



# Employees' Advisory Council



*to continually improve the Pinellas County classified employees' quality of work life*

APPROVED BY THE EAC

## Employees' Advisory Council – Representative Meeting Minutes County Office Annex, Room 429, Clearwater, FL Wednesday, April 16, 2014, 2:30 p.m. – 4:30 p.m.

### **Call to Order**

The EAC Representative meeting was called to order at 2:32 pm by Chairman, Charles Toney.

### **Approval of Minutes**

A motion was made by Maria Keller to approve the EAC Representative minutes for March 19, 2014 including the clarification of contact person for questions about the Advocate Program as Lisa Wombles, EAC Advocacy Committee Chair. If an employee needs an Advocate, the employee should contact Employee Relations. The motion was seconded by Steve Yeatman.

### **Comments from Director of Human Resources – Peggy Rowe**

- Dave Blasewitz – We are continuing to see some activities at the legislative session such as restricting access to the FRS Plan for new hires. A suggestion was made by a legislator to have a Hybrid Plan in the middle of FRS Defined Plan and the Investment Plan. It does not appear to have a lot of support, however.
- Jack Loring – The recruiting process is going well. A job alert feature will be added to the recruiting system. (See <http://www.pinellascounty.org/hr/pdf/job-alerts.pdf>)
- Questions:
  - Is the recruiting register gone? It is almost gone. Some registers were established before the change. If the hiring manager asks for the old style register, it will be provided. The new register is job specific.
  - Is there proposed legislation recommending the State to match FRS contributions and is the County considering matching the Deferred Compensation Plan? Dave Blasewitz said he does not see that happening with the FRS Plan because the County pays a contribution and the employees pay a contribution. The Deferred Comp Plan is employee contributions only.
  - What is the status of the cyclic review for Real Estate Management? The preliminary report was sent to the County Administrator for approval. Who is on the position audit appeal panel? The panel includes the Analyst who made the decision conducted the audit, an additional Analyst, an HR Manager, the appellant(s), and members of the appellant's management – typically the department head.
  - Will there be a raise or increase in pay this year? There was a cash adjustment done last October for this year. Focus Groups will meet to discuss how raises or increase in pay should work. EAC Representative Steve Yeatman is a member of a Focus Group. A compensation proposal will be presented to the Appointing Authorities. The EAC asked to be included for an update on the compensation proposal.
  - What is the dollar amount of the proposal for raises? Human Resources will not know until the budget is approved.

-Are the raises or increase in pay tied to performance evaluation? Human Resources staff is looking at separating the anniversary date and the merit date. What about a plan for raises for the next five years? This will be referred to Human Resources. At what point will the evaluation system be presented? The evaluation system is being revised. It will be presented to EAC and the Appointing Authorities for input.

-What is the difference between Wellness Incentive for cash and reward points? Cash is an option that comes out of the health fund and is taxable. The reward points program is an option that may not be subject to taxes. (IMPORTANT: After the meeting, it was determined that the rewards points option is taxable. Employees were notified of this by Employee Benefits in an email from Employee Communications on May 5, 2014. This is an update to the March 27, 2014 EAC Delegates meeting minutes which also stated that reward points were not taxable.)

-Will additional ways be added to earn reward points? Yes, Human Resources staff is reviewing different award strategies.

-Who should we ask about the meaning of abbreviations in OPUS? Send question to Human Resources for follow up. (There are many abbreviations in OPUS, such as for time entry – see <http://intraweb.co.pinellas.fl.us/opus/pdf/education/Timecard-Entry-Hours-Types.pdf>. For info on OPUS, see <http://intraweb.co.pinellas.fl.us/opus> or contact the BTS Help Desk at 453-HELP.)

### **Personnel Board**

The Personnel Rules changes will be presented to the Personnel Board as the different areas are completed. The EAC and Appointing Authorities will receive the proposed changes for review prior to the changes being enacted by the Personnel Board. There are no termination appeals scheduled for the upcoming Personnel Board meeting.

### **Committee Reports**

- **Legislative**  
There are no legislative updates at this time other than the session is continuing.
- **Personnel Rules**  
The Personnel Rules Committee has scheduled meetings.
- **Advocate Program**  
We have five active Advocates and more are needed. Human Resources will review Advocate rules to see if we can use volunteers as Advocates. Human Resources will consider putting another article in *The Pen*, sending a letter to the EAC Representatives and doing a presentation at one of the EAC Delegate meetings.
- **Suggestion Awards**  
A total of \$5,000 was paid out to employees.

### **Old Business**

- Reviewed some of the Personnel Rules that resulted in the following questions:
  - ✓ In the Personnel Rules regarding leave, is the number of weeks off combined for both parents if they work for the same employer? The Family Medical Leave Act (FMLA) is not part of the Personnel Rules. It is a Federal Law. It is shared time and it is consecutive time. Generally, employees are not encouraged to break up the time but to use it all at once. Standard Insurance can give information on how it works.
  - ✓ Some Appointing Authorities have used temporary employees beyond the definition in the Personnel Rules. Is there any discussion to make changes to the Personnel Rules to be more

specific about expectations of the temporary employees and their contributions to the County Departments? The Personnel Rules address classified employees only, not temporary employees working through a staffing agency. This question will be sent to Human Resources for additional review and follow up.

- ✓ Is there any plan to add more funeral time? It has been suggested to add the spouse's grandparents. Funeral leave and other entitlements are part of the review being done by the Personnel Rules Committee so more to come.
- ✓ Vacation accrual tops out at 20 years of service. Is there any consideration to add accrual up to 25 and 30 years? There is none at this time.

### **New Business**

The Personnel Board meeting is scheduled for May 1, 2014. The next EAC Rep meeting is May 21, 2014 and the EAC Delegate meeting is May 22, 2014.

### **Adjourned**

Lisa Wombles motioned that the meeting be adjourned at 4:30 pm and it was seconded by Steve Yeatman.

Charles Toney	Randy Rose	Clare McGrane	Maria Keller	Chuck Mangio
Richard Carvale	Lisa Wombles	Steve Yeatman	John Cloud	Jennifer Gundel
Hazel Lane	Mike Powell	Elaine Billey	Dawn Grasso	Mercedes Pearson