr. Humphries' supervisor described David as always being a step ahead of the rest, trying to guess what problem may come up tomorrow. Mr. Humphries' work philosophy is to show his employees that they do not work for him, but with him. When speaking to Mr. Humphries, his kindness and compassion are apparent. Some years ago, he dressed up as Barney for a child having a heart transplant and also performed as a clown at this child's birthday party. He was thrilled to be able to give this child some happiness and decided to attend Clown Care Clown School and later became a clown in a program at Children's Hospital. We were told that David has some pretty neat magic tricks!

Mr. Humphries was born in Las Vegas, is married with 2 children and when asked to name two people he would enjoy having dinner with he named his wife and NICK SABAN! David enjoys fishing and riding motorcycles. Also, Mr. Humphries has started a recycle bin (plastic & cans) in his department and challenges other departments to do the same.



Mr. David Humphries
Shift Supervisor
Valley Creek WWTP

While the HR department attempts to review and monitor the contents of the submissions in the personal sections of its newsletter, the views expressed in the personal sections (which may include Your Voice, Personalities 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.

SAFETY & YOU - Lawn Mower Safety

According to the US Consumer Product Safety Commission, more than 60,000 injuries are treated by hospital emergency rooms each year because of unsafe operation of power lawn mowers. Injuries can include deep cuts, loss of fingers and toes, broken and dislocated bones and burns. Flying debris can cause eye damage and other injuries to mower operators. Kids under the age of 15 are especially vulnerable to injury from lawn mowers. Here are a few safety tips from LawnDomain.com:

- Read the instruction/safety manual before operating your lawn mower.
- Pick up all foreign objects before you start mowing.
- Always mow across an incline with a walk-behind mower; always mow up and down an incline with a riding mower.
- Do not carry a child while operating a riding mower or lawn tractor. The child may slip and fall in the path of the mower or get the impression a mower is a toy.
- Do not allow children or pets to play in the yard while you are mowing the lawn.
- Do not fill the tank of the lawn mower with gas in an enclosed area. This can lead to a buildup of combustible fumes.
- Do not smoke or have any type of open flame while filling gas tank.
- Do not add fuel to your lawnmower while the engine is running or the mower is still hot. Stay clear of a hot engine. Mufflers can reach up to 1,200 degrees Fahrenheit.
- Wear closed-toe shoes, long pants and eye protection.
- You should not mow the lawn at dusk or at night.

HR CORNER

JOB OPPORTUNITIES!!

- Traffic Maintenance Worker
- Nutrition Consultant*
- Jefferson County Director of Finance

Classified positions listed above will close June 12, 2009

**open until further notice*

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

Visit the HR Department Recruitment & Workforce Development Office or go to <http://courthouse.jcc.jccal.org> (click on Human Resources Dept.) for information on Laborer positions.

Protecting your Vision with PREVENTION

June is Vision Research Month! Eye exams are an important part of routine preventative health care. Many eye and vision conditions exhibit no obvious symptoms, so individuals are often unaware that a problem exists. Early diagnosis and treatment of eye disorders such as cataracts, glaucoma and macular degeneration are important for maintaining good vision and preventing permanent vision loss. Consult with your Ophthalmologist regarding how often you should have eye exams.



National Cancer Survivors Day – June 7th

Life after cancer is a growing reality for a number of Americans who are now described as cancer survivors, rather than cancer victims.

To learn more about cancer and cancer survival, visit www.cancer.org, www.cdc.gov/cancer, or www.cancerca.org



PERScription DRUG NEWS

Blue Cross and Blue Shield of Alabama announced that Genentech is in the process of a phased voluntary withdrawal of the psoriasis drug Raptiva (eflizumab) for the U.S. market; the drug will no longer be available after June 8, 2009. The company's decision to withdraw this limited distribution specialty drug is based on the association of Raptiva with an increased risk of progressive multifocal leukoencephalopathy (PML), a rare and usually fatal disease of the central nervous system.