

HR ON YOUR BEHALF

The Official Newsletter of the Jefferson County Commission HUMAN RESOURCES DEPARTMENT

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The mission of the 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.



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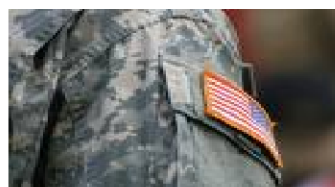
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Military FMLA Administrative Order 07-2 Update

The Family and Medical Leave Act of 1993 (FMLA) provides an entitlement of up to 12 weeks of job-protected leave, during a 12-month period, to eligible employees for the following reasons: 1) birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee; 2) care of an immediate family member (spouse, child, parent) who has a serious health condition; or 3) care of the employee's own serious health condition. On Jan. 28, 2008, amendments to the FMLA (Section 585 of the National Defense Authorization Act for FY 2008) permit a spouse, son, daughter, parent, or next of kin to take up to 26 weeks of leave in a single 12-month period to care for an eligible family member of the United States

Armed Forces, including National Guard and Reserves, who is recovering from serious in-



jury or illness sustained in the line of duty.

Per the U.S. Wage and Hour Division, this military caregiver leave is available during "a single 12-month period" during which an employee is entitled to a combined total of 26 weeks of all types of FMLA leave. Eligible employees are also entitled to up to 12 weeks of leave due to any "qualifying exigency" (urgent need) when the employee's spouse, child or parent is on active duty or is

notified of an impending call or order to active duty in the U.S. Armed Forces. Although the Dept. of Labor has not defined "qualifying exigency", it encourages employers to provide urgent leave to qualifying employees.

During August Open Enrollment, employees of Jefferson County were updated on the new military amendments to the FMLA, and were required to sign an acknowledgement of having been notified of the current provisions. If you have not received the updated information, contact Bettie Banks-Coleman.

To view the provisions of the FMLA of 1993 please visit <http://www.dol.gov/esa/whd/fmla>. Military FMLA amendments and a version of Title 1 of the FMLA are available at http://www.dol.gov/esa/whd/fmla/NDAF_fmla.htm.

Open Enrollment - Follow Up

From August 11, 2008 through August 22, 2008, Human Resources hosted 22 benefit information sessions for our employees as well as our retirees. All of our providers were present to answer questions related to benefits. Many thanks to Aflac, AIG Valic, AXA-Advisors, Behavioral Health Systems, Benefit Elect, Blue Cross Blue Shield (medical), Guardian (dental), The Hartford (deferred compensation & insurance), Humana Vision Care, Nationwide, and Pre-paid Legal. Special thanks to The Hartford. The Hartford had a drawing every day for a \$50 gas card! There were 8 winners, **Congratulations!**

Electronic Benefits Advisor. If you have not visited our intranet site (<http://courthouse.jcc.jccal.org/>) to view the **Benefits Advisor 2009** please do so to get information on all the benefits the County has to offer (click the Human Resources tab then click Benefits). Remember all changes during Open Enrollment will go into effect October 1, 2008.

At all 22 locations, many employees expressed their gratitude for Jefferson County Commission's effort to provide one of the best benefit packages of this day and time. If you have any questions or concerns regarding benefits, please contact Marilynn Johnson or Adrienne Conyers at 325 - 5249.

HEALTH & WELLNESS— SEPTEMBER IS PROSTATE HEALTH MONTH!

Prostate cancer is the most common cancer in men and the second leading killer of men, behind lung cancer. Prostate cancer is generally very slow growing and most men diagnosed with prostate cancer will likely die of some other cause, rather than from the cancer. Still it kills approximately 30,000 men each year. But detected early, it can be cured.

Prevention:

- Get your prostate checked yearly after age 40.
- Eat right. Studies show that people who eat a high fat diet have a greater risk of developing prostate cancer.
- Watch your weight. Obesity may be a contributing factor to a number of cancers, including prostate.
- Exercise regularly.
- Don't smoke.
- Limit alcohol and avoid caffeine.
- Drink a lot of water. This will help flush your bladder, urine should be almost clear.

behealthy.com
Information for a healthy lifestyle

Jefferson County Employees

If you are enrolled in Jefferson County's Blue Cross and Blue Shield Health Plan, we encourage you to go online and become a member of

www.behealthy.com

The site has great health & wellness information and membership is free.

JOIN TODAY!

FAIR LABOR STANDARDS ACT ("FLSA")

FLSA is the federal law that governs payment of the minimum wage and payments for overtime. This is the law that requires that non-exempt employees be paid time and one-half for all "hours worked" over 40 hours in a work week (a defined 7-day period).

In today's sluggish economy, employers all over the country are looking for ways to slash their overtime budget. Some employers are retooling existing processes to more efficiently utilize existing personnel while others are increasing their staffing levels to relieve chronically understaffed units. Whatever the change may be, employers must make certain that employees are performing duties permissible under their job classification.

Jefferson County Commission wants to ensure its employees are classified correctly. The law divides employees into two categories - Exempt or Non-Exempt. A "Non-exempt" employee who works over 40 hours in a workweek is generally entitled to

overtime pay. Exempt employees are not entitled to overtime pay.

To be "exempt," an employee generally must be paid on a salary basis of no less than \$455 per week and perform certain types of work that:

- is directly related to the management of his or her employer's business, or
- is directly related to the general business operations of his or her employer or the employer's clients, or
- requires specialized academic training for entry into a professional field, or
- is in the computer field, or
- is making sales away from his or her employer's place of business, or
- is in a recognized field of artistic or creative endeavor.

Unless you get a salary *and* perform exempt duties, more than likely you are entitled to overtime.



*Landon J. Dowe, Division Manager
Compliance & Technology Division*

If you are unsure of your FLSA classification, see your department Payroll Coordinator to learn your position's status. If you think you have been misclassified and would like to discuss the matter, please call the Human Resources Compliance and Technology Division at 325-5249 or email us at hrlistens@jccal.org.

YOUR VOICE

Q: I am an exempt employee. If I take off three hours during the workday to go to the doctor, can I be required to use three hours of my accumulated sick time? My department head requires this and based on my interpretation of the Fair Labor Standards Act, this is not legal.

- County Employee

A: The Fair Labor Standards Act and the regulations promulgated pursuant to the Act treat public sector and private sector employers differently in certain situations. This is one such situation. The regulations specifically allow public sector employers to go one step further and make deductions from pay for partial day absences caused by sickness.

Financial Minute - *The Credit Union: A Priceless Employee Benefit - CEO, Charles Faulkner*

We appreciate the opportunity to tell you about the Jefferson County Employees Credit Union (JCECU). Many of you already know about us, as approximately 2,800 County employees are members, and another 4,500 members are former County employees, retirees, family members and other eligible individuals. This message is especially important to those who could easily join us.

We are not a bank; we're better! JCECU was formed in 1941 by a group of County employees who wanted a financial institution from which they could obtain good rates on loans and savings. Jefferson County is still our sponsor, as it was in 1941, but we are not governed by the County. JCECU is owned by our members and operated by professional management under the direction of a member-elected board of directors. We are regulated by the Alabama Credit Union Administration in uniformity with the National Credit Union Administration. Savings accounts are federally insured up to \$100,000 and IRA accounts are insured separately up to \$250,000. Both are insured by the National Credit Union Share Insurance Fund---an agency of the U.S. Government. We are highly respected in the community and considered among the best credit unions in Alabama.

We offer affordable home loans, car loans, credit cards at low interest rates, savings and checking accounts, internet and telephone banking, budgeting tools, financial education and information services and more; plus something you don't normally get at a bank --- personal service. Your financial well-being is important to us, and we will work with you to make your financial dreams happen.

On a personal note, I've had the privilege of working with our members for over 32 years. I've observed that members who are loyal to the County and committed to being the best employee he or she can be are also loyal to the JCECU, even in tough times. I respect and appreciate this attribute in a person. In fact, when I evaluate loan applications I consider character and the capacity to pay to be more important than the credit score. Members also appreciate the fact that the JCECU does not make loans that could cause them a financial hardship, such as sub-prime home loans. And, when we must deny a loan request, we offer suggestions and try to find other solutions to help the member succeed.

If you like our service, introduce us to your co-workers, friends and family. If you ever feel you're not getting the service you deserve, let me know. Just stop by our Birmingham office and ask for Charlie, or call me at 325-5683, extension 325. Also please call to learn more about our services and locations.

HR Listens



Anti-Nepotism Comment from Issue I - *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.*

HRlistens Answer - Each employee is required to complete a Jefferson County Commission Employment of Relatives Form. This form will be used to create a system where all identified related persons, in accordance with Administrative Order 08-03, can be cross-referenced with applications. No related persons should directly supervise, interview or do performance evaluations of their relatives. Therefore, the effectiveness of the enforcement is directly correlated with the integrity of the Employment of Relatives Form and leadership. **Jefferson County Commission is an Equal Opportunity Employer.**

Personnelities...Inside the Personalities of our Personnel

In the Spotlight this month is Delia Hauenstein. Delia works for the Storm Water Management Authority (SWMA) as the Business Office Supervisor where her primary functions are accounting, permitting and payroll.

Our Personnelities Spotlight is special this month as it was a total surprise to Delia! Zhaleh McCullers, Director and Susan Pitts of SWMA contacted us and put it all together. When we arrived at the SWMA office all the employees gathered in the conference room as we informed Delia that she had been nominated for our Spotlight! She was surprised and her co-workers were delighted as they gave her a big round of applause. Delia's co-workers commented that in addition to her great work ethic she is creative and a breath of fresh air, keeping the office lively and fun. They also mentioned that Delia is quite the prankster! Over Delia's 7 years with the County she has worked in various departments including the Board of Registrars, Revenue and the Board



Delia Hauenstein
Storm Water Mgmt Authority

of Equalization. In her spare time Delia likes to camp and go to garage sales. She is also the secretary for the Shades Valley Athletic Booster Club and the Shades Valley Parent Teacher Student Organization. Delia is married and has 2 teenage sons. She is a member of Hunter Street Baptist Church. Delia is also an **AUBURN** fan!!!

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

Certificate of Insurance

RISK MANAGEMENT

By law, all vehicles must carry at all times, current proof of liability insurance and registration verification. We have experienced several incidents where employees (in County cars) were involved in accidents and did not have an insurance card in their possession. Not having proof of insurance can result in suspension of license. Certificate of Insurance Cards are now available for distribution to all County departments possessing County provided vehicles. If you operate a County vehicle and do not have a Certificate of Insurance card, please contact Lisa Wilson or John Pocus in the HR Dept., Risk Mgmt. Division at 325-5249

JOB Opportunities

CLASSIFIED POSITIONS

Principal Probation Officer
Environmental Laboratory Compliance Administrator
Inventory Manager
Power Distribution Helper
Senior Planning Technicians
Heavy Equip. Operator
Construction Equipment Operator
Environmental Coordinator

Positions opened 8/24/08 please see web site for closing dates

Go to www.jobsquest.org for more information on Classified positions. Please visit the HR department or go to <http://courthouse.jcc.jccal.org> (click on Human Resource Dept) for more information on Laborer positions.

SAFETY & YOU - CELL PHONE SAFETY

How did we live before CELL PHONES? Cell phones are great and can be a useful safety tool for calling road side service, reporting accidents and in other emergencies. But a cell phone can also put you in danger if your phone conversation becomes more important than your driving.

SAFETY TIPS

When making calls, stop your vehicle. This is the safest way to use a cell phone if a call must be made. Wait until you are stopped at a traffic light to dial, or better still, pull safely off the road away from hazardous traffic, stop, then dial. Follow these recommendations to maximize safety:

- Be sure your cell phone is easy to see and reach; out of the case and plugged in.
- Know your phone's buttons so you can keep your eyes on the road while dialing.
- Program frequently dialed numbers in a one or two button memory.
- To dial while driving, dial the first three numbers, check the road, then dial the rest.
- Check mirrors frequently and avoid note-taking or looking for other reference material.
- **Avoid making calls in heavy traffic, in poor visibility (fog, rain, snow, darkness), and if road conditions require excessive maneuvering (sharp turns, narrow roads).**
- Avoid calls that require a high level of mental concentration or if you expect highly emotional exchanges.
- If you do a lot of phoning in your car, invest in a hands-free speaker phone.
- Know the emergency numbers (police, fire, cellular service) for your driving areas. Not all cellular areas use 911.

It is best to use your cell phone only for emergencies or to let people know your location or expected arrival times.

HR Corner

County Employees, Proud of yourself? Let the entire COUNTY know. Submit the following to our HR Corner:

- Graduations
- Retirement
- Achievements
- Upcoming County events

Upcoming Events

Please join the American Diabetes Association for the Step Out Walk to Fight Diabetes. The date for the walk is Saturday, **October 4, 2008** starting at the McWane Center. The walk will include a walk through the McWane Center and historic sites in the downtown area. If you are interested in having a team for Jefferson County, contact the Occupational Health Staff. Peggy - 849-2302; Marcia - 325-5741 or Janie -481-4238.

UNITED WAY- LIVE UNITED

Over the years, Jefferson County has been a tremendous supporter of United Way. Last year, the County's campaign was a huge success. The official kickoff date for this year's campaign is September 4, 2008 and the United Way theme is **Live United**. This year, as we face challenging economic uncertainties, your generous support of the campaign is very important. We are counting on **YOU** for a successful campaign.

If you have any questions regarding the campaign, please contact Romissa Walton, Human Resources at 325-5249.



CONGRATULATIONS!!

Jennifer Price, in the Human Resources Dept., obtained an Associate of Science Degree in Human Resource Mgmt. this summer from Virginia College. Jennifer often expresses her desire to further her education and career in Human Resources and mentioned that she is not finished yet. She stated that the encouragement from her family is what keeps her going.

"Nine tenths of education is encouragement".

Anatole France