



ON YOUR BEHALF

The Official Newsletter of the Jefferson County Commission HUMAN RESOURCES DEPARTMENT

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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 Rm A630.

Jefferson County Commission follows all applicable local, state, and federal laws concerning equal employment opportunity without regard to race, color, creed, sex, religious beliefs, national origin, age, or disability. Further, Jefferson County Commission will not discriminate based on genetic or family medical history.

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Patient Protection and Affordable Care Act (PPACA)

ATTENTION Jefferson County employees: You should have received official correspondence via U.S. Mail regarding the new health care reform bill and how it affects your health benefits coverage.

EXTENSION OF HEALTH COVERAGE TO AGE 26 -

In accordance with the interim final rule (IFR) of the Patient Protection and Affordable Care Act (PPACA), the Jefferson County Commission has passed a resolution authorizing the extension of health coverage for eligible dependents to age 26. **Effective June 1, 2010**, adult children of County employees will be able to continue on the County's health plan until reaching their 26th birthday. The only exception to this general rule is that if an adult child is eligible to enroll in an employer-sponsored health plan (other than a plan of a parent), the child cannot enroll in the County's health plan. Under the newly issued IFR, coverage for an adult child can no longer be restricted to a child who is considered a "dependent" as defined by the Internal Revenue Code, is a full-time student, resides with the parent, receives financial support from the parent, or is not married. However, if an adult child is married or has a child, the County is not required to cover the adult child's spouse or child. Thus, the Jefferson County Human Resources Department (HR) will hold a special 30-day Open Enrollment so that members whose dependents turned age

23 and lost coverage before June 1, 2010 can be re-enrolled in the health plan. Also, any eligible members who are not currently enrolled in the plan will have the opportunity during this special open enrollment to enroll as a parent in addition to the newly eligible adult child.

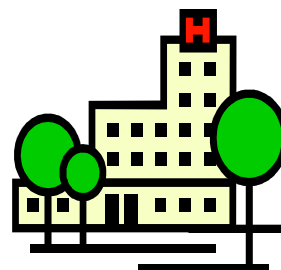
Beginning 12:01 a.m. Saturday, June 12, 2010, until 12:01 a.m. Monday, July 11, 2010, the HR Benefit Election system will be open to enroll in health insurance only. You can enroll your newly eligible adult child in the County's health insurance plan by (1) accessing the Benefit Election system at <https://rm.jcc.co.jefferson.al.us> and (2) completing an Adult Child Enrollment Form. When accessing the Benefit Election system via the internet, you must enter your PIN number which is the last four digits of your social security number. The County Line IVR telephone system is no longer available. After completing the necessary steps in the Benefit Election system to add your adult child to the health plan, you must provide HR with an Adult Child Enrollment Form in which you acknowledge that your child is not eligible to enroll in an employer-sponsored health plan (other than a plan of a parent).

Benefits elected during this period will be effective June 1, 2010. If you fail to take advantage of this special 30-day enrollment period to enroll your

newly eligible adult child, you will have to wait until the annual Open Enrollment which takes place in August with an effective date of October 1, 2010.

Please note that the extension to age 26 does not apply to the voluntary dental and vision benefits. Coverage for dependents on the dental and vision plans will continue to terminate on the 23rd birth date. Dependents on the dental and vision plans are required to be full-time students at a state accredited college or university, must be primarily dependent on parents for financial support, and cannot be employed on a full-time basis.

Should you have questions, or need help accessing the system to elect this extended coverage, please feel free to contact Marilynn Johnson in the HR department at (205) 325-5249, by email at johnsonm@jccal.org, or drop by our office in the Courthouse Annex, Room 610 for assistance.



CONGRATULATIONS JEFFERSON REHABILITATION AND HEALTH CENTER (JRHC)

A recertification survey was conducted on May 20, 2010 by the Alabama Department of Public Health - Division of Health Care Facilities to determine if Jefferson Rehabilitation and Health Center was in compliance with all federal requirements of nursing homes participating in the Medicare and Medicaid programs. The survey found that JRHC is in substantial compliance with the health participation requirements and NO deficiencies were cited!!!



We paid a visit to Derrick Williams, Director and staff members at JRHC to speak with them about what it means to receive a deficiency free survey. Management and employees were all smiles just talking about it. Mr. Williams began to explain how highly regulated nursing homes are and how near impossible it is to receive a deficiency free survey. He then pulled out a very thick manual titled *Long Term Care Surveys* and showed us hundreds of "tags" or possible things the facility could have been cited for. "This is major, I am very proud of the staff. It was a very exciting and emotional day", stated Mr. Williams. A very notable fact is that JRHC received this rating without any support from outsourced consultants. Mr. Williams gave us a tour of the facility, meeting and greeting employees and residents alike, and everyone smiled, laughed and enjoyed talking about the recent superior survey rating.

Sarah Holloway has been with JRHC for 22 years; she attributed the success to teamwork and good supervision. This was the first deficiency free survey Ms. Holloway has witnessed in her entire nursing career. LaShunne Jackson, Patient Activity Leader, felt that teamwork, communication and an understanding of what needed to be done to achieve something to be proud of were some of the factors that led to JRHC's deficiency free survey. Nancy Long, LPN and Verletta Lockett, Assistant Director of Nursing Services, both remember being very excited and even being moved to tears. Ms. Lockett has been in nursing home care for 32 years and this is only her second time being a part of this achievement. "It was a long time coming, a lot of teamwork paid off", were comments added by Ms. Long.

Mr. Cornelius, a resident of JRHC, was more than happy to express his satisfaction with the facility. Mr. Cornelius thinks the deficiency free rating was very well deserved. Mr. Cornelius came from a facility that was shut down due to deficiency; therefore, he is able to compare the quality of care of his last facility to JRHC. Mr. Cornelius told us that JRHC is very nice and clean, has a great staff and is a safe facility. The main thing he referenced is how employees at other facilities constantly complained, but at JRHC, "you just don't hear that".

It takes care beyond responsibility to receive a deficiency free survey. We THANK all JRHC employees and staff for caring and continuing to represent Jefferson County professionally!



RECRUITMENT & WORKFORCE DEVELOPMENT

EMPLOYERS DRUG PROGRAM MANAGEMENT, INC.

Jefferson County has contracted with a new provider for Substance Abuse and Pre-employment Physical Examination Services. The new provider is Employers Drug Program Management, Inc. (EDPM). EDPM has partnered with Alabama Comp and LabCorp to provide drug and alcohol screening, treatment for on-the-job injuries, and pre-employment physicals. Human Resources is currently in the implementation process with EDPM. At this time, all processes will remain the same. If changes are necessary, this information will be provided to department heads as they are implemented. The number for after-hours medical attention or drug/alcohol testing will remain **I AM HURT** (426-4878).

If you have any questions or concerns, please call Cecilia Parrish in the Human Resources Recruitment and Workforce Development Division at 205.325.5249.

GRAMMAR TIP (<http://writing.lifetips.com/>)

When to use "me" and when to use "I."

Use "**me**" when you are referring to the **object** of the sentence (someone who has had something done to them).

Ex. "Read a story to Timmy and me." It is incorrect to say, "Read a story to Timmy and I."

Use "**I**" when you are referring to the **subject** of the sentence (someone who has done something)

Ex. "Jerry and I just bought a new house." It is incorrect to say, "Me and Jerry just bought a new house."

Personnelities....Inside the Personalities of our Personnel

We were delighted to interview Robin Henderson for this month's Personnelities Spotlight! Mrs. Henderson is an Administrative Coordinator in the Board of Equalization Department. She has been with the Board of Equalization for 4 years, but with Jefferson County for almost 20yrs! Her career with the County started in Environmental Services, where she worked in several divisions including, Valley Creek, Sanitation, Five Mile and Cahaba River.

As Administrative Coordinator, Mrs. Henderson supervises 14 employees and oversees the front counter, keying, filing, protest evaluations and overall workflow. She stated that moving from Environmental Services brought about many changes and challenges, but she welcomed the challenges and the change has been good.

Mrs. Henderson was born in Birmingham, AL and is married to a Jefferson County 30 year retiree. They have two children, a daughter (11 yrs.) and a son (8 yrs.). Robin enjoys going to the beach and doing yard work, but right now her hobbies are simply "whatever the kids are doing". She describes a perfect day as spending time with her kids which she tries to do a lot of because they grow up so fast.

Robin is currently a first time college student at Jefferson State where she is pursuing a degree in Business Administration. She is very proud to report, as she should be, that she has a 4.0 grade point average! WAY TO GO ROBIN and thanks for sharing your PERSONNELITY!!!



Robin Henderson
Board of Equalization

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, 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 in these sections may be addressed to hrlistens@jccal.org.

SAFETY & YOU - SAFETY FOR THE SUMMER

Employee Safety Tips: Working Outdoors in the Summer Heat

Summer time is here along with summer high temperatures. Working in hot temperatures can be dangerous to your health. It is important to know the potential health hazards of working outdoors in hot temperatures and know how to manage them. The Occupational Safety and Health Administration (OSHA) offers the following tips on working outdoors in hot temperatures:

- **Cover Up and Apply Sunscreen.** Wear light, loose-fitting clothing. Stick to long pants and long-sleeved shirts. Wearing a hat with a wide brim will help protect your neck, ears, eyes, forehead, nose and scalp. Do not forget the sunscreen. A sun protection factor (SPF) of at least 15 blocks 93 percent of UV rays.
- **Take Breaks for Water and Shade.** Drink plenty of water and avoid sugary fluids. Drink small amounts frequently, rather than a lot of water all at once. If working in direct sunlight you should be given regular breaks in a shaded area.
- **Know the signs of a Heat Stroke and Heat Exhaustion.** The following are some warning signs and can vary from person to person: headaches, lightheadedness, confusion, irrational behavior, loss of consciousness, abnormally high body temperature and hot, dry skin or heavy sweating. Seek medical help when appropriate.

Learn How to Protect Yourself from Lyme Disease, Poison Ivy, and West Nile Virus

Ticks can carry Lyme disease and other bacteria. Mosquitoes can transmit West Nile Virus and poisonous plants can cause skin irritation. Workers should wear light-colored clothes so ticks can be seen easier. Wear long sleeves and tuck pants legs into socks or boots. Apply tick repellants and inspect repellent with DEET. Make sure to examine your body for ticks and wash work clothes at high temperatures. Avoid direct contact with poison ivy if possible, but if you think you have been in contact with it you should wash the skin with soap and water immediately.

Remember to Practice Water Safety During the Summer Too!

After working outdoors in hot temperatures what better way to cool off than to play in the water- whether swimming, boating or diving- it can be fun and relaxing. It can also be dangerous, especially for children. Being safe can help prevent injuries and drowning. Stay safe in the water and practice the following water safety tips:

- Learn to swim and teach your children to swim.
- Do not swim alone. Always swim with a partner.
- Learn CPR.
- Avoid alcohol when swimming or boating.
- Wear a life jacket when you do not know how to swim and whenever you are in a boat.
- Swim only in safe areas. Swimming in an open body of water (like a river, lake or ocean) is different from swimming in a pool. Know your skill level and limits.
- Do not dive into unknown water or into shallow breaking waves.
Avoid sunbathing for long periods of time. Apply sunscreen of a least SPF 15 or higher.

HR CORNER

JOB ANNOUNCEMENTS

Training Advisor - Part Time (closes 6/25/10)	Sr. Food Services Supervisor (closes 7/2/10)
Building Inspection Manager (closes 6/25/10)	Fire Captain (closes 7/2/10)
Property Appraiser*	Fire Lieutenant (closes 7/2/10)

*Classified positions listed above will close on specified dates unless notated * open until further notice.*

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

For more information on Laborer positions, visit the HR Department Recruitment & Workforce Development Division or go to <http://courthouse.jcc.jccal.org> (click on Human Resources Dept. then click on Recruitment & Workforce Development).