

HR

## 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 R. Oden 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 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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## BREAST CANCER AWARENESS

**What is breast cancer?**

In breast cancer, certain cells in the breast grow uncontrollably, forming a solid mass called a tumor. Breast cancer occurs in 3 basic types: early-stage, metastatic, and recurrent.

In early-stage breast cancer, the tumor is confined to the place it started. It may not have spread at all, or it may have spread to the lymph nodes.

In metastatic breast cancer, the disease has spread from its original location to other parts of the body.

A breast cancer is called recurrent if it returns in a person who seemed to be disease-free after treatment.

Most of the lumps that women find in the breast turn out not to be cancerous. These non-cancerous abnormalities are called benign. Sometimes the diagnosis isn't clear right away. To know for sure whether or not a problem with the breast is a tumor, breast tissue must be examined under a microscope by a doctor called a pathologist. In some women, the key female hormones, estrogen and progesterone, promote the growth of certain types of breast cancer cells. But not all breast cancers are caused by excess hormones.

**Breast Cancer Numbers**

In 2009, the American Cancer Society's annual projections said that:

- About 192,370 new cases of invasive (metastatic)

breast cancer would be diagnosed in women;

- About 62,280 new cases of carcinoma in situ (CIS) would be diagnosed. CIS is non-invasive and is the earliest form of breast cancer; and
- About 40,170 women would die from breast cancer.

Currently, a woman's chance of developing invasive (metastatic) breast cancer at some point in her life is less than 1 in 8 (12%). Her chance of dying from breast cancer is about 1 in 35 (3%).

**Reasons to look forward with HOPE**

Incidences of breast cancer have been decreasing since 1999, and deaths due to breast cancer have been decreasing since 1990, thanks to earlier detection and improved treatment.

With more knowledge and support available to women than ever before, no one who gets cancer should have to face it by themselves. For more information and go to:

[www.cancerinformation.com/](http://www.cancerinformation.com/)

**The Jefferson County Department of Revenue goes "PRETTY IN PINK"**

The Revenue Department wore "Pretty in Pink" shirts on Friday, October 8, 2010 in support of Breast Cancer month. The

"Pretty in Pink" shirts that employees wore captivated many customers conducting business in Revenue. This was an excellent opportunity for employees to raise Breast Cancer awareness. In addition, it was an awesome feeling having a light shine for those who have fought and survived cancer, as well as for those who have lost their battle with cancer.

When asked if the department was representing anyone in particular, Ms. Clarissa Smith stated, "breast cancer is such a non-discriminatory disease that it has touched each of us in some way, if not our immediate family, a friend or friend of a friend. Our effort today is to show unity in our determination to fight this monster." A customer added "the sea of pink that I saw while standing in line to purchase my tag, not only brought to mind breast cancer, but it also exhibited cohesiveness, in a group of people making a powerful statement while fulfilling the daily responsibilities of their jobs. They didn't have to verbally say anything; the sea of pink said it all."

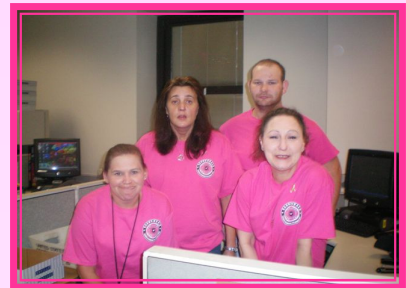
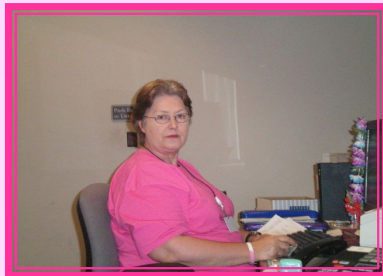
**WAY TO GO REVENUE!!!**

Thanks for representing Jefferson County and making us proud. See "Pretty in Pink" day pictures on page 2.



**Jefferson County Commission  
Revenue Department**

*Unites for the Cause*



## Bullying in the Workplace

Respect is an integral part of creating a work environment where bullying will not be tolerated. A lot of discussion is occurring regarding bullying in schools and in the workplace. Even though at this time we have yet to pass comprehensive workplace bullying legislation, it is definitely on the horizon.

**What is Workplace Bullying?** Workplace bullying often involves an abuse or misuse of power. Bullying in the workplace is used to intimidate and control another individual. It can be as subtle as back-stabbing or as blatant as physical violence. Examples include: being given impossible or unreasonable workloads, being the target of gossip or rumors, being left “out of the loop” in regards to important work-related information, being ridiculed regularly in front of others, having your work excessively monitored, and feeling as if your job is constantly in jeopardy.

**Bullying is Different from Harassment** - Harassment is one type of illegal discrimination and is defined as offensive and unwelcome conduct, serious enough to adversely affect the terms and conditions of a person’s employment, which occurs because of the person’s protected class. Harassment can be imputed to the employer and a violation of Title VII.

**Bullying is Different from Aggression** - Whereas aggression may involve a single act, bullying involves repeated attacks against the target, creating an on-going pattern of behavior. Bullying is often directed at someone a bully feels threatened by. Often the bully operates behind closed doors.

While harassment is illegal, bullying in the workplace is not. However, bullying can create a hostile work environment and should not be tolerated. When witnessed or reported, the bullying behavior should be addressed immediately. Jefferson County Commission Administrative Order 08-02 Anti-Harassment Policy should be used to report concerns of workplace bullying.

Bullies come in all shapes and sizes in the workplace. Studies have shown that the greater the insecurity of the bully the greater the need for control.

**Yellers** - this kind of bully has to always talk over the target(s).

**Blockers** - this type of bullying is great for slamming or trying to destroy the good work product of the target. He/she will also seek to undermine the reputation of the target as well.

**Backstabbers** - this classic office bully works in the shadows spreading ugly rumors and gossip about the target.

**Nitpickers** - this bully loves to find fault with everything the target does no matter how trivial and will find something wrong with whatever the target suggests.

### Victims may experience physical and mental problems:

High stress: post-traumatic stress disorder (PTSD)

Phobias

Sleep disturbances

Financial problems

### Bullying Affects Organizations:

Cost of turnover due to bullying

Cost associated with investigations of ill treatment & litigation

Low productivity

Low morale

A recent national poll says 37 percent or 54 million American employees have or are being bullied in their employment. If you feel like you are being bullied take the first step to stopping workplace bullying - stand up, speak up, write it up and report it. If you have questions or concerns contact your Affirmative Action Officer, Kimberly R. Oden Webster or Ben Sullen at 205-325-5249.

Source: Dr. Harvey Hornstein; *Brutal Bosses and Their Prey: How to Identify and Overcome Abuse in the Workplace*.

## OPEN ENROLLMENT AUDIT

Human Resources is preparing to audit benefit changes made during open enrollment. It is important that only eligible dependents are beneficiaries of Jefferson County Commission benefits. Proper documentation must be on file verifying status of dependents. You will be contacted and given the opportunity to correct a deficiency if the appropriate documentation is not found for your dependent(s). Then, if this documentation is not submitted promptly, the dependent will be dropped from coverage. This will invalidate any payments of claims for services and dependent’s coverage will terminate back to the effective date on which coverage began as listed in our records. There will not be a refund of any premiums paid. Please be aware that entering fraudulent information on the Jefferson County Benefit Election System and/or fraudulent statements on an employee’s benefit change form is considered misrepresentation and is cause for disciplinary action up to termination of employment.

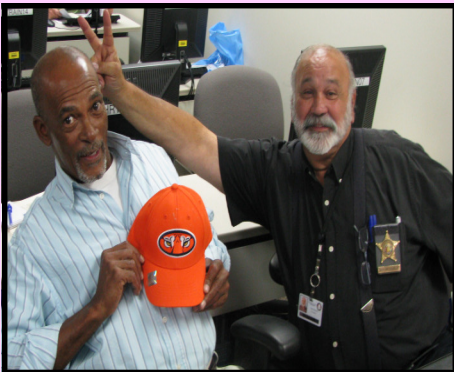


## RETIREMENT PREPARATION SEMINAR

INFORMATIVE & FUN!!!! We have had great feedback regarding the two retirement preparation seminars hosted by Human Resources on September 16th and 30th. At the seminar on September 16, 2010, Commissioner George Bowman welcomed the 60+ attendees and thanked them for their years of service at the County. On September 30th, employees filled the venue once again to hear valuable information about Pension, Sick Leave Retirement, Medicare, Deferred Compensation and more! The Office of Senior Citizens provided information about the services that they offer retirees from Jefferson County and Life Care Hospice provided awesome door prizes. Vendors provided both useful information for attendees as well as refreshments at both seminars.

The responses from the attendees about all of the useful information that they received were overwhelming. All of the presentations and presenters received above average ratings. Overall, most attendees felt the seminars were informative and would recommend the seminar to others considering retirement.

Thanks again to all of our vendors and sponsors that helped us make the events a success and most of all thank you to the employees who participated in the seminars; we wish you much success in the retirement process. Human Resources will host the final seminar of 2010 on November 4, 2010. The seminar is full and only those employees who are within one year of retirement that receive a confirmation letter from Human Resources will be admitted into the seminar. Confirmation letters will go out the week of October 18th. If you have any questions, contact Nakia Buckner in the Human Resources Department at 205-325-5249



## Personnelities....Inside the Personalities of our Personnel

We were happy to pay a visit to Sgt. Charlotte Canada for the *Personnelities Spotlight* interview this month! Sgt. Canada has been with the County since 1982 in the Sheriff's department. She was promoted to Sgt. in 1997. She was employed at the County Jail before her current position.

Sgt. Canada's official title is Domestic Violence Investigator. In this capacity, she speaks with domestic violence victims to advise, follow-up, obtain warrants and offer encouragement. She also provides information and assistance needed to obtain a PFA (protection order/restraining order). She added that her main responsibility is keeping people safe. Sgt. Canada's work philosophy is to always try to help people in need, to be there to listen and assist in finding a resolution to their problems.

Sgt. Canada was born in Birmingham, AL, has five children, with four living in different states. She will be completing studies to obtain her Master's Degree in Emergency Management and Crisis Preparedness from Grand Canyon University (online) on 10/13/2010. Way to go Sgt. Canada!!!! Her undergraduate studies were completed at Jacksonville State University. In her spare time, she likes to read and refinish furniture.

If it were possible, she'd like to dine with Harriet Tubman, (Sgt. Canada has been inspired since she read The Underground Railroad when she was in the 3rd grade), Martin Luther King, Jr. (who she has pictures of posted in her cubicle), and she stated that it would be awesome to have dinner with all of children together at one time!



**SGT. C. CANADA**  
Domestic Violence Investigator

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](mailto:hrlistens@jccal.org).

# SAFETY & YOU - FALL DRIVING HAZARDS



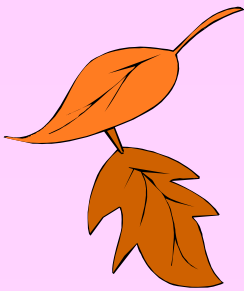
## Leaves, sun, deer...Be aware and be safe!

Autumn is a beautiful time of the year. Temperatures begin to change, it's not too hot and it's not yet too cold. Tree leaves began to fall and change colors also, which give us the perfect backdrop for a nice road trip. Fall weather is often unpredictable and driving conditions can change from perfect to miserable within minutes. Fall is actually one of the most treacherous times of the year to be on the roadway. Awareness and alertness are required if safety is to be maintained - and the first place to start is in the driveway, before you hit the road.

Before hitting the road, it is always a good idea to give your vehicle a pre-drive inspection. Make sure the tires are properly inflated and show plenty of tread; check to see if all lights and turn signals are working properly and make sure the engine has the correct fluid levels. Make sure your windows are clean too so that your visibility is not compromised. Start your engines and hit the roadway.

Once on the roadway, pay attention to weather and road conditions. Frosty patches, fog, black ice, rain, hail, sleet and falling leaves are all potential hazards during fall. Look out for large animals that may enter the roadways also. Deer can be a hazard year round, but especially during the fall breeding season when they become less cautious and move around more.

The following are tips for safe driving during fall:



- Wet leaves on roadways can be slippery and hide traffic lines. Hard acceleration or braking, and sudden turns should be avoided when running over a pile of leaves as they can lead to skidding. Be cautious on unfamiliar roads;
  - Frost can make overpasses and bridges slick. Slow down and scrape windshields clear of frost;
  - Sun glare coincides with morning and evening rush hour. Have sunglasses on hand and keep windshields clean;
- Deer are most active between sunset and sunrise. 46 percent of all deer-car accidents occur in October and November and 75 percent occur between 5 p.m. and 6 a.m. Be on the lookout, slow down and increase driving distance between vehicles.

Source: [www.icarumba.com](http://www.icarumba.com) "Watch Out for Fall Driving Hazards"

## HR CORNER

### FLU SHOTS!!!!!!

Once again, Jefferson County Commission is happy to provide Flu Shots for its employees!!! Flu shots will be administered by our Occupational Health Manager and Nurses in upcoming weeks. A schedule of times and locations will go out county wide once all locations are confirmed. Flu shots are for **active** employees only.



### JOB ANNOUNCEMENTS

#### Power Distribution Helper (closing 10/25/10)

Please visit the Personnel Board of Jefferson County's job site at [www.jobsquest.org](http://www.jobsquest.org) to view 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). For training and career development please visit: <http://www.pbjcal.org/training/careerzone/>

