



Employees' Advisory Council



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, October 15, 2014 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 Co-Chairman, Richard Carvale.

Approval of Minutes

Elaine Billey motioned to approve the EAC Representative Minutes for September 17, 2014 and the EAC Delegate minutes for September 25, 2014. Motion was seconded by Randy Rose. The minutes were approved.

Comments from Director of Human Resources – Peggy Rowe

The FACE of Performance system launched on Monday, October 13th. More training on FACE will be offered in early December. The goal of FACE is to encourage engagement between supervisors and their employees. (To learn more about FACE, see www.pinellascounty.org/hr/face).

Open Enrollment is going well with employees and retirees. Benefits enrollment starts October 20 and ends November 7. The focus is on the Consumer Driven Plan which is the Health Savings Account (HSA). For the HSA Plan, the County provides money to the employee in a savings account to be used for health expenses. The money rolls over if not used. Also if you leave the County, you can use the money towards health care expenses in retirement. Forty percent of our employees may be better served by the HSA plan than the POS plan (Point of Service). There is a plan comparison tool on the website at <http://www.pinellascounty.org/hr/benefits/annual-enrollment.htm>.

Employees can check the United Healthcare website (www.myuhc.com) to see if they have done the biometric screening and health assessment. The screening and assessment must be done before the end of the year to avoid the \$500 surcharge.

Questions:

- How do I sign up for vision coverage? It is not necessary to sign up during enrollment since vision care is part of the health plans (POS and HSA).
- Can the EAC look at draft Personnel Rules? Preference is for the EAC to look at the final draft.
- Will the EAC have time to request changes? Yes.
- Can the Employee Advocates review the draft of the Disciplinary Rule? Yes.
- YouDecide emails are coming in as a spam. Can anything be done about this? HR staff will check with BTS staff on this. (For info on the YouDecide employee discount program, see <http://www.pinellascounty.org/hr/benefits/discounts.htm>.)
- In reference to the online application, there is no step to resubmit an application if the application is incomplete or information was not included. Can this problem be corrected in Human Resources? Human Resources will review to see if there is a possible solution.



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- The fiscal year ends in September and usually we have fewer delegates attending the meeting. Is it possible to review adjusting the September Delegate meeting to the second week in September? Employee Relations will review the Bylaws. (HR Note - The EAC Bylaws specify that the EAC Reps meeting are held on the third Wednesday of each month, but there is no information regarding EAC Delegate meetings. The EAC Reps could vote to reschedule the September meeting date.)

Personnel Board

The October 2 termination appeal will be continued at the November 6, 2014 Personnel Board Meeting.

Committee Reports

- Legislative – FRS issues – No update.
- Personnel Rules Review - There was a committee meeting October 7. The next meeting is scheduled on October 21st. Lisa Wombles will attend the meetings as EAC Representative.
- Advocate Program - No update.
- Suggestion Awards - The Suggestion Committee has received two new awards.
- EAC Representative Election Committee: The nomination deadline is October 27st. If an employee is nominated, the employee will receive a call from Employee Relations to confirm his or her interest.

Old Business

The EAC Representative meeting that is scheduled for November 19 has been rescheduled to November 12 due to the employee picnic.

New Business

The joint EAC and Appointing Authority meeting is next Thursday, October 23 at 10:00 am in the Communications Building, Studio B. The Personnel Board meeting is November 6, 2014. The EAC Representative Meeting is November 12, 2014 and the EAC Delegate meeting is November 20, 2014.

Adjourned

Elaine Billey made a motion that the meeting be adjourned at 3:45 p.m. and it was seconded by Clare McGrane.

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	*Peggy Poole

**EAC Representatives in attendance at this meeting*

December 2014 Classification Options – Trainee Under-Fill

In the [October](#) and [November](#) issues of Management & Supervisory Notes, we discussed some of the various classification options available to managers and supervisors that can be utilized in order to achieve the best possible working environment. The classification system in the Unified Personnel System is flexible and easy to work with. You will need to look at your positions and decide what is best for your departmental needs. There are a number of 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.

TRAINEE UNDER-FILL

The Trainee Under-Fill classification was developed in October of 2011 as a tool for managers and supervisors to utilize when an employee or potential employee is waiting for a license or a test result as a minimum qualification requirement or needs additional work experience in order to meet the minimum qualification requirement. Managers and supervisors can then competitively hire an employee at a lower level than an established classification in a training and developmental capacity until license/test results or minimum work experience requirements are met.

A Trainee Under-Fill position is usually classified two or more pay grades below an already approved classification and is administratively assigned to pay grade CL55 during the training period. In the Trainee Under-Fill role the employee 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. The training period for the employee is normally a year or two.

In the Trainee Under-Fill classification, managers and supervisors must complete a position specific training plan before the appointment of an employee. The employee will be informed of the terms and conditions of training and the requirements for retention and advancement. The employee will be considered a part of the permanent classified service. If the employee fails to successfully complete the training and development, it may result in termination of employment. Benefits are the same as provided for permanent employees.

A Trainee Under-Fill position may be the perfect solution for your work unit! For more information about that classification, please contact Human Resources for assistance:

- Jack Loring, jloring@pinellascounty.org
- Joni Valliere, jonivalliere@pinellascounty.org
- Mary Flockerzi, mflockerzi@pinellascounty.org

Next month, we will discuss the Special Projects Assistant Classification and how to utilize it within your work group.

December 2014

December 2014							January 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6	4	5	6	7	1	2	3
14	8	9	10	11	12	13	11	12	13	14	15	16	17
21	15	16	17	18	19	20	18	19	20	21	22	23	24
28	22	23	24	25	26	27	25	26	27	28	29	30	31

	Monday	Tuesday	Wednesday	Thursday	Friday
Dec 1 - 5	Dec 1	2	3	4	5
		8:00am 9:00am Breakfast Bites (Annex)	8:30am 4:30pm Team Building (Studio B) 8:30am 11:30am Intro to Word 2007 (Swisher 111) 1:00pm 4:00pm Intro to Word 2007 (Swisher 111)	12:00pm 1:00pm Lunch n Learn (Annex)	
Dec 8 - 12	8	9	10	11	12
	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)	8:00am 9:00am Breakfast Bites (Annex)	8:30am 11:30am Intro to Excel 2007 (Swisher 111) 1:00pm 4:00pm Intro to Excel 2007 (Swisher 111)	8:30am 11:30am Intro to Windows 7 & Internet Explorer (Swisher 111) 12:00pm 1:00pm Lunch n Learn (Annex)	
Dec 15 - 19	15	16	17	18	19
	8:30am 12:00pm Muster Drill - New Employee Orientation Class 2 (Studio B)	8:00am 9:00am Breakfast Bites (Annex) 8:30am 4:30pm 5 Questions Every Leader Must Ask (Studio B)	8:30am 11:30am Intro to Outlook 2007 (Swisher 111) 1:00pm 4:00pm Intro to Outlook 2007 (Swisher 111)	12:00pm 1:00pm Lunch n Learn (Annex)	
Dec 22 - 26	22	23	24	25	26
	8:30am 4:30pm Setting Sail - New Employee Orientation Class 1 (Annex 429)			Holiday	Holiday
Dec 29 - Jan 2	29	30	31	Jan 1, 15	2