



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 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 - 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.



CONGRATULATIONS MERIT SYSTEM EMPLOYEES

The Personnel Board Training and Career Development Department announced that 23 Merit System employees successfully completed certificate programs, including the Supervisory Certificate (SUP) and the Basic Computer Skills Certificate (CPU). With the recent termination of the Jefferson County Commission Tuition Reimbursement Program, the Board's certificate programs are ideal for employees interested in continuing career development. Utilizing the services of the Personnel Board provides a benefit that is incumbent in the funding the County allocates to the Board annually. HR is excited that Jeffco employees are taking advantage of the training offered by the Board and even more proud of the recent graduates. HR Congratulates You!

Bessemer

- Brenda Harris, CPU
- Cortice Miles, SUP

Tarrant

- William Harris, SUP

Birmingham

- Norman Adams, SUP
- Vickie Burnett, SUP
- Horatio Johnson, SUP
- Jennifer McMillian, CPU
- Laquetta Postell, CPU & SUP
- Rodney Tait, SUP
- Willie Walker, SUP

Jefferson County

- Toushi Arbitelle, CPU
- Timothy Gilliland, SUP
- Christopher Griffin, SUP & CPU
- Veronica Hambric, CPU
- Clifford Hopson, SUP
- LaTonya Samuel, SUP & CPU
- Rebecca Snoddy, SUP
- Letitia Taylor, SUP & CPU
- Joseph White, SUP
- Marsha Wright-Carter, SUP

Jefferson County Health Dept

- Mary Hendking, SUP
- Lisa Holland, SUP

Personnel Board

- Jeffrey Crenshaw, SUP

About the Programs

The Supervisory Certificate Program provides a foundation of supervisory knowledge and skills applicable to a broad range of positions. Supervisors and supervisory candidates share knowledge and experience, and gain exposure to new perspectives, attitudes & ideas.

The Basic Computer Skills Program provides the foundation of computer skills for Basic Microsoft Word, Excel and PowerPoint. Electives are also available. Participants must also take a typing test and be able to type 45 words per minute.

For more info, visit the Personnel Board website at www.pbjcal.org or call (205) -279-3660.



Dealing with HOLIDAY STRESS.....

Yeah, yeah, heard it all before, right? We sometimes put extra demands on ourselves during the holiday season, which can lead to stress. The holidays should be a time for renewal.

Keep It Simple - family and guests will appreciate a traditional holiday meal, it does not have to be elaborate and expensive.

Priorities, Priorities, Priorities!

Try not to overextend yourself, when allotting your time, chose quality over quantity. Learn to say no to social events that are over your limit.

Plan Ahead

Nothing creates holiday stress more than LAST Minute Shopping! ENOUGH SAID.....

Stay in Budget

Choose simple, thoughtful or useful holiday gifts over expensive surprises. How can you enjoy your holidays if you are worried about paying your bills????



HEALTH & WELLNESS - H1N1 Virus

The H1N1 virus, also known as swine flu, continues to be in the news. Although it has been reported that the number of cases in the United States is dropping, let's not get lax in prevention. It is easy to worry amid the various and sometimes disturbing reports, but knowing the facts about the virus can help reduce your worry. The information below is provided by Blue Cross Blue Shield - For Your HEALTH!

What is H1N1?

An influenza virus causing illness in people. This new virus was first detected in people in the United States in April of 2009. The virus is spread in much the same way that regular seasonal influenza viruses spread. The Centers for Disease Control has determined that the H1N1 virus is contagious and can spread from person to person. Illness with the H1N1 virus has ranged from mild to severe; most people who have been infected have recovered without needing medical treatment.

What are the Symptoms?

The symptoms of the H1N1 flu virus are similar to the symptoms of seasonal flu and include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Some may experience diarrhea and vomiting. Symptoms usually appear about two to seven days after exposure. People generally can spread flu viruses from one to two days before symptoms start to about seven days after. Women who are pregnant or suspect they are, and children under the age of five should seek medical help immediately if they experience these symptoms.

How can it be prevented?

- Wash your hands frequently, if soap and water are not available, use alcohol-based hand sanitizer.
- Clean germ hot spots like tables, doorknobs, desks and kitchen counters with a disinfectant.
- Keep your immune system strong with regular sleep and lots of fruits and vegetables.
- If you know anyone who is or has been sick, stay away from them. If you are sick, STAY AT HOME!
- Cover your mouth with the inside of your elbow when you cough or sneeze.
- Throw your used tissues in the trash instead of stuffing them in your pocket.
- Try to avoid touching your eyes, nose and mouth, which gives germs a fast track to infection.
- Do not share cups, utensils and plates with friends.

What is the difference between the H1N1 virus and the seasonal flu virus?

The H1N1 is caused by influenza viruses that normally infect pigs. The virus causing the current influenza outbreak is not a swine flu virus but a combination of human, swine and bird viruses. The flu virus causing the current outbreak has adapted itself to be easily transmitted from person to person. Swine in the United States have not been and are not infected with this virus.

NEW POLICIES, NEW LEAVES!

HR (Compliance & Technology Division) wants to make you aware of the following recent developments in federal employment law:

First: Title II of the Genetic Information Nondiscrimination Act ("GINA") went into effect on November 21, 2009. GINA prohibits employers from acquiring or using genetic information; genetic information includes genetic tests and family medical history in employment decisions such as hiring, promotions, benefits, etc. The requirement that EEO postings reference GINA went into effect on November 21st and the EEOC has issued its new EEO poster to include GINA (as well as to address some other recent changes); you can see the poster here: http://www.eeoc.gov/self_print_poster.pdf. "Genetic or family medical history" is an additional base upon which Jefferson County Commission will not discriminate.

Second: Just when we got a handle on the new FMLA regulations, we have more changes – but they really shouldn't upset the apple cart too much. On October 28, 2009, President Obama signed a defense bill into law that provides further expansions to the new military leaves under the FMLA. Under the new law, "qualifying exigency" leave is now available to active duty members of the regular military. Qualifying exigency leave was previously available only to families of members of the National Guard and Reserves. The law also extends caregiver leave to family members of veterans, where it was previously available only to family members of current service members. HR is working towards revising the FMLA policy to address these changes, and supervisors and managers will be trained so that they can spot potential FMLA leave issues.



SAFETY & YOU - HOLIDAY SAFETY

Christmas Tree and Decoration Safety

- When purchasing an artificial tree, look for the label “Fire Resistant.” Although this label does not mean the tree will not catch fire, it does indicate the tree will resist burning and should extinguish quickly.
- When purchasing a live tree, check for freshness. A fresh tree is green, needles are hard to pull from the branches and when bent between fingers, needles do not break.
- Use only noncombustible or flame-resistant materials to trim a tree. Leaded materials are hazardous if ingested by children. Avoid decorations that are sharp or breakable or resembles candy or food to prevent a child from swallowing or inhaling small pieces.
- Indoors or outside, always use lights that have been tested for safety by a recognized testing laboratory.
- Check each set of lights, new or old, for broken or cracked sockets, frayed or bare wires, or loose connections. Throw out aged sets.
- Use no more than three standard-size sets of lights per single extension cord.

Fireplace Safety

- Use care with “fire salts,” which produce colored flames when thrown on wood fires. They contain heavy metals that can cause intense gastrointestinal irritation and vomiting if eaten. Keep them away from children.
- Do not burn wrapping papers in the fireplace. A flash fire may result, as wrappings ignite suddenly and burn intensely.
- Before lighting any fire, remove all greenery, boughs, papers, and other decorations from around fireplace. Check to see if flue is open.
- Never burn a live tree in a fireplace. Dry Christmas trees burn very hot and extremely quick. A Christmas tree is very oily and may damage your fireplace.



HOLIDAY RECIPE

Blue Berry Yum Yum

- 2 c. plain flour
- 2 sticks melted margarine
- 1 c. pecans, chopped
- 1 8oz pkg. cream cheese
- 1 box confectioners sugar
- 1 pkg. of Cool Whip
- 1 can of blueberry pie filling

Mix flour, margarine and pecans and pack in a Pyrex dish for crust. Bake 10 to 12 minutes at 350 degrees. Mix cream cheese, confectioners sugar and cool whip. Pour onto pie crust. Add blueberry filling (or your favorite pie filling) on top. Chill for 2 hours & serve. Keep refrigerated.

Personnelities....Inside the Personalities of our Personnel

Jason Moss, no relation to Randy Moss, but is a big LSU football fan, is in our Personnelities Spotlight!!! We enjoy visiting and learning about our Jefferson County locations and employees and this Sr. Auto Tech in the Fleet Management Department made our visit a great one.

Mr. Moss has been employed by Jefferson County for 14 years, all in the Fleet Management Department. He began on tires, then worked in the back on cars, compressors and big trucks, now he mainly handles preventive maintenance and inventory inspections.

Mike McDermott, Mr. Moss’ supervisor, could not say enough about Mr. Moss’ work ethic and character. Mr. McDermott commented that Mr. Moss goes above and beyond without being asked, and often finds issues before they become problems. Mr. Moss stated that his work philosophy is to always be a self starter. Mr. McDermott added that Mr. Moss is a great dad and a good friend, who understands how to separate the supervisor/employee relationship.

Mr. Moss enjoys working on cars and he has a need for speed. He loves fast cars! Mr. Moss also enjoys watching sports and going to church. He has one 19 year old son. Mr. Moss named Martin Luther King Jr., Medgar Evers, Bill Clinton and Mike McDermott as 4 people past or present whom he’d like to have dinner with.

Our visit ended with a short tour of the shop. Many thanks to Mr. Moss & Mr. McDermott.



Mr. Jason Moss
Sr. Auto Tech
Roads & Transportation
Fleet Management

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