

PLEASE POST

PERSONNEL BOARD FOR THE PINELLAS COUNTY
UNIFIED PERSONNEL SYSTEM
AGENDA

Date: September 4, 2014

Time: 6:30 p.m.

Location: BCC Assembly Room, fifth floor, Pinellas County Courthouse, 315 Court Street, Clearwater, Florida.

PLEDGE OF ALLEGIANCE

EAC

I. Employees' Advisory Council Representative

Human Resources

II. INFORMATIONAL ITEMS

1. Action Taken Under Authority Delegated by the Personnel Board
2. Other Informational Items

Real Estate Management

III. APPEAL OF TERMINATION

1. Cindy Adkison

Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a verbatim record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

Persons with a disability needing reasonable accommodation(s) to participate in this proceeding should contact the Office of Human Rights, 400 S. Fort Harrison Ave., 5th Floor, Clearwater, FL 33756 (727) 464-4062 (V/TDD) no later than 48 hours prior to the meeting.



Human Resources Director

Action Taken Under Authority Delegated by the Unified Personnel Board

The Human Resources Director, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following action from **JULY 27, 2014 thru AUGUST 23, 2014.**

ADDITIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
16422	Entomology & Education Support Specialist	Technicians	Classified	CL12
18911	Clerk's Technology, Assistant Chief Information Officer	Ofcls & Mgrs	Exempt	150
21074	PAO Staff Counsel	Professionals	Exempt	150

TITLE CHANGE

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
19149	Director, Inspector General Audit Division	Inspector General/Chief Audit Executive	150

REVISION

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
16796	Engineering Specialist 3	CL22

EXTENSION OF TEMPORARY EMPLOYMENT

<u>POSITION</u>	<u>CLASSIFICATION</u>	<u>PG</u>	<u>EXTENDED</u>	<u>DEPARTMENT</u>
BCC/T1106	Special Project Assistant A	CL55	6 months	DEI/Traf Eng Sect
CCC/T98	Special Project Assistant A	CL55	6 months	CCC/Crim Crt Rcds
CCC/T101	Special Project Assistant A	CL55	6 months	CCC/Crim Crt Rcds
CCC/T102	Special Project Assistant A	CL55	6 months	CCC/Crim Crt Rcds
CCC/T105	Special Project Assistant A	CL55	6 months	CCC/Crim Crt Rcds
CCC/T108	Special Project Assistant A	CL55	6 months	CCC/Crim Crt Rcds
CCC/T109	Special Project Assistant A	CL55	6 months	CCC/Crim Crt Rcds
CCC/T110	Special Project Assistant A	CL55	6 months	CCC/Crim Crt Rcds
CCC/T118	Special Project Assistant A	CL55	6 months	CCC/Civil Crt Rcds
CCC/T119	Special Project Assistant A	CL55	6 months	CCC/Civil Crt Rcds
CCC/T120	Special Project Assistant A	CL55	6 months	CCC/Civil Crt Rcds
CCC/T128	Special Project Assistant A	CL55	6 months	CCC/Civil Crt Rcds
CCC/T154	Special Project Assistant A	CL55	6 months	CCC/Crim Crt Rcds



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, July 16, 2:30 p.m. – 4:30 p.m.

Call to Order

The EAC Representative meeting was called to order at 2:35 p.m. by Chairman Charles Toney. He welcomed guests Keith Dekle, EAC Appointee to the Personnel Board, and Donna Beim from Safety and Emergency Services who was sitting in for Hazel Lane.

Approval of Minutes

The minutes were approved for the EAC Representative meetings held on May 21 and June 18, 2014 and for the EAC Delegate meeting held on May 22, 2014. A motion was made by Elaine Billey and seconded by Steve Yeatman.

Comments from Director of Human Resources – Peggy Rowe

Assuming that the budget is approved as requested, employees will receive a three percent (3%) increase in pay in October, following the same guidelines as last year. Those who are almost maxed out will receive an increase up to the max, and the difference will be paid out as a lump sum. Those who are already maxed out will receive a lump sum payment.

Questions:

- Which Personnel Rules are reaching their sunset date? Charles Toney said that some rules were adopted with a provision to revisit the change in a few years time. This includes getting some days off for employees who are maxed out on salary, increasing the pay ranges, changing the percentage rate for increases due to promotion from 6-9-12% to 4 - 8%, and raises based on salary midpoint. The sunset dates have been delayed/extended as these items are being considered along with the Personnel Rules review.
- Will the upcoming increase in pay be calculated on the midpoint? No, this year it will be based on an employee's current salary. Next year, it is recommended that the increase be based on the midpoint of an employee's salary range. Per Jack Loring (Manager of Employment & Compensation), general increases are based on the market value of a job over time, not an individual's performance, so the midpoint target is more equitable.
- How does HR handle market comparisons? In order to do accurate job matching, HR staff looks at more than just a job title which may be misleading. They compare detailed job descriptions and benchmark descriptors such as specific duties.

In August, training on the new performance management system will begin for managers and supervisors and will continue in the coming months. The new Taleo system will be used beginning October 1. The goal is for supervisors and employees to discuss performance quarterly (i.e., at least four times per year). Question: How will we ensure that managers are held accountable to do performance appraisals? Peggy will meet with the Appointing Authorities and ask for their assistance.

Also, Human Resources will provide reports showing the percentage of reviews which are given each quarter. A supervisor's own performance rating will be jeopardized if they do not keep up with giving reviews in a timely manner.

There will be a joint meeting of the Appointing Authorities and the EAC on October 23, 2014 in the morning (location to be determined).

Dave Blasewitz (Manager of Employee Benefits) – Our wellness program received a Platinum Award from the American Heart Association. We were one of only six groups in the Tampa Bay area, and the only government entity, to earn the award. The next Pen newsletter will include an article on Healthcare Consumerism ([see July 2014 Pen](#)). Staff are finalizing a contract for a new health care clinic for employees - more info to come.

Gene Pressoir (HR General Manager) – The Sheriff's Office has donated fitness equipment to the Wellness Center. There are two Organizational Facilitators staff at HR available to assist departments as needed with process improvement, change management, problem solving, etc.

Jim Valliere (Manager of Employee Relations) – There is a renewed effort to do exit interviews. Letters with a link to Survey Monkey have been sent to employees who retired or otherwise left County employment since February 2014. The short 10-minute survey may be done in person or online. The survey is anonymous but someone may request a face-to-face exit interview if they prefer. The feedback is valuable for improving the organization. Peggy Rowe said the information is confidential but that staff will follow up on a specific problem if it is serious such as embezzling money. In general, staff will analyze the exit interview data to look for trends and act accordingly.

Personnel Board

The August 14th Personnel Board Meeting has a grievance hearing. (Note date change)

Committee Reports

- Legislative – no report
- Personnel Rules – Charles has requested that monthly meetings be scheduled. He and Hazel Lane serve on the committee (they take turns attending meetings) and are watching to ensure that rules which protect classified employees are not removed.
- Advocates Program – There is still a need for more advocates.
- Suggestion Awards – no report

Old Business

- Does Employee Relations provide mediation? Yes, staff is available to provide confidential advice, rule interpretation, conflict resolution or mediation. Call 464-3506.
- How much time is given for pre-disciplinary hearings? It is the department's decision but the internal policy is to provide at least 3 full working days notice to an employee to allow time for preparation. For example, a pre-disciplinary hearing notice could be delivered to an employee on Monday for a hearing on Friday. An employee may request that the department allow additional time. Employees who need an advocate should contact Employee Relations to ask for a list of names.

New Business

The EAC is asking for topics of discussion to be addressed at the upcoming Joint EAC/Appointing Authorities meeting.

The next county picnic is scheduled for November 19, 2014 from noon to 5 p.m. at Coachman Park. It was noted that this is the same day as our scheduled EAC Rep meeting.

Upcoming Meetings

- EAC Delegate Meeting July 24, 2014 – guest speaker, Deb Clark, Supervisor of Elections
- EAC Representatives Meeting August 20, 2014 - time change for meeting 1:00 to 3:00 (A motion was made by Lisa Wombles and seconded by Steve Yeatman to change the meeting time from 2:30 and to serve a pizza lunch at the meeting.)
- EAC Delegate Meeting September 25, 2014 – David Scott, Director, Department of Environment & Infrastructure
- Personnel Board Meeting August 14, 2014 (date change from August 7)

Adjourned

Lisa Wombles motioned that the meeting be adjourned at 4:00 p.m. and it was seconded by Elaine Billey.

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



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, July 24, 2014, 8:00 a.m. – 10:00 a.m.

Call to Order / Pledge

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

Guest Introductions

The chairman introduced our special guest speaker, Deborah Clark, Supervisor of Elections.

Comments from EAC Chairman – Charles Toney

Review of the Personnel Rules is continuing. EAC has requested a regular monthly meeting for the review to keep the process moving. All employees are encouraged to go to the Human Resources website and review the Personnel Rules and forward any comments.

(<http://www.pinellascounty.org/hr/pdf/Personnel-Rules.pdf>)

There is an opening on the EAC Representative Council for Clerk South. Maria Keller left for a new position outside of the County. We are looking for a volunteer to fill the Clerk South position.

Personnel Board Meeting August 14, 2014 – grievance appeal scheduled.

The EAC Representatives will have a joint meeting with the Appointing Authorities in October – please forward any topics to be considered for discussion.

The Appointing Authorities have invited all employees to an Employee Appreciation picnic on November 19 from noon to 5:00 p.m. at Coachman Park in Clearwater – more information to come.

Comments from Director of Human Resources – Dave Blasewitz for Peggy Rowe

A 3% across the board salary adjustment is included in the budget proposal; however, the budget needs approval. If you are at the max of the pay grade, you would receive a lump sum. If you are close to the max, you would get the percentage to the max and lump sum for the percentage over. If approved, this will start the pay period of 10-5-14. Payday will be 10-24-14.

Peggy will check with Payroll to see if it's possible to break the lump sum up into pay periods instead of giving employees one lump sum. Also, it is possible to do a payroll change to have this go to deferred comp but remember to change back after this deposit.

Health and Wellness Update – Dave Blasewitz

FMLA – a question was asked - why isn't the FMLA form on the website anymore? All medical certifications are approved by Standard, not the supervisor. The form is on Standard's website at www.standard.com. The employee must call Standard (1-855-290-9479) and they will let the employee know if certification is needed. They will e-mail or fax the form to you.

The Pinellas County Wellness Program won a Platinum Award from the American Heart Association. We were one of only six groups in the Tampa Bay area, and the only government entity, to earn the award.

The Health Center has acquired additional exercise equipment from the Sheriff's Department.

Performance Management System – Laura Berkowitz

The new performance management system will go into effect October 1st. Last year's employee survey review answers rated the current evaluation system as fair to poor. Supervisors will have a series of non-structured conversations at least 4 times per year with the employees they are rating. Everyone who rates an employee will be required to attend training. HR will provide information to all classified employees prior to 10-1-14 and be available to talk and answer questions.

Everyone will have access to Taleo to practice and get comfortable with the new system. There is an employee comment section in the system.

Special Guest – Appointing Authority – Deborah Clark – Supervisor of Elections

Deborah Clark has been with the county about 36 years. She joined the staff in 1978.

She recognized the delegates as the voice of the county and appreciates what we do.

The County has reinstated the policy that employees may volunteer to be a poll worker at an election without using leave time. An e-mail will be sent out to recruit County employees. There is information on the website ([see http://www.votepinellas.com/?id=19](http://www.votepinellas.com/?id=19)). If you are interested in becoming a poll worker, you must first receive approval from your supervisor. Then complete the online application and include as part of the application that you are a County employee, the name of your department, your supervisor's name and contact information, and your work experience and responsibilities. You have to be a registered Pinellas County voter to work at polls in Pinellas, not just a Pinellas County resident.

Florida is a swing state. Voters are pretty evenly divided between the two major political parties, and 30% are registered with no party affiliation. Florida is a closed primary state; only voters registered with a political party may vote in that party's primary. All eligible voters may vote on all nonpartisan races, e.g. school board and judges.

There is a primary election on August 26 and a general election on November 5. Fewer people vote for judicial races because they don't know much about the candidates. For candidate information, go to www.votepinellas.com, the Florida Bar for judicial candidates or the Florida Division of Elections website. You can contact a candidate directly to ask questions; candidate contact information is found on the votepinellas.com website.

Voter identification at the polls - In Florida, voter I.D. is requested, not required. If a voter doesn't have the required I.D., they can vote a provisional ballot. Pinellas County has the largest number of absentee (mail) ballot requests on file; nearly 250,000 (41% of all registered voters). All mail and provisional ballots are canvassed by the Canvassing Board, and all accepted ballots are included in the official results. If a mail or provisional ballot is rejected because it was not eligible by law to be counted, the voter is notified by letter.

For the November General Election, there will be two remote early voting sites in addition to the three election offices. There is a new law – if you go to vote at an election office (instead of your assigned precinct) on election day, you will have to sign an affidavit that you were unable to go to your polling place due to an emergency. In the state statutes there is also a list of voters' rights and responsibilities.

The Supervisor of Elections provides voter education programs as early as 1st grade. [Vote in Honor of a Vet Program](#) is for high school seniors. It is a powerful, in-your-face program that lists all of the conflicts we've been involved in. Each student receives a biography of a veteran (living

or deceased) and dog tags in honor of their vet that says they will vote in future elections. A question was asked if the program could be opened up to everyone. She will look into it.

What political activity is allowed at polling place? No one is allowed to conduct political activity or solicitation within 100 feet of the polling place entrance, including early voting sites. Exit polls are allowed, but the law is very specific as to that type of activity. The size of the zone has changed over the years.

Deborah Clark's e-mail address is dclark@votepinellas.com.

Committee Reports

- Legislative – Nothing new at this time
- Personnel Rules – Review continuing
- Advocates – More Advocates are still needed

Open Discussion

Can Pinellas County employees be issued passes for entry into County Parks (Fort De Soto, etc.)?

The County Commissioners are looking for a new County Administrator. If you like Mark Woodard and think he is doing a good job, you can e-mail them letting them know.

Upcoming Meetings

Personnel Board Meeting is August 14, 2014. The EAC Representatives meeting is August 20, 2014 and the EAC Delegate meeting is September 25, 2014.

Adjourned

The meeting was adjourned at 9:45 a.m. with time for Representatives to meet with the Delegates.

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

September 2014



September heralds a new approach to performance management. No longer need we focus on an annual performance evaluation where we share with an apprehensive colleague what score we will assign to the prior year's performance. No longer need we spend untold hours chronicling the prior year's performance and making it fit into a cumbersome form with a prescribed template.

The new approach focuses on employee-supervisor conversations. Supervisors and employees will engage in regular ongoing conversations about employee performance and make notes about those conversations in an interactive online system: **FACE (Feedback, Ask Questions, Conversations and Explore Options.)** Many of you are already engaged in these ongoing conversations. For those of you who are, this new approach will build on that habit and make your performance evaluations simpler and easier. For those who are not, this is an opportunity to further develop your leadership skills and benefit from more productive performance conversations with your team members and a more streamlined approach to discussing and documenting employee performance.

Pinellas County believes that:

1. Performance happens every day
2. Performance conversations are the standard
3. Feedback should be timely, simple and expected.

FACE opens the door to conversations about performance.

The need for a new and innovative way to address employee performance was employee driven and recognized by all levels of the organization. In our 2013 employee survey, more than 50% of employees thought that Pinellas County did a fair or poor job in evaluating employee performance. Additionally, in employee focus groups and listening sessions, we heard that emphasis should be placed on "regular feedback, clearly communicated expectations, and shared goals." Employees clearly communicated that they favored reducing the formality and complexity of the annual review. This new approach is supported by all the Appointing Authorities.

FACE will take effect on October 1 and the current appraisal form in use will no longer be applicable. The Human Resources Department is presently providing introductory training sessions on the new approach and on how to begin to use the online system to record performance conversations. If you have not already enrolled for one of these sessions, please [do so right away](#). There are only a few opportunities left.

Throughout the next year, there will also be several training opportunities provided for you to learn more about the FACE philosophy, approach, and online system. In the meantime, please be sure to visit our [FACE page](#) on the HR website to learn more.

Training Catalog Calendar (3 month listing) -

Class dates/times are subject to change; check the OLM system to confirm class availability. Contract Training & Development at 464-3796 should you need assistance. Also, not all classes are open to Consortium members. Consortium members should speak to their training contacts if questions.

September 2014

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6	5	6	7	1	2	3	4
14	8	9	10	11	12	13	12	13	14	15	16	17	18
21	15	16	17	18	19	20	19	20	21	22	23	24	25
28	22	23	24	25	26	27	26	27	28	29	30	31	

	Monday	Tuesday	Wednesday	Thursday	Friday
Sep 1 - 5	Sep 1 Labor Day	2	3 8:30am 11:30am Intro to Word 2007 (Swisher 111) 1:00pm 4:00pm Intro to Word 2007 (Swisher 111)	4	5
Sep 8 - 12	8 8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)	9 8:30am 4:30pm Supervisory & Management Competencies Series 3 of 9 (Studio B) 8:30am 12:00pm Problem Solving / Decision Making (S211)	10 8:30am 12:00pm Sharpening Your Professional Image (Sheriff's Offi 8:30am 11:30am Intro to Excel 2007 (Swisher 111) 1:00pm 4:30pm The Power of Futu 1:00pm 4:00pm Intro to Excel 2007	11 1:00pm 4:30pm Emotional Intelligence (Studio B)	12
Sep 15 - 19	15 8:30am 12:00pm Muster Drill - New Employee Orientation Class 2 (Magnolia Room)	16 8:30am 4:30pm Supervisory & Management Competencies Series 4 of 9 (Studio B)	17 8:30am 12:00pm Managing Workplace Stress (Sheriff's Ofc - 8:30am 11:30am Intro to Outlook 2007 (Swisher 111) 1:00pm 4:30pm Leading with Persu 1:00pm 4:00pm Intro to Outlook 2	18 8:30am 12:00pm A Kick in the Attitude (Sheriff's Office Ulmerton Rd) 1:00pm 4:30pm Time Management (Annex 429)	19
Sep 22 - 26	22 8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)	23 8:30am 4:30pm Supervisory & Management Competencies Ser 8:30am 12:00pm Communicate This! (S211) 8:30am 12:00pm Effective Listening (Utilities 4th Floor)	24 8:30am 12:00pm Dealing with Difficult People (Studio B) 8:30am 11:30am Intro to Word 2007 (Swisher 111) 1:00pm 4:00pm Intro to Word 2007 (Swisher 111)	25 8:00am 12:00pm Getting Ready for Retirement (Studio B)	26
Sep 29 - Oct 3	29	30 8:30am 4:30pm Supervisory & Management Competencies Series 6 of 9 (Studio B)	Oct 1	2	3

Training Catalog Calendar (3 month listing) -
Class dates/times are subject to change; check the OLM system to confirm class availability. Contract Training & Development at 464-3796 should you need assistance. Also, not all classes are open to Consortium members. Consortium members should speak to their training contacts if questions.

October 2014

October 2014							November 2014						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

Monday		Tuesday		Wednesday		Thursday		Friday	
Sep 29		30		Oct 1		2		3	
				8:30am 4:30pm Effective Leadership (Studio B) 8:30am 11:30am Intro to Outlook 2007 (Swisher 111) 1:00pm 4:00pm Intro to Outlook 2007 (Swisher 111)		9:00am 4:00pm Project Management (Pinellas Park)			
6		7		8		9		10	
8:00am 12:00pm Freestyle Cruising - New Employee Orientation Class 3 (Magnolia Room)		8:30am 4:30pm Supervisory & Management Competencies Series 7 of 9 (Studio B)		8:30am 12:00pm The Changing Environment and Future Trends 8:30am 11:30am Intro to Word 2007 (Swisher 111) 1:00pm 4:00pm Intro to Word 2007 (Swisher 111)		8:30am 12:30pm Records Management 1.0 (S111)			
13		14		15		16		17	
8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)		8:30am 4:30pm Supervisory & Management Competencies Ser 8:30am 12:00pm Problem Solving / Decision Making (Swisher 211) 1:00pm 4:30pm What To Do When Conflict Happens (Annex 429)		8:30am 11:30am Intro to Excel 2007 (Swisher 111) 1:00pm 4:30pm Managing Change (Studio B) 1:00pm 4:00pm Intro to Excel 2007 (Swisher 111)		8:30am 12:00pm Who Put a Lizard in My Lasagna (Sheriff's Office Ulmerton Rd)			
20		21		22		23		24	
8:30am 12:00pm Muster Drill - New Employee Orientation Class 2 (Magnolia Room)		10:00am 11:30am Records Management: Why It Matters (CJC) 1:30pm 3:00pm Records Management: Why It Matters (CJC)		8:30am 11:30am Intro to Outlook 2007 (Swisher 111) 1:00pm 4:00pm Intro to Outlook 2007 (Swisher 111)		8:30am 12:00pm Records Management 2.0 (S111)			
27		28		29		30		31	
8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)		8:30am 4:30pm Supervisory & Management Competencies Series 9 of 9 (Studio B) 8:30am 12:00pm Communicate This! (S211)		8:30am 11:30am Career Development Forum 5 of 5 (Stu 8:30am 11:30am Intro to Excel 2007 (Swisher 111) 1:00pm 4:30pm MBTI (Studio B) 1:00pm 4:00pm Intro to Excel 2007		8:30am 12:00pm Workplace Diversity: Developing Cultural Competence (Studio B)			

Training Catalog Calendar (3 month listing) -

Class dates/times are subject to change; check the OLM system to confirm class availability. Contract Training & Development at 464-3796 should you need assistance. Also, not all classes are open to Consortium members. Consortium members should speak to their training contacts if questions.

November 2014

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

	Monday	Tuesday	Wednesday	Thursday	Friday
Nov 3 - 7	Nov 3	4	5	6	7
			8:30am 4:30pm 5 Questions Every Leader Must Ask (Studio B) 8:30am 12:00pm Five Dysfunctions of a Team (Annex 429) 8:30am 11:30am Intro to Word 2007 (Swisher 111) 8:30am 11:30am Intro to Word 2007 (Swisher 111)	8:30am 12:00pm Managing Electronic Records 1.0 (Swisher 211) 8:30am 12:00pm Workplace Diversity: Beyond Race, Religion & Gender (Annex 429)	
Nov 10 - 14	10	11	12	13	14
	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)	Veterans Day	8:30am 11:30am Intro to Excel 2007 (Swisher 111) 1:00pm 4:00pm Intro to Excel 2007 (Swisher 111)	8:30am 12:00pm When Change Happens, Adjust Your Sail (Sheriff's Office Ulmerton Rd)	
Nov 17 - 21	17	18	19	20	21
	8:30am 5:00pm Muster Drill - New Employee Orientation Class 2 (Studio B)		8:30am 4:30pm Intro to Supervision for Non-Supervisors (Swisher 211)	8:30am 12:00pm Managing Electronic Records 2.0 (S211)	
Nov 24 - 28	24	25	26	27	28
	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)		8:30am 11:30am Intro to Outlook 2007 (Swisher 111) 1:00pm 4:00pm Intro to Outlook 2007 (Swisher 111)	Thanksgiving Holiday	Holiday