



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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610-A Courthouse
716 Richard Arrington Jr. Blvd. N.
Birmingham, AL 35203
Phone: 205-325-5249
Fax: 205-325-5598
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RETIREMENT - Personnel & Employee Services

Human Resources Personnel & Employee Services division hosted the first of two Retirement Preparation Seminars for calendar year 2011 on Wednesday, February 9, 2011. Approximately 50 employees attended the seminar and the feedback was very positive. Many employees expressed an appreciation for the detailed and organized method of presentation. One employee commented that the speakers were very knowledgeable and another added that all employees considering retirement should attend.

The next Retirement Preparation Seminar will be held on Wednesday, April 13, 2011. If you received an invitation to the first seminar but did not attend, please RSVP by completing the bottom section of your invitation and returning it to Human Resources to reserve your spot for the April 13th seminar. Once your RSVP is received, you must receive con-

firmation from the Human Resources Department to attend. If you do not receive a confirmation letter, you will not be admitted into the seminar. If you have any questions about RSVP, confirmation or questions about attending, please contact Nakia Buckner at 205-325-5249. If you were confirmed for the February seminar but were unable to attend, you will receive confirmation to attend the next seminar.

The purpose of these seminars is to provide eligible retirees the information needed to make the process of retiring easier and more enjoyable. We want all employees to be well informed as they make this transition. Topics include: County Pension, Social Security Benefits, Sick Leave Conversion, Deferred Compensation, Medicare and Health Insurance options.

Retirement seminars are for County employees within one (1) year of retirement eligibility

who did not attend the retirement seminars in 2010.

QUESTIONS???!?

Calculation of Time?

Unpaid Service?

What type events will negatively affect my Pension?

CONTACT Pension Office
@ 205-325-5354

Sick Leave Retirement?

CONTACT Diane Redrick
@ 205-325-5249

Continuation of Benefits Health, Dental & Vision

CONTACT Nakia Buckner
@325-5249

Deferred Comp?

CONTACT
Roger & Cindy Chandler
Hartford
@205-620-9499

Debra Butler
Valic
@ 205-441-0929

Selmon Robinson
Nationwide
@205-249-8423

Joe Moore
AXA
@205-951-0092

PROPOSED LEGISLATION

The Jefferson County Commission is now advertising two bills for passage by the Alabama Legislature.

The first amends the County Manager bill to extend the date to June 1; authorizes the Commission to pay recruiting and relocation expenses; and authorizes a non-merit system staff for the County manager.

The second bill states that all future department heads and any future deputy department heads, as well as county attorneys and the county's chief financial officer, will be at-will, non-merit system employees. This is similar to a bill that was passed years ago for Birmingham and is prospective only. Current department heads, deputy department heads, etc. in the Merit System will remain in the system.

HEALTH & WELLNESS - GO RED FOR WOMEN

On Friday, February 4, people nationwide wore **RED** to patronize the American Heart Association's annual "**GO RED for WOMEN**" day. Go Red For Women is the American Heart Association's solution to save women's lives. With one out of three women dying from heart disease, the American Heart Association is committed to fighting this No. 1 killer that can be prevented. For more information visit GoRedForWomen.org, a premier source of information and education connecting millions of women of all ages and gives them tangible resources to turn personal choices into life-saving actions. We encourage women and the men who love them to embrace the cause.

FEBRUARY IS NATIONAL HEART MONTH - Men & Women Lower your risk for heart disease with

"THE SIMPLE 7"

1. GET ACTIVE - The facts are clear: By exercising for as little as 30 minutes each day you can reduce your risk of heart disease. Without regular physical activity, the body slowly loses its strength and ability to function well. Physical activity equals living a longer, healthier life. **Regular Physical Activity Helps:** Lower blood pressure, increase HDL "good" cholesterol in your blood, control blood sugar by improving how your body uses insulin, reduce feelings of stress, control body weight and make you feel good about yourself.

2. CONTROL CHOLESTEROL - Cholesterol comes from two sources: your body and food. Your liver and other cells in your body make about 75% of blood cholesterol. The other 25% comes from the foods you eat. LDL ("BAD") cholesterol is produced naturally by the body, but many people inherit genes that cause them to make too much. Eating saturated fat, trans fats and dietary cholesterol also increases how much you have.

3. EAT BETTER - You may be eating plenty of food, but your body may not be getting the nutrients it needs to be healthy. Nutrient-rich foods have vitamins, minerals, fiber and other nutrients, but are lower in calories. To get the nutrients you need, choose foods like vegetables, fruits, whole-grain products and fat-free or low-fat dairy products. The American Heart Association recommends that you eat a wide variety of nutritious foods daily from each of the basic food groups.

4. CONTROL BLOOD PRESSURE - Blood running through your arteries with too much force can put pressure on your arteries, stretching them past their healthy limit and causing microscopic tears. Our body then kicks into injury-healing mode to repair these tears with scar tissue. But unfortunately, the scar tissue traps plaque and white blood cells which can form into blockages, blood clots, and hardened, weakened arteries.

5. LOSE WEIGHT - If you're overweight or obese, you can reduce your risk for heart disease by successfully losing weight and keeping it off. When coming up with a fitness and nutrition plan to lose weight, it's crucial to understand your recommended calorie intake and the amount of food calories you're consuming versus the energy calories you're burning off with different levels of physical activity.

6. REDUCE BLOOD SUGAR - Pre-diabetes and subsequent type 2 diabetes usually results from insulin resistance. When insulin resistance or diabetes occur with other cardiovascular disease risk factors (such as obesity, high blood pressure, abnormal cholesterol and high triglycerides), the risk of heart disease and stroke rises even more. Controlling glucose can slow the progression of long-term complications. Often, many small changes add up to surprising improvements in diabetes control, including less need for medication.

7. QUIT SMOKING - Smoking by itself increases the risk of coronary heart disease. When it acts with the other factors, it greatly increases your risk from those factors, too. Smoking decreases your tolerance for physical activity and increases the tendency for blood to clot. It decreases HDL (good) cholesterol. Your risks increase greatly if you smoke and have a family history of heart disease. Smoking also creates a higher risk for peripheral artery disease and aortic aneurysm. It also increases the risk of recurrent coronary heart disease after bypass surgery.

BENEFITS - OVER THE COUNTER DRUGS

ATTN: FLEXIBLE SPENDING - MEDICAL EXPENSE PARTICIPANTS

The IRS just published a clarification of the new OTC rule. Now the participant, with a prescription in hand for OTC drugs or medicines, can use a debit card at the drug store pharmacy counter rather than paying out of pocket and submitting a manual claim for reimbursement. Please see clarification below.

ECFC Regulatory Update

Guidance clarifying IRS Notice 2010-59 and the new prescription requirement for OTC medicines and drugs

(specifically, clarification with regard to the impact on health debit cards)

The IRS issued IRS Notice 2011-5, which clarifies how the Patient Protection and Affordable Care Act prescription requirement for OTC medicines and drugs (and IRS Notice 2010-59) will apply to health debit card systems. Specifically, Notice 2011-5 confirms that health debit cards can be used for OTC medicines and drugs provided that, among other things, a prescription is presented to a pharmacist, the pharmacist dispenses the drug in accordance with applicable law, an Rx number is assigned, the health debit card system does not work unless an Rx number is assigned, the pharmacist retains certain records (the Rx number, the name of the purchaser or the name of the person for whom the prescription applies, and the date and amount of the purchase), and the records are accessible by the employer's plan or its agent.

If you have questions please contact Chappelle at 205-871-5900.

Personnelities....Inside the Personalities of our Personnel

In the Personnelities Spotlight for this issue is Cooper Green Mercy Hospital's 2010 Employee of the Year, Ms. Beverly Bates!!! Ms. Bates has been employed at Cooper Green for 20 years, starting in Med/Surg and currently as an Accounting Assistant II or often referred to as the Payroll Coordinator. Ms. Bates is responsible for overseeing time for approximately 700 employees. Her primary goal is to make sure everyone is paid correctly. When asked how she balances such a large task, her reply was, "a lot of prayer". Beverly's strategy is to send time sheets to supervisors several times during the pay-period, this is to catch mistakes before payroll is run. Her work philosophy is simple; she strives to do her job to the best of her ability. Helping people is what she enjoys most about her job. She has often been accused of "babying" employees, but she just considers it helping. Ms. Bates enjoys working for the County and likes the opportunity for growth.

Ms. Bates was born in Birmingham, is single and has no children. She enjoys traveling, computer games and books. When the stress of the work day weighs on Ms. Bates, she loves to read because for the moment, she gets to go to another place. As far as traveling, if she could travel to any place in the world right now, it would definitely be some place warm. She chose Hawaii.

If Ms. Bates could have dinner with four people past or present, she would like to dine with her grandmother and father, both of whom died when she was a child, Oprah, to talk about all her amazing accomplishments, and Johanna Lindsey, one of her favorite authors. If Ms. Bates was not working for Jefferson County, she'd try her hand at writing. Congratulations on being Employee of the Year and thanks for being in the Personnelities Spotlight!!!



Beverly Bates
Accounting Assistant II
Cooper Green Mercy Hospital

SAFETY & YOU - Slips, Trips & Falls!

Tips on preventing Slips, Trips & Falls.

Slips, trips and falls can happen at any time. It can happen by using a chair improperly. It can happen when walking on something you should not be walking on. It can happen when you carry something. It can happen by using a ladder unsafely. It can happen when you are distracted or doing something that is unsafe. The vast majority of slips and falls occur because the person is not paying attention to where they are walking or what they are doing. The second cause is correctable hazards in the workplace such as slippery floors, an electrical cord laying across the floor, a damaged ladder or an unguarded drop-off.

Things you can do to prevent such incidents include but is not limited to:

- Ensure your work area is clean and free of clutter
- Report any lighting that is not working
- Never carry objects that block your view
- Inspect all ladders before each use and use properly
- Clean up spills immediately
- Report all slip and fall hazards to your supervisors
- Use handrails when going up or down stairs
- Make sure the soles of yours shoes are appropriate
- Do not store or place anything on stairs or in walkways
- Never use boxes or chairs in place of a ladder



Be observant, look out for potential hazards and avoid them. Be Safe!

YOUR VOICE

Thank you for posting Commissioner Carrington's speech in December Issue of HR Newsletter -

The insight that this speech gives us employees is just what we need to hear at this transitional time. Thanks for publishing these words in the newsletter this month I thought that was a great call.

-County Employee

HR CORNER

JOB ANNOUNCEMENTS

**District Attorney's Investigator
Public Works District Supervisor**



Positions listed above will close 2/18/2011. Please visit the Personnel Board of Jefferson County's job site at 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).