



# Employees' Advisory Council



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

APPROVED BY THE EAC

## **Employee Advisory Council – Representative Meeting Minutes**

County Office Annex, Room 429, Clearwater, FL  
Wednesday, August 20, 2014, 1:00 p.m. – 3:00 p.m.

### **Call to Order**

The EAC Representative meeting was called to order at 1:50 p.m. by Chairman Charles Toney after the first annual joint EAC and Human Resources Luncheon that started at 1:00 p.m. Guests in attendance included Human Resources staff members; Ken Burke, Clerk of the Court; Mark Woodard, County Administrator; Marty Rose, Business Technology Services Chief Information Officer; David Scott, DEI Executive Director; Michael Crawford, Planning Council Interim Executive Director; and Jewel White, Chief Assistant County Attorney.

### **Approval of Minutes**

The minutes were approved for EAC Representative Meeting that was held on July 16, 2014 and EAC Delegate Meeting that was held on July 24, 2014. A motion was made by Elaine Billey and seconded by Clare McGrane.

### **Comments from Clerk of the Circuit Court – Ken Burke**

A proposal was made by Senator Simpson of Pasco/Hernando County to do away with the defined pension plan and put all new employees in the investment pension plan. There was a great deal of opposition, and it did not pass. Ken urged everyone to educate their elected officials about the Florida Retirement System (FRS).

### **Comments from County Administrator – Mark Woodard**

Mark also encouraged everyone to be an advocate for FRS and to educate our elected officials. Mark responded to the question about EAC Advocates having to pay a fee for public records. The advocates feel requesting public records is considered County business, and there should not be a charge. Under the current policy, employees are not treated any differently than the public. However, flexibility is built in the policy that the records can be issued free of charge. The issue was referred to Peggy Rowe who will address it with the Appointing Authorities.

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

Training for managers and supervisors started August 19th for FACE of Performance, the new performance management system and it was well received. The focus of the new system is ongoing conversations. As of September 9th, Human Resources will conduct informational sessions with all classified employees to explain the new performance management system. (For more information, visit [www.pinellascounty.org/hr/face](http://www.pinellascounty.org/hr/face)).

David Blasewitz – Benefit annual enrollment meetings with departments will start around the third week in September. The new enrollment presentation will include a United Healthcare video with emphasis on Consumer Driven Health (CDH). Consumer Driven Health plans available to employees include the Health Savings Account and Flexible Savings Account. The focus for employees is on wellness, preventive care and making informed decisions about health care.



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Succession Management graduates were recognized, including EAC Representatives Hazel Lane and Richard Carvale.

## Questions:

- At the Clerk's Office, there is talk about making the campus smoke-free. How will this affect everyone? The Appointing Authorities are discussing making certain campuses or every County building "tobacco-free". Human Resources will provide resources to people who want to become "tobacco-free". Would individuals be arrested for coming to the courthouse and smoking? No. Signs will be posted.
- When taking funeral leave, should the time off be three consecutive days? When reviewing the Personnel Rules, it should probably state that funeral leave days may be consecutive or non-consecutive.
- Employees that are at the maximum of their pay scale will receive a lump sum increase in October. The increase in wages will also increase taxes for this pay period. Are there options? Yes, these employees may opt to adjust their federal W-4 withholding for income tax purposes. *Additional information from HR: There are several online tools that can guide you through this process: [www.paycheckcity.com](http://www.paycheckcity.com) or <http://apps.irs.gov/app/withholdingcalculator>. It is strictly the employee's discretion to have less tax withheld for the affected pay period. If the employee wishes to change their withholding amount, the process is:*
  - ✓ log into OPUS - Employee Self Service - Tax Form between 10-Oct and 17-Oct
  - ✓ increase the number of W-4 allowances for that pay period
  - ✓ reverse this change between 24-Oct and 31-Oct to resume the previous withholding amount

## EAC Representative Election

- The EAC Representative nomination forms will be distributed to employees in October. EAC Representatives are elected for a two year term.
- EAC Representative positions that are up for election this year are BCC Group III, BCC Group IV, BCC Group V, BCC Group VI, BCC Group VII, Clerk-South, Other Appointing Authorities, and the Tax Collector. The At-Large Representative will be appointed by the EAC Reps.
- Jennifer Gundel and Clare McGrane volunteered to work on the Election Committee.
- The EAC will review and revise the primary election process as stated in the EAC By-Laws.
- The following EAC Representative positions are being replaced through the end of this year:
  - Peg Poole will represent Clerk South. Peg is replacing Maria Keller who is no longer with the County.
  - Elaine Billey, Other Appointing Authorities, will be retiring, and she will check to see if Dennis McCloud will be her replacement.
  - The chairman will also seek a replacement for the Representative for BCC Group VII that has not been able to actively participate.

## Personnel Board

At the Personnel Board meeting on August 14, 2014, an appeal of grievance hearing findings was held regarding the level of discipline. The original discipline that included a demotion was upheld.



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The September and October Personnel Board meetings will include termination appeals. The next Personnel Board meeting is September 4, 2014.

## **Committee Reports**

- Legislative – FRS – No additional updates.
- Personnel Rules – The chairman spoke with Peggy Rowe about scheduling regular meetings to keep the review process moving. Changes to the evaluation process went to the Personnel Board. The Discipline Rules have been reviewed and will be the next area to go to the Personnel Board, EAC, and Appointing Authorities.
- Advocate Program – We received one response regarding interest in the Advocate Program as a result of the article in the Pen.
- Suggestion Awards – None.

## **New Business**

There is an employee picnic on November 19<sup>th</sup> at Coachman Park. It is the same date as the November EAC Representative meeting. The EAC Representative meeting will be changed to Wednesday, November 12.

David Scott, Director of DEI, stopped by the EAC Representative meeting and was welcomed. David will be the guest speaker at the Delegate meeting on September 25<sup>th</sup>. The question was asked of Mr. Scott about the new name for DEI. There is a DEI website and websites for the departments that were consolidated under DEI. The DEI name is still being considered and a new proposal has been made.

## **Adjourned**

Lisa Wombles motioned that the meeting be adjourned at 4:10 p.m. and it was seconded by Elaine Billey.

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	

*\*Members in attendance*

## Management & Supervisory Notes



### October 2014 Classification Options

In the age of “doing more with less”, there are many classification options for managers and supervisors that can be utilized in order to achieve the best possible working environment. The classification system in the UPS is very flexible and is easy to work with. Managers and supervisors can use **career ladders**, **trainee under fill classifications**, and **special projects assistant classifications**, to name a just a few. You will need to look at your positions and decide what is best for your departmental needs. There are many options which will depend on weighing and balancing a number of factors. Consider the work that will be performed, WHY the work is being performed, and consider the time-frame for the work being performed.

In the UPS we have a number of classification options for managers and supervisors to work with in order to fully utilize employees to their FULLEST potential!

#### **CAREER LADDER**

This is a process designed to progress an employee to a higher level of job responsibility within the current position and within the job family. Departments establish criteria for advancing from the entry level position to the next higher level position. This is a department driven process and helps the employee advance to a higher level of responsibility with or without competition and without moving from the work unit.

#### **TRAINEE UNDER-FILL CLASSIFICATION**

This is the competitive hiring of an employee at a lower level than an established classification in a training and developmental capacity. A trainee position is usually classified two or more pay grades below an already approved classification. In the Trainee Under-Fill role an incumbent receives training and performs in a developmental capacity in relation to the higher level classification and is promoted non-competitively upon successful completion of the training program.

#### **SPECIAL PROJECTS ASSISTANT CLASSIFICATION**

This is created when the duties and responsibilities of the employee are focused on a specific project. This classification is utilized for temporary employment related to the duration of the project. When the project ends, the position is eliminated. The project must have a starting date and a projected ending date.

In the months to come, Human Resources will go into more detail on the various classification options. **Next month we will discuss the Career Ladder and how to utilize it within your work group.**