

HR ON YOUR BEHALF

The Official Newsletter of the Jefferson County Commission HUMAN RESOURCES DEPARTMENT

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NEW & EXCITING

We are very excited to introduce our new newsletter – *HR...ON YOUR BEHALF!!* Each monthly issue will highlight important news and information related to human resources and each of our divisions (Compliance & Technology, Personnel & Employee Services, Recruitment & Workforce Development and Risk Management). The newsletter will also include useful tips on finances, health and safety as well as employment announcements.

Have information you want to share? Let us know in our **Your Voice** section! This section is designed especially for Jefferson County employees to express themselves. Submissions can be emailed to hrlistens@jccal.org, mailed or faxed to the attention of HR LISTENS (see contact info on Page 4). Also, feel free to send in your suggestions to improve our newsletter and other things you would like to see in *HR...ON YOUR BEHALF*. HR will select one submission each month to include in the newsletter.

Also each month we will spotlight a Jefferson County Employee in our *Personalities* section. This section is designed to look inside the personalities of our diverse workforce. Each spotlight will include a picture and a short interview. Candidates for Personalities must be recommended by the department head based on criteria set by HR.

We would like to thank each of you for your service and commitment to Jefferson County. We also thank you for your cooperation, compliance and patience as the Human Resources Department grows and becomes stronger and more efficient each day as we serve **YOU!**



Jefferson County Courthouse - Downtown

Open Enrollment

With the end of summer comes Open Enrollment, which allows county employees to enroll, change, increase, decrease or cancel their benefits. These benefits include:

Health, Dental and Vision Insurance	Flexible Spending Plan
Voluntary Term Life Insurance	Deferred Compensation Program
Voluntary Accidental Death & Dismemberment Insurance	529 College Savings Plan
Pre-Paid Legal Services	Aflac Disability
Vacation Leave Bank*	

This year the dates for Open Enrollment are **August 11, 2008 – August 22, 2008**. Open Enrollment Sessions will be held at various county work sites. A schedule of sessions as well as the new rate sheet is included in your Open Enrollment Packet. Packets were distributed between **August 5, 2008** and **August 8, 2008**. Employees must sign an acknowledgment form stating that they have received the Open Enrollment Packet. Anyone that has not received their Open Enrollment Packet should see their Payroll Coordinator. **All changes made during Open Enrollment are effective October 1, 2008.**

The Benefits Advisor is the current booklet that provides all of the information about the benefit programs being offered by the County. **PLEASE READ CAREFULLY AND USE AS A REFERENCE TOOL THROUGHOUT THE YEAR FOR BASIC QUESTIONS CONCERNING YOUR BENEFITS.**

Please be reminded that your Benefits Advisor can be found on the County intranet site at <http://courthouse.jcc.jccal.org/> under the Human Resources tab then click Benefits.

** The Vacation Leave Bank Program is an excellent short-term disability plan which costs permanent employees only 8 hours of vacation to be deposited in the bank. The bank is fully-funded at this time so the annual requirement for an 8 hour deposit has been waived until further notice. For more information please contact the Human Resources Department.*

“The mission of Jefferson County Human Resources Department is to maintain a positive, productive, and progressive environment for all employees while providing professional human resources assistance and support to all County employees, departments and officials.”

Health & Wellness – Occupational Health

The primary responsibility of the Occupational Health Program is the management and oversight of on-the-job injuries, workers' compensation benefits and injury with pay benefits. Services such as first aid, blood pressure checks, blood glucose tests, weighing employees, and administering vaccinations are also provided through the Occupational Health Program. The County Health Incentive Program (CHIP), health promotion and wellness tools and the annual health fair (see below) are all administered through the Occupational Health Program. The Occupational Health Program is managed by Linda Butler Hannah. Feel free to contact Mrs. Hannah if you have any questions concerning occupational health. Her contact info is as follows: Main Courthouse Room A610, Phone: 205-325-4892, butlerl@jccal.org.



Pictured from left to right: Peggy Horn, Linda Butler Hannah, Janie Applegate. Not pictured: Marcia Coleman.

The Occupational Health Nurses are located in various locations throughout the County.

Peggy Horn, Jefferson Rehabilitation and Health Center, Phone: 205-849-2302, hornp@jccal.org

Marcia Coleman, Main Courthouse Room 255, Phone: 205-325-5741, colemanm@jccal.org

Janie Applegate, Dept. of Roads & Transportation, Camp Bessemer, Phone: 205-481-4238, applegatej@jccal.org

HEALTH FAIR - On May 21, 2008, the Jefferson County Human Resources Department - Risk Management Division held the 3rd Annual Health Fair. The Health Fair is held each year on the third Wednesday in May in conjunction with National Employee Health & Fitness Day. Approximately 265 employees attended the health fair and 50+ employees participated in the Walk at Lunch event. Over twenty (20) vendors were present including: Blue Cross Blue Shield of Alabama, Costco, Sam's, Brookwood Medical Center, Barber's, and the University of Alabama at Birmingham. These vendors displayed and provided information on diabetes, Alzheimer's, organ donation, proper eating and exercise, and proper lifting techniques. Blood pressure, blood glucose, cholesterol and skin cancer analysis screenings were also done during the health fair. Healthy snacks and door prizes were given to health fair attendees. Employees who completed the health fair evaluation got to spin the big wheel for door prizes donated by the vendors and the Jefferson County Employees Association.

Retirement Seminar – Personnel & Employee Services

This spring the Personnel & Employee Services Division hosted two Retirement Benefits Planning Seminars at the Center Point Courthouse on May 7, 2008 and June 18, 2008. These seminars were for county employees within two (2) years of retirement eligibility. The purpose of the seminars was to provide eligible retirees with information needed to make the process of retiring simpler and more enjoyable. Topics included County Pensions, Social Security Benefits, Sick Leave Conversion, Deferred Compensation and Insurance options for retirees.

At the seminar on May 7, 2008 Commission President Bettye Fine Collins welcomed 150+ attendees and thanked them for their years of service to the County. On June 18, 2008 Commissioner George Bowman welcomed 80+ attendees.

A representative from The Office of Senior Citizens provided information about the services that they offer Jefferson County retirees. Vendors provided useful information for attendees as well as refreshments at both seminars.

Attendance at both seminars was great! Responses from the attendees about all of the useful information that they received were overwhelming. Overall, most attendees left the seminar feeling quite comfortable about their retirement. We wish all of our future retirees good luck in their retirement!

HAPPY RETIREMENT

Your Voice

I attended the Anti-Nepotism training and I must say it was more than what I expected. It was very informative and much needed at Jefferson County. I am sure that I am like many others in that I would like to see how and if the Anti-Nepotism Policy will be enforced but I do commend the County for noticing the unfairness favoritism brings and putting forth the effort to discourage it.

-County Employee



Financial Minute

With the recent financial crisis throughout our great country and the increase in home foreclosures and default on credit cards; **Financial Problems** are the leading cause for stress in America. A survey taken in 2007 reports that four out of every ten Americans are faced with financial issues and 41% are struggling to make ends meet.

These conditions are linked to depression, divorces, absenteeism, turn-over, low productivity, medical, legal, and insurance expenses, and worker compensation payments.

Constantly worrying about the cost of living can negatively affect one's health.

Unhealthy coping behaviors, less money for self-care, lost sleep, and unhealthy emotions are just a few conditions that are directly related to the stress of finance problems.

Jefferson County Commission and your benefit plan have a solution that can assist you in your time of need –

Behavioral Health Systems, "BHS"

Contact your BHS Care Coordinator at

205-879-1150, 800-245-1150

or visit the website at

www.behavioralhealthsystems.com

HR Listens... a response to Your Voice

This section will be used to answer some of the questions or comments sent to hrlistens@jccal.org. In each issue, we will respond to the Your Voice article from the month before. We take pride in responding to the concerns of our employees.



The employees pictured above assisted in naming our newsletter. Each of them contributed great name ideas and we appreciate their participation. Pictured (standing) from left to right: Linda Butler Hannah, Romissa Walton, LaTonja Samuels, Janie Applegate, Jennifer Price, and Heather Stephens. Seated: Bettie Banks Coleman, Ben Sullen, and Yolanda Maddox.

Personnelities ...inside the Personalities of our Personnel

In the spotlight this month is Doug Hand. Doug has been employed with Jefferson County for 17 years and currently serves as Payroll Manager in the Budget Management Office. Doug manages the payroll of 3,800 county employees and his primary responsibility is to ensure that employees are paid accurately and in a timely fashion.

Doug quotes a bible verse when asked about his work philosophy, "Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward".

Mr. Hand has been married 22 years to his wife, Lawanna and has 3 children, Eric, Travis and Julie. He enjoys playing golf and traveling.



Doug Hand,
Payroll Manager

Budget Management office

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 materials on these pages may be addressed to hrlistens@jccal.org

SAFETY & You

On-the-Job Injury Instructions

- DO**
- Immediately report all accidents/injuries/illnesses to your supervisor and Occupational Health Nurse
 - During regular business hours, contact the appropriate Occupational Health Nurse for evaluation/treatment
 - If medical attention is needed after regular business hours, contact the on-call AlaComp physician at I AM HURT(426-4878)
 - If medical attention is provided after hours, on weekends or holidays by the on-call physician or emergency room (life-threatening situations) contact the appropriate Occupational Health Nurse the next business day
 - Complete an employee incident report within 48 hours and forward to the appropriate Occupational Health Nurse (the incident report is located on the County’s intranet website and can be accessed under the Human Resources icon or can be picked up in the Human Resources Department)
 - Submit for a post-accident drug screen, as directed
- DON'T**
- See your private/primary care physician for treatment
 - Seek medical treatment at any facility not within the Provider Network
 - Go to any emergency room for treatment of non-life threatening injuries or illnesses, without prior authorization

HR CORNER

We received a letter from our very own Paula Mitchell in the Revenue Department informing us of her success story via the Jefferson County Commission Tuition Reimbursement Program! Paula graduated from UAB this spring. **CONGRATULATIONS PAULA!!** Paula expressed her sincere appreciation for the County’s support and encouragement in this process. Ms. Mitchell also quoted the words of her seven year old niece, Jordan, “Auntie Paula’s graduation is a miracle”.

We encourage all employees with the desire and determination to continue their education to apply for our Tuition Reimbursement Program. To apply, obtain a tuition application form and contract from the Employee Relations Office, Room A630, Courthouse Annex, 325-5242 or from our intranet website. If you work at Jefferson Rehabilitation Health Center or Cooper Green Hospital, the personnel offices at those locations will also have the required forms.

TO BE ELIGIBLE TO APPLY FOR ADMISSION TO THE PROGRAM:

1. You must have been a continuous full time employee of Jefferson County Commission for at least one year immediately prior to applying for admission to the tuition program.
2. You should have a satisfactory work record with Jefferson County Commission.
3. You should have the support and endorsements of your supervisor, department head, and appointing authority (County Commissioner or Sheriff).

Job Announcements

Jefferson County Commission continues to offer great opportunities to candidates in our area. Most of all, we are finding excellent employees for the county. Current job openings are listed below. Please go to www.jobsquest.org for more information on classified positions. Please visit the HR department (address listed to the right) or go to <http://courthouse.jcc.jccal.org> (click on Human Resource Department) for more information on laborer positions.

CLASSIFIED

- *Automotive Technician-Heavy Truck
- *Network Systems Administrator I
- *Water Utility Inspector
- *Chief Plumbing, Gas and Mechanical Inspector
- *GIS Database Administrator

LABORER

Recruitment & Workforce Development Division

Tuition Reimbursement Program
Putting in Time & Effort Pays Off!!



Paula and Mother at Graduation

CONTACT INFORMATION

JEFFERSON COUNTY COMMISSION
Human Resources Department
716 Richard Arrington Jr. Blvd. N. Ste. 610
Birmingham, AL 35203

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205.325.5249

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