



Employees' Advisory Council



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

APPROVED BY THE EAC

Employee Advisory Council – Delegate Meeting Minutes
Extension Services, 12520 Ulmerton Road, Largo, FL
Thursday, March 27, 2014, 8:00 a.m. – 10:00 a.m.

Call to Order

The EAC Delegate meeting was called to order at 8:10 a.m. by Chairman, Charles Toney.

Guests Introductions

The chairman introduced all new Delegates for 2014.

Comments from EAC Chairman – Charles Toney

At the Personnel Board meeting, we discussed a couple of rule changes. Everyone was encouraged to go to the Human Resources web site and review the Personnel Rules (<http://www.pinellascounty.org/hr/pdf/Personnel-Rules.pdf>) and advise of any comments. The EAC Council will be discussing Personnel Rules at the next EAC Representatives meeting.

Comments from Director of Human Resources – Peggy Rowe

Peggy Rowe introduced the new hiring process. Employees will need to complete an application online that includes basic information. This is a one-time process. There will be no carry over from the previous registers. When you apply for a position, you will only apply for the position, not a classification. Additionally, Jack Loring gave an overview of the new hiring process that included reviewing the new employment opportunities website. The new process is job specific, and the jobs are specific to a location. If the job is for multiple locations, the posted job will say “varies”. Testing will now be administered to differentiate skill levels for top candidates later in the selection process. When completing the general application, make sure all fields are completed that are in red. There are no supplemental questions with the general application. Once the application is submitted, you can go back in and make changes and updates as needed. You will not be able to make changes to supplemental questionnaires once submitted.

Questions: Will we still have the Job Interest card? With the Taleo system, employees will have the opportunity to track jobs that they are interested in. Rather than a Job Interest card, employees can create Job Alerts and receive an email notification as soon as a job matching their interest becomes available. Will there be a time out on the supplemental questions? No. Can you attach a resume? You can attach a resume when applying for the position. Do you think there will be an increase in jobs being posted? There will probably be an increase in jobs because the jobs being posted are specific jobs. How quickly will the hiring manager see the applicants who applied for the position? The hiring manager will see the submission of the applications immediately. The manager has a log-in that is received from Human Resources. The manager can contact Jack Loring for training, if needed. Will employees who assist the manager with the requisitions be trained? Yes, requisition training is available. Are there a maximum number of characters in the job history area? Jack Loring will research the character limit. If an individual is on the existing register, will the individual be called for a job? It's possible because of overlapping of the hiring process change. Human Resources can give the old register to the manager. However, eventually, the register will go away. Will the posted job say part-time? Human Resources can add a field including the number of hours and the shift. What is meant by Cost of Labor? Cost of Labor is the value of an occupation including the cost to the employer to provide pay and benefits measured over a period of time. Is there going to be a raise? There is no Cost of Living raise. The County Administrator is budgeting for a wage increase which will be a combination of several things like Cost of Labor and merit evaluation.

Health and Wellness Update – Dave Blasewitz

The new incentive program includes a Get Fit program for covered spouses and domestic partners and a rewards redemption program. Points are earned depending on the incentive. The two different ways to get the points are through rewards or cash. The points can be seen on the United Healthcare website.

Questions: Are the reward points the same as cash? If you receive reward points, you are getting points that are added to your service award points. You can shop and redeem the points right away or save them. Your reward is mailed to your home. You can double the points if you add your spouse or your partner. The spouse or partner will need to create a United Healthcare account if not on the medical program. Can you accumulate points with the Safe Driver Awards program? Consideration is being given to adding other reward categories, such as the Safe Driver. How do you acknowledge that you want the cash or reward points? If you are taking reward points, you don't have to do anything. If you want to choose cash, you will receive an email with the [link](#). It will also be on the Human Resources website. Where will the points be located? The points will be deposited in your account on the United Healthcare website. Can you change your decision regarding the reward or cash? If you are in rewards, you can change. Do the points roll over to the next year? Yes. Cash does not roll over. If an employee has his or her 25th anniversary in May, when will the points be shown? The points will show up on the anniversary date. You can redeem them any time. There is a deadline to get cash. If you select cash this quarter and the next quarter you change your mind, what can you do? Contact Employee Benefits to override the change. Can Benefits put out information stating how many points are listed for a year? The points are listed on the Human Resources website under [Service Awards](#). Can you change your password on the website? Yes, you can. Remember cash is taxed; points are not.

How do you handle departments that do not give travel time to the Wellness Learning Series sessions? It is the department's call. You can bring it to the attention of the EAC Representatives Council and the Council can bring up at the Appointing Authorities meeting. Will the Learning Series be better this year? Last year, webinars were done. The learning experience varied in quality due to technical challenges with the webinars. This year it will be done face-to-face. If an individual wants to attend the pre-diabetes program and cannot qualify, what can be done? You can contact United Healthcare or our United on-site representative to see if you may qualify, or if another program can meet your needs. How is the processing of FMLA going with Standard? Supervisors and managers are receiving emails from Standards advising them of updates. There were problems the first couple of months this year. Standard is requiring employees to certify chronic conditions often. Is this the new policy? The County policy for recertification is unchanged, and is six months. Contact Standard with questions, and Employee Benefits if you still have concerns. What is the procedure to let your manager know when you are out for FMLA? It depends on your department's policy, but they need to be made aware of absences from the work place. What is the maximum amount you can roll over in our Flexible Spending account? You can roll over \$500. Your account will show the roll over amount for 2013 and the amount for 2014. Contact Employee Benefits if you have concerns.

Committee Reports

- Legislative - Some legislators still want to discontinue the pension side of the FRS plan for new hires. A list of the Legislative Delegation is on the website at <http://www.pinellascounty.org/delegation>. The Legislative Delegation list was also available at the meeting.
- Personnel Rules - With the new hiring process, seniority will no longer be included in the test scores. The Personnel Rules Review Committee is scheduled to meet in April.
- Advocates - There are no updates for the Advocate Committee.

Open Discussion

What are you doing for employees who are at the top of the maximum range? We are looking at getting additional time for the maxed out employees. The group was reminded that any job only warrants a pay that the specific job will be paid in a given market area, regardless of the length of time worked. Some suggestions would be to get additional training that could qualify you for a higher paying position and to take on additional responsibilities that would warrant a position audit for a higher pay grade. Additional suggestions can be given to the EAC Representatives. Delegates met with their EAC Representative.

Upcoming Meetings

Personnel Board Meeting is April 3, 2014. The EAC Representatives meeting is April 16, 2014 and the EAC Delegate meeting is May 22, 2014.

Adjourned

The meeting was adjourned at 9:50 a.m.