PLEASE POST

UNIFIED PERSONNEL BOARD
AGENDA

Date: October 6, 2016
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

UPB — II. CONSENT AGENDA

1. Request Approval of the Minutes of the Regular Personnel Board Meeting held July 7, 2016
2. Request Approval of the Minutes of the Regular Personnel Board Meeting held August 4, 2016

UPB — III. NEW BUSINESS

1. Request Approval of Housekeeping Changes and Adoption of Unified Personnel Board Policy #12 – AFIN: A Friend in Need Program
2. Request Approval of Housekeeping Changes to the Family Medical Leave Act (FMLA) Handbook
3. Request Approval of the HR Director's Board Appointment – Cooperative Personnel Services (CPS)
4. Human Resources Department Restructure – Discussion and Request Approval of Two New Exempt Classifications and Approval to Abolish One Exempt Classification in the Human Resources Department

Human Resources — IV. INFORMATIONAL ITEMS

1. Details on Re-Organization of Animal Services Resulting in the Reassignment of One Encumbered Position
2. Fair Labor Standards Act (FLSA) Overtime Rule Changes
3. Action Taken Under Authority Delegated by the Personnel Board
4. Other Informational Items

Human Resources — V. HR Highlights

1. Performance and Development Division
2. Two-Minute Tuesday: Annual Enrollment: What's New for 2017?

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.

Clearwater, Florida, July 7, 2016

The Unified Personnel Board (UPB) met in regular session at 4:00 P.M. on this date in the County Commission Assembly Room, Fifth Floor, Pinellas County Courthouse, 315 Court Street, Clearwater, Florida, with the following members present: Ricardo Davis, Chair; James Dates, Vice-Chair; Keith C. Dekle; William A. Schulz II; Joan M. Vecchioli; and Ron Walker.

Not Present: Louise Dolsay.

Also Present: David Blasewitz, Interim Director of Human Resources; Christy D. Pemberton, Managing Assistant County Attorney; Carl E. Brody, Senior Assistant County Attorney; Michael P. Schmidt, Board Reporter, Deputy Clerk; and other interested individuals.

AGENDA

PLEDGE OF ALLEGIANCE

EAC — I. EMPLOYEES' ADVISORY COUNCIL REPRESENTATIVE

II. CONSENT AGENDA

Human Resources
1. Request Approval of the Minutes of the Regular Personnel Board Meeting held March 3, 2016
2. Request Approval of the Minutes of the Special Personnel Board Meeting held March 21, 2016
3. Request Approval of the Minutes of the Special Personnel Board Meeting held March 23, 2016

III. INFORMATIONAL ITEMS

Human Resources
1. Employee Health Center
2. Inspector General Audit
3. Action Taken Under Authority Delegated by the Personnel Board
4. Other Informational Items

CALL TO ORDER

Chair Davis called the meeting to order at 4:00 P.M.; whereupon, he led the Pledge of Allegiance to the Flag.

EMPLOYEES' ADVISORY COUNCIL REPRESENTATIVE

EAC Representative Charles Toney stated that a joint meeting of the EAC and the Appointing Authorities took place in April, and provided meeting highlights. He reported that Julie Marcus, Deputy Supervisor of Elections, related that her office is in need of poll workers; that Pinellas

County employees have assisted in the past; and that a normal election cycle requires over 2,000 volunteers; whereupon, he indicated that Ken Burke, Clerk of the Circuit Court and Comptroller, has been keeping the EAC up-to-date throughout the Charter Review process.

Noting that annual leave accumulation does not increase after 20 years of service, Mr. Toney indicated that County employees receive an additional floating holiday at 20 and 25 years; and that discussion took place regarding the prospect of providing an additional floating holiday for employees reaching 30 years of service.

Mr. Toney reported that discussion had taken place regarding the possibility of new employees being able to purchase leave time in the event that something unforeseen should arise during their probationary period. During discussion and in response to comments and queries by the members, Mr. Toney related that the matter is being reviewed by Human Resources; that the use of leave would need to be limited to emergency-type situations; and that he has seen instances where first-year employees have been negatively impacted; whereupon, Mr. Blasewitz indicated that because the annual leave program is part of the Personnel Rules, any changes to the program would be presented to the members for review, and discussed the prohibitions against advancing annual leave to employees versus employees funding their own leave time programs.

Mr. Toney indicated that another topic of discussion was whether money has been included in the Fiscal Year 2017 budget for merit increases; that the EAC members are under the impression that the FACE evaluation program was to be tied in with merit increases; that employees who put in additional effort should be rewarded; and that the EAC looks forward to working with the new Human Resources Director; whereupon, he reported that $930 was collected from County employees last year and donated to the Christmas Wish Foundation; that the EAC would like the donation period to occur during July this year; that information will be distributed to employees; and that nearly $3,000 could be raised if each employee donated one dollar.

Mr. Toney pointed out that according to the Personnel Rules, all rules and policies must be in writing; that some managers are creating their own verbal guidelines and procedures; and that employees are being negatively impacted in some areas of the organization; whereupon, he related that the EAC believes that making a minor adjustment to the Rules could address the issue; that they will confer with the new Human Resources Director; and that the matter will likely return before the members for discussion.

Mr. Toney presented information regarding the topic of bullying and favoritism, reporting that the Appointing Authorities are aware of the problem and want to be notified when and where it occurs. He related that there have been times when employees following the chain of command to express their concerns has not been effective; and that those cases should likely be routed in a

different manner; whereupon, in response to queries by Mr. Dekle, he indicated that the EAC is creating concise definitions regarding bullying and favoritism and what constitutes an unwritten rule; and that it plans to create a one-page form where the situation can be addressed and forwarded to the Appointing Authorities.

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At this time, 4:15 P.M., Attorney Pemberton left the dais and Attorney Brody assumed her seat.

* * * *

Ms. Vecchioli questioned why bullying and favoritism warrant special treatment separate and apart from current procedures, indicating that it appears an entirely new grievance process is being created that would be administered differently than what currently exists; and that a separate process for specific issues may make things more complicated; whereupon, responding to comments by Mr. Toney, she related that even though she does not doubt the legitimacy of the issue, she would prefer that it be incorporated into the current process.

Mr. Toney expressed appreciation to the Appointing Authorities and the Personnel Board for allowing the EAC to be involved in the selection process for the HR Director.

CONSENT AGENDA – APPROVED

Ms. Vecchioli moved that Items 1 through 3 of the Consent Agenda be approved.

Motion	-	Ms. Vecchioli
Second	-	Mr. Walker
Vote	-	6 – 0

Following approval of the Consent Agenda, Chair Davis pointed out that Holly Schoenherr will report to work as the new Human Resources Director on July 18.

INFORMATIONAL ITEMS

Employee Health Center

Chair Davis indicated that because the members will be making a recommendation to the County Commission regarding the Employee Health Center, he has asked Mr. Blasewitz to provide an update regarding the project.

Mr. Blasewitz reported that it is considered a best-in-class practice for employers to open an employee health center. He indicated that the original feasibility study was conducted in 2013; that all of the information was recently refreshed with updated financial projections; and that the County Commission and Appointing Authorities are fully aware of what has been taking place throughout the process; whereupon, he related that his office met with County Administrator Mark Woodard, Workforce Development Manager Jack Loring, and the Office of Management and Budget to review the project and answer questions; that further discussion will take place with the County Administrator regarding the financial projections since the County Commission ultimately funds the project; and that the contracting process is on hold as financial aspects and qualitative measures are closely considered.

In response to comments and queries by the members, Mr. Blasewitz related that the health center will be managed as a hybrid model; that it will involve a corporate partnership in which Premise Health administers the center and BayCare Physician Partners provides the medical services; and that the center will focus on chronically ill individuals; whereupon, he indicated that the contract is for one facility located about 1.5 miles from the Clearwater Courthouse, and Mr. Dates expressed concerns about access to the health center for those employees who live in north and south county, and discussion ensued.

In response to comments and queries by Mr. Dekle, Mr. Blasewitz related that even though there could be some citizen concern regarding a dedicated employee health center, the model is only a different method of funding and providing healthcare services; whereupon, Mr. Dekle expressed concern that BayCare will be associated with the health center; and that he is hesitant to deal with the firm following a protracted dispute they had with United Healthcare about three years ago, and Mr. Blasewitz related that because Pinellas County owns the contract, the County Commission will appropriate dollars, not an insurance company; and that Premise Health is an international leader is administering employee health centers.

Chair Davis indicated that the health center is a major financial investment; that while the County Commission has been kept up-to-date during the process, the Personnel Board has not; that, in his opinion, Human Resources should not provide a recommendation to the BCC without first apprising the Personnel Board; and that he is glad to hear the project is being paused for more thorough consideration. In response to his queries and concerns, Mr. Blasewitz first expressed regret that his office did not keep the members better informed during the process; whereupon, he provided information regarding the *Conservative* and *Target Utilization Scenarios*, relating that the former is essentially a worst-case scenario, and discussed how leasing the property will be a part of the proposal.

Ms. Vecchioli presented a scenario in which Human Resources might want to change the current employee medical plan, and asked about items that are normally brought before the members and those that are not. Responding to her queries, Mr. Blasewitz discussed the process by which the County Commission enters into and approves contracts, and related that even though he cannot say with certainty that the Personnel Board has no authority, such items have not come before them in the past; whereupon, Chair Davis opined that items to be funded should come before the Personnel Board for review and comment prior to going to the County Commission so that any disagreement can be a part of the record, and discussion ensued with input by Attorney Brody.

Inspector General Audit

Mr. Blasewitz reported that two former employees of the Human Resources Department had been operating an outside business while at work, which is in violation of the Personnel Rules; that an employee reported the allegation last summer; that management had direct knowledge that the employees had outside interests, but not of what was taking place with regard to abuse until it was officially reported last July and subsequently investigated; and that during the same timeframe, the Inspector General received a hotline message reporting the incident and opened an investigation; whereupon, he indicated that the Inspector General generated a report which included a summary of investigative findings and remedial measures to be taken by Human Resources; and that the department has complied by educating staff regarding the Personnel Rules with respect to outside employment and to the appropriate use of County time and resources.

Action Taken Under Authority Delegated by the Personnel Board

The document titled *Action Taken Under Authority Delegated by the Unified Personnel Board* has been attached and made a part of the minutes.

Other Informational Items

Mr. Dekle stated that he is not comfortable with meetings being cancelled; that he has raised the issue before; and that his concern relates to the agenda item titled *Action Taken Under Authority Delegated by the Personnel Board* not being reviewed on a monthly basis, and discussion ensued regarding delegated authority, cancelled meetings, informational items, micromanagement, and similar topics; whereupon, Chair Davis related that any member who believes that the delegated authority is being abused or inappropriately used can communicate those concerns to the Board; and that he will decide when meetings are to be cancelled.

Mr. Blasewitz encouraged the members to view the artwork located on the first floor, indicating that the Colors of Pinellas Employee Art Show will be on exhibit through July 28; whereupon, he thanked the members for their support during his time as Interim Director.

In response to queries by Ms. Vecchioli, Attorney Brody provided information regarding the Sunshine Law and what constitutes a public meeting, pointing out that there are several methods of communication besides face-to-face interactions, including email, texting, and social media. He related that one member responding to an email of another member would be a violation if it concerns something that is expected to be voted on by the Board; and that it would be prudent to simply not engage in email conversations; whereupon, following discussion, Ms. Vecchioli pointed out that violating the Sunshine Law is a prosecutable offense, and Attorney Brody related that he will bring back information regarding all potential penalties at the next meeting.

Mr. Blasewitz related that any member who wishes to schedule a meeting with Holly Schoenherr should contact Peggy Sellards, Human Resources; whereupon, discussion ensued regarding how to welcome the new Human Resources Director to her first Personnel Board meeting, and Mr. Blasewitz suggested having light refreshments 30 minutes prior to the start of the meeting, and no objections were noted.

In response to queries by Mr. Schulz, Chair Davis related that Mr. O'Bannon had experienced a change of heart regarding the Human Resources Director position and had requested to no longer be considered, and brief discussion ensued.

MISCELLANEOUS INFORMATION ITEMS RECEIVED

The following miscellaneous information items were received for filing:

1. Minutes of the EAC Representative meetings of March 16, April 20, and May 18, 2016.
2. Minutes of the EAC Delegate meetings of March 24 and May 26, 2015.
3. Minutes of the EAC and Appointing Authorities meeting of April 20, 2016.
4. Leadership Notes for May and June 2016.
5. Training Calendars for June, July, and August 2016.

ADJOURNMENT

The meeting was adjourned at 5:33 P.M.

July 7, 2016

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Chair

III.3.

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 **March 27, 2016 through June 25, 2016.**

Result of Audits

UPWARD RECLASSIFICATIONS

POSITION	PRESENT CLASSIFICATION	PG	RECOMMENDED CLASSIFICATION	PG	DEPT
BCC/C2466	Ani Cntl Ofcr 1	CL12	Dept Comp Supt Spec	CL15	Animal Svcs
BCC/C1894	Craftwkr 2	CL11	Craftwkr 3	CL13	Solid Waste

LATERAL RECLASSIFICATION (PUBLIC WORKS)

POSITION	PRESENT CLASSIFICATION	CURRENT PAY GRADE	RECOMMENDED CLASSIFICATION
BCC/C2077	Admin Supt Supv	CL14	Engineering Tech

ADDITIONS

SPEC NO.	TITLE	EEO4 CODE	OT CODE	PG
03462	Assistant County Attorney 1	Professionals	Exempt	SM7
03464	Assistant County Attorney 2	Professionals	Exempt	SM3a
18834	Business Systems Specialist	Technicians	Exempt	150
16799	Engineer 1	Professionals	Exempt	P3
20578	GIS Analyst	Professionals	Classified/Excluded	CL20
06148	Planning Program Specialist	Professionals	Classified/Excluded	CL16

PAY GRADE CHANGE

SPEC NO.	PRESENT CLASSIFICATION	PRESENT PAY GRADE	RECOMMENDED PAY GRADE
03470	Senior Assistant County Attorney	SM3a	SM2b

TITLE CHANGES

SPEC NO.	PRESENT CLASSIFICATION	RECOMMENDED CLASSIFICATION	PG
19136	Inspector General Auditor 1	Inspector General 1	150
19138	Inspector General Auditor 2	Inspector General 2	150
19140	Inspector General Auditor, Senior	Inspector General, Senior	150
19146	Manager, Inspector General Audit Division	Assistant Inspector General	150

REVISIONS

SPEC NO.	TITLE	PG
03480	Chief Assistant County Attorney	E2
11256	Department Computer Support Specialist	CL15
19149	Inspector General/Chief Audit Executive	150
13000	Manager, Fleet Operations	SM3a
03478	Managing Assistant County Attorney	SM1
06156	Planning Section Manager	SM5b

DELETIONS

SPEC NO.	TITLE	PG
19139	Inspector General Auditor 3	150
19148	Assistant Director, Inspector General Audit Division	150
19150	Chief Deputy Director, Inspector General Audit Division	150

Clearwater, Florida, August 4, 2016

The Unified Personnel Board (UPB) met in regular session at 6:30 P.M. on this date in the County Commission Assembly Room, Fifth Floor, Pinellas County Courthouse, 315 Court Street, Clearwater, Florida, with the following members present: James Dates, Vice-Chair; Keith C. Dekle; Louise Dolsay; William A. Schulz II; and Joan M. Vecchioli.

Not Present: Ricardo Davis, Chair; and Ron Walker.

Also Present: Holly J. Schoenherr, Director of Human Resources; Carl E. Brody, Senior Assistant County Attorney; Michael P. Schmidt, Board Reporter, Deputy Clerk; and other interested individuals.

AGENDA

PLEDGE OF ALLEGIANCE

EAC	I.	EMPLOYEES' ADVISORY COUNCIL REPRESENTATIVE
	II.	CONSENT AGENDA
Human Resources		1. Request Approval of the Minutes of the Regular Personnel Board Meeting held April 7, 2016
	III.	INFORMATIONAL ITEMS
Human Resources		1. Action Taken Under Authority Delegated by the Personnel Board
		2. Other Informational Items
	IV.	WORKSHOP
County Attorney		1. Review of the "Sunshine" Law

CALL TO ORDER

Vice-Chair Dates called the meeting to order at 6:30 P.M.; whereupon, he led the Pledge of Allegiance.

Thereupon, Vice-Chair Dates welcomed Ms. Schoenherr to her first UPB meeting and thanked David Blasewitz for his hard work as Interim Director during the transitional period.

EMPLOYEES' ADVISORY COUNCIL REPRESENTATIVE

EAC Chairman Lisa Wombles reported that the EAC is looking forward to working with Ms. Schoenherr on the development of the merit plan; whereupon, she related that the EAC continues to have discussions with Human Resources and the Office of Human Rights regarding the topics of bullying and favoritism.

Ms. Wombles indicated that a representative from the Christmas Wish Foundation attended the last EAC Delegate meeting; that the EAC plans to begin raising money for the organization from now through December; and that all collected donations will go toward helping local families.

CONSENT AGENDA – APPROVED

Minutes of regular meeting held April 7, 2016, approved.

Motion	-	Ms. Vecchioli
Second	-	Mr. Schulz
Vote	-	5 – 0

INFORMATIONAL ITEMS

Action Taken Under Authority Delegated by the Personnel Board

The document titled *Action Taken Under Authority Delegated by the Unified Personnel Board* has been attached and made a part of the minutes.

Mr. Dekle related that at the April 7 UPB meeting, the members had approved the action taken by the Human Resources Director for February 21 through March 26, and questioned whether any action had been taken by the Director during the April/May timeframe; whereupon, Ms. Schoenherr, with input by Ms. Vecchioli, indicated that such action will likely be reflected in the July 7 meeting minutes, which are presently being composed.

In response to queries by the members, Mr. Blasewitz clarified that even though no action needs to be taken regarding the agenda item *Action Taken Under Authority Delegated by the Personnel Board*, members may address particular delegated items at that time during a meeting.

Other Informational Items – None.

WORKSHOP

Review of the Sunshine Law

Attorney Brody referred to a document titled *Sunshine Law Update*, a copy of which has been filed and made a part of the record, discussed the following matters, and responded to queries by the members:

- Sunshine Law Requirements
  - What is the scope of the Sunshine Law?
  - Who must comply with the Sunshine Rules?
  - What is a meeting?
  - Meeting requirements.
  - Penalties.

- Public Records
  - What is a Public Record?
  - Who is subject to the Public Records Law?
  - Compliance.
  - Penalties.

In response to queries by the members, Attorney Brody provided information with regard to termination appeals and ex parte communications; whereupon, he indicated that even though staff can assist the members regarding questions or other needs; they cannot be used to circumvent Sunshine Law requirements.

In response to queries by Ms. Vecchioli and Mr. Dekle, Attorney Brody discussed the difference between fact-finding and decision-making boards with regard to the Sunshine Law; whereupon, he provided information regarding records retention, indicating that as long as the members utilize the Pinellas County server for their emails, records retention is automatically provided.

MISCELLANEOUS INFORMATION ITEMS RECEIVED

The following miscellaneous information items were received for filing:

1. Minutes of the EAC Representative meeting of June 15, 2016.
2. Leadership Notes for August 2016.
3. Training Calendars for August, September, and October 2016.

ADJOURNMENT

The meeting was adjourned at 7:00 P.M.

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Vice-Chair

August 4, 2016

III.1.

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 **June 26, 2016 through July 23, 2016.**

Result of Audit

LATERAL RECLASSIFICATION (SOLID WASTE)

POSITION	PRESENT CLASSIFICATION	CURRENT PAY GRADE	RECOMMENDED CLASSIFICATION
BCC/C3767	Envir Spec Sr	CL18	Solid Waste Prog Supv

RE-INSTATED WITH TITLE CHANGE

SPEC NO.	PREVIOUS TITLE	PROPOSED TITLE	EEO4 CODE	OT CODE	PG
17530	Director, Customer Svcs	Division Director, Customer Svcs	Officials & Managers	Exempt	SM3a

TITLE CHANGE

SPEC NO.	PRESENT CLASSIFICATION	RECOMMENDED CLASSIFICATION	PG
15828	Risk Management Technician	Risk Management Insurance Technician	CL13

REVISIONS

SPEC NO.	TITLE	PG
19108	Assistant Director, Finance Division	150
19120	Chief Deputy Director Finance Division	150
19110	Director, Finance Division	150

DELETIONS

SPEC NO.	TITLE	PG
12182	Building Inspector, Multi-Trades	CL18
12040	Chief Plumbing Inspector	CL20

***PUBLIC WORKS CAREER LADDER**

Engineering Services Technician 1	CL8	Engineering Services Technician 2	CL10
Engineering Services Technician 2	CL10	Engineering Technician	CL14
Engineering Technician	CL14	Engineering Specialist 1	CL17
Engineering Specialist 1	CL17	Engineering Specialist 2	CL20
*Engineering Specialist 2	CL20	Engineering Specialist 3	CL22

*(Additional Classification Levels)

UNIFIED PERSONNEL SYSTEM
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Pinellas County
HUMAN RESOURCES
Unified Personnel System

Holly J. Schoenherr
Director

To: The Honorable Chair and Members of the Unified Personnel Board

From: Holly J. Schoenherr, Director of Human Resources

Date: October 6, 2016

Subject: Proposed Housekeeping Updates to *AFIN: Friend in Need* document and creation of *UPB Policy #12*

Recommendation:
It is recommended that the members of the Unified Personnel Board approve some minor housekeeping revisions to the *AFIN: A Friend in Need Program* document. There are no proposed changes for the program itself.

Background:
The Unified Personnel Board adopted 11 Unified Personnel Board Policies at the December 3, 2015 meeting, to be effective January 1, 2016. These policies contained information that was previously found in the former Personnel Rules.

It is recommended that an additional UPB Policy be created for the program guidelines for *A Friend in Need Program*. Changes include:

1. Rename the document from *AFIN* to *Unified Personnel Board Policy #12 – AFIN: A Friend in Need Program*
2. Remove a reference to Personnel Rule XV
3. Add hyperlinks to the donation and request forms mentioned in the text
4. Minor formatting edits such as changing underlined text to italicized text

UNIFIED PERSONNEL BOARD POLICY #12

AFIN: A Friend in Need Program

Summary of Program:
This program is intended to be a fully voluntary program through which an employee may choose to assist fellow employees in times of need by permitting person-to-person leave donation as defined herein. The program will be administered by the Human Resources Benefits Manager or designee ("Administrator") under the general direction of the Director of Human Resources. The Administrator shall develop and implement the necessary guidelines to administer this program.

No employee or officer may use or attempt to use his or her official position or authority to influence, coerce or pressure an employee to make a donation to the program. Doing so will be considered a violation of UPS Rules and may be found to be a violation of state law. Discipline for such violation may include termination.

Any employee who feels he or she has been subjected to such coercion, pressure, or influence is encouraged to report this to the Administrator of the Program, the Director of Human Resources or their Appointing Authority.

Requesting Leave:
Employees are eligible to receive leave in the following instances:

- If the employee has exhausted *all* available leave balances (includes compensatory time, floating holidays, personal day and leave with pay but does not include current pay period leave accrual at time of donation payment) *and* is not eligible to apply for, awaiting determination or receiving any county pay or supplemental pay including but not limited to: workers' compensation indemnity, short term disability or long term disability, and will attest in writing that they are not receiving any state supplemental payments or federal social security disability.
- AFIN leave shall not be granted for waiting periods, as a supplement to, or replacement for, other means of compensation as defined above.
- If the employee can document a temporary inability to work due to **their own** serious health condition; or
- If the employee is needed to care for a spouse, child (of any age), parent, or legal dependent (as that term is defined for IRS purposes), who is suffering from a documented serious health condition; or
- If the employee is needed to care for grandparent or a grandchild who is suffering from a documented serious health condition AND if the employee is the sole responsible caregiver for that person.

An AFIN Request for Leave Form must be completed. The employee acknowledges that they have not tried to influence, coerce or pressure another employee to donate time, nor have they promised anything of value.

Donating Leave:
Any UPS employee with at least one year of permanent status service may make a donation to a designated person (subject to the limitations listed herein) as long as the donor has at least 80 hours of accumulated leave in the bank from which the donation is made (whether annual leave or extended illness leave) remaining *after* the donation is made. Extended illness (EI) leave will be donated at ½ of face value. (Two EI hours = 1 donated leave hour.) In the event that after the donation is requested, but before it is processed the leave bank falls below 80 hours the transaction *shall* be reversed. No compensatory leave is allowed to be donated or considered in reaching the threshold.

- Donations are voluntary.
- Donors are prohibited from making a donation to anyone in their chain of command, including their supervisors, their rating authority, any lead worker in their work group or anyone who has supervised, rated or been a lead worker in their work group within the 12 months immediately preceding the request. Supervisor means a supervisor who regularly supervises their work or who has regularly done so within the 12 months immediately preceding the request.
- Donors are prohibited from making a donation to anyone whom they supervise or rate, or have supervised or rated within the 12 months immediately preceding the request. Lead workers are prohibited from making a donation to anyone in their work group or anyone who was in a work group for which they were a lead worker within the 12 months immediately preceding the request.
- Donations may be made at any time, but are subject to the rules for requesting leave.
- Rules for the annual exchange program will apply, unless they conflict with the AFIN program.
- Donations are deducted from the donor's leave balance.
- Donations must be made in whole hour increments.
- Donations are irrevocable (except for administrative error).

An AFIN Donation of Leave Form must be completed. The employee acknowledges that no one has tried to influence, coerce or pressure them to donate time, nor have they been promised anything of value.

Approvals and Other Program Requirements:
- The Administrator shall be the final authority in determining eligibility, leave available based upon payroll records, and amount, if any to be donated to the employee. *No grievances shall be available to contest the decision*.
- Upon written request utilizing the designated forms, the Administrator shall determine eligibility and available leave and determine the amount to be donated to the employee
- Requests should be made in advance of need, whenever possible. The initial request must be a minimum of 8 hours
- Requests will be processed and grants of donations considered and made based on the time of receipt. Time of receipt means time of receipt of all forms required completed in their entirety.

- The Administrator may request additional information if necessary to determine eligibility or determine the quantity of leave to grant.
- In no event may an employee receive leave in excess of their normal scheduled workweek.
- An employee may receive leave up to 4 instances per fiscal year, but in no event may an employee receive leave in excess of 160 hours in any one fiscal year. Multiple periods of absence for the same cause are considered as a single instance for this purpose.
- FRS contributions will be made and credit given, in accordance with state laws and regulations as they may be changed from time to time, on behalf of the receiving employee.
- Donated leave will not be counted as hours worked for any reason, including determination of pay (overtime) or eligibility for other leaves including but not limited to FMLA leave. No leave accruals will be earned for donated leave used.
- All leave donated in excess of the employee's needs shall be returned to the donor(s).
- Donations shall be deducted from donor's leave balances upon approval of payment of leave to the receiving employee.
- Donations received shall be wages paid by the receiving employee's department for all purposes, including but not limited to withholding of deductions for benefits and tax purposes.
- The Administrator will provide authorization reflecting the donation and the receipt to the appropriate payroll department.

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Pinellas County
HUMAN RESOURCES
Unified Personnel System

Holly J. Schoenherr
Director

To: The Honorable Chair and Members of the Unified Personnel Board

From: Holly J. Schoenherr, Director of Human Resources

Date: October 6, 2016

Subject: Proposed Housekeeping Updates to *Family and Medical Leave Act (FMLA) Handbook*

Recommendation:
It is recommended that the members of the Unified Personnel Board approve some minor housekeeping revisions to the *Family and Medical Leave Act (FMLA) Handbook*. There are no proposed changes to the FMLA program.

Background:
The Unified Personnel Board adopted updated Personnel Rules at the December 3, 2015 meeting, to be effective January 1, 2016. As a result, Human Resources staff reviewed the website to update any references to the previous Personnel Rules. Several references to former Personnel Rules (specifically, Rules XXII and XI) were found in the *FMLA Handbook*.

It is recommended that the attached updated *FMLA Handbook* be adopted.

Family and Medical Leave Act (FMLA) Handbook

Revised October 2016

INTRODUCTION

The Family and Medical Leave Act of 1993 (FMLA) allows eligible employees to balance their work and family life by taking up to twelve weeks of unpaid leave for certain family or medical reasons. When family emergencies arise, requiring an employee to attend to his or her seriously ill children, parent(s), or be with newly-born or adopted children or children placed with the employee for foster care, or for their own or spouse's serious health condition, the employee needs reassurance that he or she will not need to choose between his or her job security and meeting these personal and family needs.

On January 28, 2008, the President signed the National Defense Authorization Act for Fiscal Year 2008 into law. It includes provisions expanding the federal Family and Medical Leave Act to guarantee job-protected leave in certain circumstances for employees who are family members of active duty military personnel.

The new law provides an extended period of leave for FMLA eligible employees who are covered family members to care for certain injured servicemembers. It also creates a new qualifying reason for leave for eligible employees whose spouse, son, daughter or parent is on, or called to, active duty.

STATEMENT OF POLICY

Pinellas County recognizes its responsibilities to the employees to provide necessary medical and family leave and to the citizens of our community to provide timely and efficient service. Therefore, the Pinellas County Unified Personnel System has adopted this Family and Medical Leave Policy to comply with the requirements of the Family and Medical Leave Act of 1993 (FMLA) as amended from time to time. This policy will be interpreted to comply with future law changes as applicable. Pinellas County will not interfere with, restrain, or deny the exercise of any right provided by this policy. Furthermore, no employee will be discharged or discriminated against for opposing any practice that would violate FMLA, or because the employee was involved in a proceeding related to FMLA. Any covered person who experiences any of the conduct prohibited in this policy is requested to report such complaint as soon as possible verbally or in writing to their Department Head, the Office of Human Rights or the Director of Human Resources. All complaints will be taken seriously. Upon request by the Appointing Authority for whom the employee works, the Office of Human Rights will conduct an investigation. Alternatively, the Appointing Authority may conduct an investigation. Nothing in this policy abridges the rights of covered individuals from reporting any such complaints to outside enforcement agencies.

According to this policy and Pinellas County Personnel Rules, accrued Annual and/or Extended Illness leave shall be substituted for the unpaid leave provided for by the FMLA. Leave under this policy will be designated and used concurrently with all other types of paid and unpaid leave including absences under Workers' Compensation and Short or Long Term Disability.

While on FMLA leave the County will continue to pay for its portion of the employee insurances. The employee will be responsible for paying the employee contribution as well as any dependent or voluntary coverages they wish to maintain.

An employee returning from leave under this policy will be restored to his or her original job, or to an equivalent job, in accordance with relevant law and Unified Personnel System Rules. **However, the taking of leave under this policy does not entitle the employee to any greater or lesser likelihood of being restored to the employee's position, or an equivalent position, than the rights the employee otherwise would have had if the leave were not taken.** If leave taken under this policy is exhausted and the employee requests and is granted an extension under another leave rule, the guarantees of reinstatement and benefit coverage will not extend to the leave provided pursuant to other leave rules. In addition, an employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to **before** using FMLA leave.

The remainder of this handbook details general provisions and procedural guidelines. Examples of common situations and how family and medical leave under this policy apply are provided in the last section. Should you need further assistance in working with FMLA, please contact Employee Benefits, Human Resources Department at (727) 464-4570.

GENERAL PROVISIONS

In accordance with the Family and Medical Leave Act of 1993 (FMLA), related Federal regulations and the provisions of this policy, family and medical leave will be granted up to a maximum of twelve (12) weeks per calendar year to eligible employees for reasons numbered 1 – 5 stated below (Note: Up to twenty six (26) weeks in a 12 month period will be granted for Servicemember Family Leave):

1. The birth of the employee's child and in order to care for the child (this also includes leave for a pregnant employee who becomes unable to work and leave for prenatal care);

2. The placement of a child with the employee for adoption or foster care in order to care for the child;

   Entitlement to leave for the birth/placement of a child, for adoption or foster care will expire one year from the date of birth or placement. **NOTE:** If both parents work for the County, their combined leave entitlement for this reason is 12 weeks.

3. To care for a spouse, child or parent who has a serious health condition;

4. Because of a serious health condition that renders the employee unable to perform the function of the employee’s job.

5. For one or more qualifying exigencies (as defined by statute and regulation) arising out of the fact that a spouse, or a son, daughter, or parent of the

employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

6. Servicemember Family Leave. Subject to Section 103 of the FMLA and DOL regulations, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the covered servicemember. The single 12 month period begins on the first day the employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date.

   Note: In addition to the limitation on leave for the birth/placement of a child for adoption or foster care, if both husband and wife work for the County, their combined leave for servicemember family leave is limited to 26 workweeks during a single 12-month period.

A. **Definitions.** As used throughout this policy, the following terms will have the indicated meaning.

1. Eligible Employee. Any exempt or classified status employee, provided they have been employed by the County for at least twelve (12) months (does not have to be consecutively) and have worked at least 1,250 hours during the twelve (12) months immediately preceding the commencement of the leave. For purposes of meeting the 1,250 hour requirement, exempt employees who have been actively at work the preceding 12 months will be deemed to have met this requirement.

2. Spouse means a husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides, including common law marriage in states where it is recognized law.

3. Parent means a biological parent or an individual who stands or stood *in loco parentis* to an employee when the employee was a son or daughter as defined below. This term does not include parents “in law”.

4. Son or daughter means a biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing *in loco parentis,* who is either under age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability”.

5. “Incapable of self-care” means that the individual requires active assistance or supervision to provide daily self-care in three or more of the “activities of daily living” (ADLs) or “instrumental activities of daily living” (IADLs). Activities of daily living include adaptive activities such as caring appropriately for one’s grooming and hygiene, bathing, dressing and eating. Instrumental activities of daily living include cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.

6. “Physical or mental disability” means a physical or mental impairment that substantially limits one or more of the major life activities of an individual. Regulations at 29 CFR §1630.2(h), (i) and (j), issued by the Equal Employment Opportunity Commission under the Americans with Disabilities Act (ADA), 42 U.S.C. 12101 *eq seq.*, define these terms.

7. Serious Health Condition means an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. Inpatient care means an overnight stay in a hospital, hospice, or residential medical care facility, including any period of incapacity as defined in the DOL regulations implementing the FMLA, or any subsequent treatment in connection with such inpatient care.

   Continuing treatment includes any one or more of the following:

   Incapacity and treatment of more than three consecutive, full calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves treatment as defined in the DOL regulations implementing the FMLA.

   Pregnancy or prenatal care.

   Any period of incapacity or treatment for such incapacity due to a chronic serious health condition.

   Any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective (i.e. strokes, Alzheimer's).

   A period of absence to receive multiple treatments for an injury or condition which would result in incapacitation of more than three days if not treated such as cancer (chemotherapy), severe arthritis (physical therapy), and kidney disease (dialysis).

   > **NOTE:** Incapacity is defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom.
   >
   > Treatment includes examination to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.

8. Health Care Provider**:** A doctor of medicine or osteopathy, or podiatrists, dentists, clinical psychologists, optometrists, chiropractors, nurse practitioners and nurse-mid-wives authorized to practice under state law and performing within the scope of their practice; or Christian Science practitioners listed with the First Church of Christ Scientist in Boston, Massachusetts.

9. Reduced Leave Schedule: A leave that reduces the usual number of hours per work week, or hours per workday of an employee.

10. Intermittent Leave: Leave taken in separate blocks of time due to a single illness or injury.

11. Active Duty: As the term is defined in the Family & Medical Leave Act and the United States Code, as either may be amended from time to time.

12. Contingency Operation: As the term is defined in the Family & Medical Leave Act and the United States Code, as either may be amended from time to time.

13. Covered Servicemember: A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

14. Outpatient Status: With respect to a covered servicemember, the status of a member of the Armed Forces assigned to:

    a. a military medical treatment facility as an outpatient; or
    b. a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

15. Next of Kin: Used with respect to an individual, means the nearest blood relative of that individual.

16. Serious Injury or Illness: For purposes of Servicemember Family Leave only, in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

B. Applying for Leave

1. When advance notice is possible:

Employees requesting leave must complete and submit a Pinellas County Leave Request. The request must indicate the reason for the leave, the duration of the leave, and the starting and ending dates for the leave. In cases where the employee wishes to use paid leave he/she MUST comply with any departmental requirements for giving advance notice in order to use paid leave. In cases where he/she is required to use paid leave, an employee's lack of notice does not prevent required use of paid leave.

If an employee is taking unpaid FMLA leave because of a birth or placement, or because of planned medical treatment, the leave request must be submitted at least 30 days before the leave begins.

2. **When advance notice is not possible:**

In the case of a serious health condition, if it is not possible to give such advance notice, the employee must submit the request as soon as possible. Initial notification in this case may be verbal. A family member, health care provider, or any person designated by the employee may notify the supervisor if the employee is unable to do so. When the initial request is verbal the supervisor is responsible for making sufficient inquiry into the nature of the leave so as to determine if the absence might qualify as a "serious health condition" as defined in this policy and verbally inform the employee (or caller) of any requirements under this policy. If there is insufficient information the supervisor may designate the leave as "FMLA pending" and request sufficient information in writing on the leave request form or otherwise. A leave request will be completed by the supervisor if the employee is unavailable to complete one. If requested information or documentation is not timely provided as requested, the leave request form should be amended and the leave reclassified as Non-FMLA.

NOTE: An employee forfeits the protections provided in this policy if he or she does not give notice of the reason for the leave within two (2) days after his or her return to work. The employee's time away could be counted as unscheduled under the County's attendance policy. However, the leave will not count as FMLA leave in such case.

C. Certification

1. Medical Certification:

Employees requesting **unpaid leave** are required to provide certification supporting the need for leave. Such certification is required to be provided in a timely manner. Medical certification is not required for paid FMLA leave, with the exception of intermittent or reduced schedule leave unless it would be required under the relevant paid leave rules. Certifications supporting servicemember family leave must state that the servicemember suffers a serious injury or illness as defined herein.

An employee who requests unpaid leave for their own serious health condition, or for the serious health condition of a spouse, son, daughter or parent, or only in the case of servicemember family leave, the next of kin, must submit an approved medical certification form from the applicable health care provider within 15 calendar days of the request for leave. Leave will be granted in a FMLA "pending" status until the certification is received. Failure to provide timely certification will result in a denial of FMLA, characterization of the leave as unscheduled leave and may be the basis for discipline

The certification must sufficiently establish the need for leave. If for the employee’s own serious health condition, it must also specifically state the employee is incapable of performing the functions of his/her job. The medical

certification will be maintained as confidential. The Appointing Authority may

request recertification after 30 days. For FMLA leave due to chronic illness recertification may be requested every six (6) months, but only in connection with an absence related to that illness.

The Appointing Authority may require for leave taken for the employee's own serious health condition, at the County's expense, that the employee obtain a second medical opinion by a health care provider of the County's choosing. If the opinions differ, a third opinion may be required, again at the County's expense, from a health care provider mutually agreed upon. This third opinion is final and binding.

2. Active Duty Certification:

Certification establishing an entitlement to qualifying exigency leave is required to be provided in a timely manner. Failure to provide timely certification will result in a denial of Family Medical Leave, characterization of the leave as unscheduled and may be the basis for discipline.

D. Benefits During Leave

While on any type of paid leave the County continues to pay its portion of the premium for insurances in force in accordance with other County policies.

During **unpaid** FMLA leave, the County will also continue to pay its portion of the employee's insurance premiums. Employees are responsible for paying for any dependent premiums, if they wish to continue such coverage. The actual terms of payment of the premiums must be agreed upon and put in writing prior to commencement of leave or within 15 calendar days of receiving notice if leave is unforeseeable. Employees must pay their portion of any premium for their own coverage. Failure to do so may result in termination of coverage.

If an employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the County for its payment of health insurance premiums during the leave, unless the employee's failure to return is due to his/her own serious health condition, or circumstances beyond his control. In order to be considered as having "returned to work," the employee must return to the workplace for at least thirty (30) calendar days.

An employee who fails to return to work under the above described circumstances and is terminated, may have any non-reimbursed County-paid health insurance premiums deducted from their final pay.

E. Fitness for Duty Certification for Employee's Own Illness

A statement from the employee's health care provider of the employee's ability to return to work and perform the essential functions of his or her job with or without an accommodation shall be obtained as part of an Appointing Authority's uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to so obtain. The requirement to provide such certification

shall be given to the employee at the time the leave is requested, as soon as the medical circumstances surrounding the need for leave are known or as soon as practicable. No second or third fitness for duty certifications may be required. An Appointing Authority may delay any reinstatement until the employee submits the required certification.

F. Returning from Leave

Employees must give at least two (2) working days notice of their intent to return to work when FMLA leave is taken for more than three consecutive weeks. Employees returning from leave under this policy shall be entitled to return to the position held at the time their leave commenced or to an equivalent position, in accordance with Federal law and Unified Personnel System Rules.

G. Failure to Return

If an employee fails to return to work at the expiration of their approved FMLA leave, they may be treated as having voluntarily resigned after three (3) days in accordance with Unified Personnel Board Policy #8 unless an extension is granted by their Appointing Authority. A request for an extension of FMLA leave must be submitted to the employee's Appointing Authority prior to the expiration of the approved FMLA leave and medical certification may be required, as described in paragraph C. above, before granting such an extension. Such an extension may not be granted beyond twelve (12) weeks per calendar year (or 26 weeks in the case of servicemember family leave) available under this policy, however the Appointing Authority may grant additional Non-FMLA leave under any other applicable Rule. If the employee's request for an extension is denied and the employee fails to return to work, the employee will be subject to termination.

H. Intermittent or Reduced Work Schedule Leave

Employees may request intermittent leave or leave on a reduced leave schedule when it is medically necessary or, in the case of qualifying exigency leave, otherwise justified. **Intermittent leave or leave on a reduced leave schedule is not required to be granted when leave is for the birth or adoption of a child,** but may be granted at the discretion of the Appointing Authority.

The Appointing Authority may transfer an employee to an alternative position in order to accommodate the leave schedule providing the employee is qualified for the position and the transfer better accommodates the department's business needs.

I. Compensation During Leave

FMLA allows for up to 12 weeks of unpaid leave per calendar year; or solely in the case of servicemember family leave, 26 weeks in a 12-month period. Unless paid leave is utilized as provided herein, or as provided in other UPS rules, FMLA shall be unpaid. An employee who has accumulated Extended Illness (EI) leave must substitute the EI for unpaid FMLA leave because of a serious health condition that renders the employee unable to perform the functions of the employee’s job. An

employee who has exhausted all his/her EI but has accumulated Annual Leave (AL) must substitute AL for unpaid FMLA leave for any reason leave is granted under FMLA, except that an employee may elect to go without pay if he has 40 hours or less accumulated AL. Exempt and Classified Salaried employees (as described in the Personnel Rules Definitions) may not be paid for partial day absences covered by FMLA unless they exhaust all accumulated leave. Employees may substitute accrued compensatory leave for otherwise unpaid FMLA.

III.3.

THE STRATEGIC APPROACH TO HR IN THE PUBLIC SECTOR

CPS HR CONSULTING

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CPS HR CONSULTING

ORGANIZATIONAL PERFORMANCE FUELED BY
EXPERTISE, INSIGHT AND INTEGRATED HR SOLUTIONS

At CPS HR Consulting, we strategically increase the effectiveness of human resources to improve the organizational performance of our public sector clients. Leveraging our deep expertise and unmatched perspective, we guide clients in the areas of organizational strategy, recruitment and selection, classification and compensation and training and development.

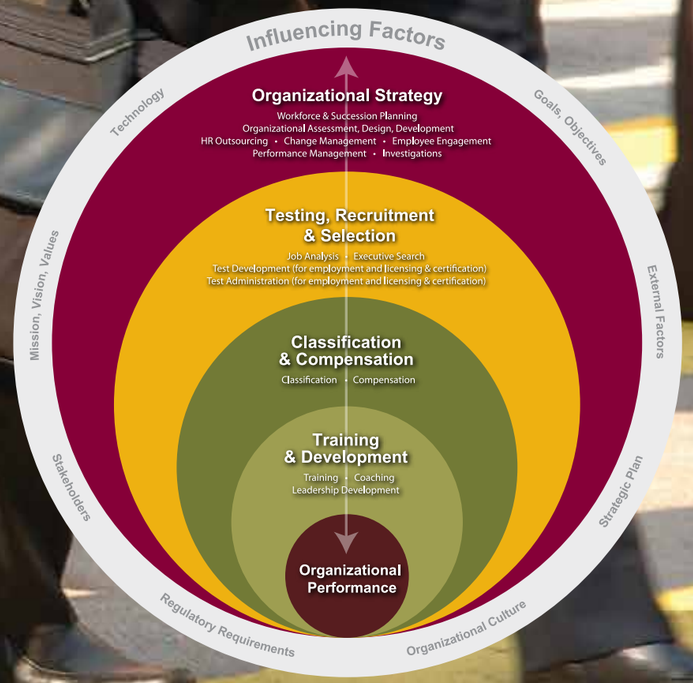
THE RIGHT PERSPECTIVE & EXPERIENCE

CPS HR Consulting is a client-centered human resources and management consulting firm specializing in government and non-profit clients. As a self-supporting public agency ourselves, we understand the unique needs of the public sector and have served as a trusted colleague to clients across North America for more than 25 years. Our client list includes federal, state, county and city governments, special districts and non-profit organizations.

We combine this understanding and experience to deliver breakthrough solutions that dramatically transform public sector agencies to positively impact the communities they serve.

INTEGRATED HR SYSTEMS

CPS HR offers a comprehensive range of competitively priced services, any of which can be customized to meet your organization's needs. Our systematic approach to human resource management ensures that the solutions, strategies and methodologies we implement improve your organization. Ultimately, your organization will have the optimal alignments of people, processes and culture, all oriented toward improving organizational performance.



ORGANIZATIONAL STRATEGY

Because each agency has unique challenges, we tailor our services to meet your program's specific needs. Our consultants provide the following organizational strategy services:

- Workforce & Succession Planning
- Organizational Assessment, Design and Development
- HR Outsourcing
- Change Management
- Employee Engagement
- Performance Management
- Investigations

TESTING, RECRUITMENT & SELECTION

Our recruitment services include executive search, job analysis studies and test development and administration. We provide a comprehensive range of recruitment services to ensure that you hire the most qualified individuals for your team.

- Job Analysis
- Executive Search
- Test Development (for employment and licensing & certification)
- Test Administration (for employment and licensing & certification)

CLASSIFICATION & COMPENSATION

CPS HR provides a full range of studies to ensure that individuals or groups are classified appropriately for the work they're performing – and that they're being rewarded appropriately through compensation and benefits.

- Classification
- Compensation

TRAINING & DEVELOPMENT

We offer a comprehensive range of career development courses for both organizations and individuals on a wide variety of topics such as communication skills, leadership skills and personal development skills, to name a few. The CPS HR experts can even assess your current training plan and recommend a strategy to improve your team's success in the public sector.

- Training
- Coaching
- Leadership Development

STRAIGHT FROM OUR CLIENTS

"After a decade of working with CPS HR, I've become accustomed to excellent service. I value the prompt, friendly and expert service."

"Outstanding in every way!"

"The results we achieved with CPS HR were far beyond our expectations and certainly a great return on our investment in its services. The depth of knowledge in local government, combined with the exhaustive analysis and reporting and the straightforward approach to recommendations, provided the county with an exceptionally valuable and practical plan. I wholeheartedly recommend CPS HR for any organization."

"The deep insight and dedication of the CPS HR group made our study possible. Taking our concept and turning it into tangible ideas along with comparison to the status quo was well worth it! Both of the consultants who worked on our project had numerous years of related experience, and, as a result, their perspective offered many ideas for best practices."

"The CPS HR consultants have been highly professional, were quickly able to understand the organization's needs and provided well-thought-out services that have been readily embraced by the organization. The organizational assessment and development work has been superb."

" Great customer service from start to finish. CPS HR is truly one of the most professional and friendly companies I've dealt with in some time. The consultant made the promotion process fun, yet kept things on track and professional throughout the entire process."

" It was a great pleasure working with people who know what they are doing. It really relieved a lot of the stress in pulling together a meticulous process such as Fire Promotional testing."

" Our consultant was exceptional. She was professional, commanded the attention of a challenging group and truly was a subject matter expert."

" They bring a wealth of knowledge and experience to the project and staff at all levels in the agency. I have already recommended CPS HR in several different forums regarding Workforce Planning in state government agencies. It is a growing realization that this is a necessity in human services but very few have a full understanding of what it is and how to do it. It is my belief that these outside experts give you the realistic view of what a comprehensive project Workforce Planning is – it is about a new way of doing business."

ABOUT CPS HR CONSULTING

Established as a self-supporting public agency in 1985, CPS HR Consulting provides a full range of human resource products, services and consultation to public sector and non-profit clients.

- 80 full-time employees
- 200+ project consultants
- 1200+ public and non-profit clients throughout the U.S. and Canada

LOCATIONS:

Sacramento, CA (HQ) • Austin, TX

Clearwater, Florida, November 6, 2008

The Unified Personnel Board (UPB) met in regular session at 6:30 P.M. on this date in the County Commission Assembly Room, Fifth Floor, Pinellas County Courthouse, 315 Court Street, Clearwater, Florida, with the following members present: Daniel M. Andriso, Chair; Joseph Smith, Vice-Chair; Lounell C. Britt; James P. Koelsch; John Steven Ledbetter; and George E. Tragos.

Absent: Mary Ellen Sladden.

Also Present: Peggy Rowe, Director of Personnel; Robert C. Swain, Senior Assistant County Attorney; Tammy L. Burgess, Deputy Clerk; and other interested individuals.

AGENDA

EAC		Item I. Employees' Advisory Council Representative
		Item II. Consent Agenda
Personnel	1.	Request Approval of the Minutes of the Regular Personnel Board Meeting held October 2, 2008.
Personnel	2.	Request Approval of Housekeeping Title Changes and Revisions of Class Specifications in the Pay and Classification Plan.
Clerk of the Circuit Court	3.	Request Approval of the Audit of Seven Court Call Center Specialist 2 Positions, Pay Grade CL8, in the Office of the Clerk of the Circuit Court.
Purchasing	4.	Request Approval of the Audit of One Encumbered Administrative Secretary Position, Pay Grade CL12, in the Purchasing Department. No Change is Recommended for This Position.
		Item III. New Business
Property Appraiser	1.	Request Approval to Return Exempt Employee Michel Curi to the Classified Service Effective December 21, 2008 as Appraiser 4, Pay Grade CL15, in the Property Appraiser's Office.
Business Technology Services	2.	Request Approval to Return Exempt Employee Sandy Sims to the Classified Service Effective November 9, 2008 as BTS Senior Technologist, Pay Grade CL20, in the Business Technology Services Department.
		Item IV. Information Item
Personnel	1.	Comments from Personnel Director.
		Item V. Workshop
Personnel	1.	Health & Wellness.

CALL TO ORDER

Chair Andriso called the meeting to order at 6:30 P.M.; whereupon, he led the members and attendees in the Pledge of Allegiance.

Chair Andriso presented a plaque, on behalf of the Board, to William C. Falkner, Senior Assistant County Attorney, as a token of appreciation for his service as legal counsel to the Unified Personnel Board for over 22 years.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE REPORT

EAC Chairman Paul A. Rogers presented a brief status report regarding the Advocate Corps and indicated that the second quarterly meeting will take place this month. He reported on the EAC election and indicated that eight Council seats are up for re-election; that six remained incumbents and two are contested; that ballots will be distributed with the next paycheck; and that the results of the election should be available in approximately two weeks.

Mr. Rogers discussed the semi-annual meeting with the Appointing Authorities held last month and reported that one of the EAC goals is to establish a three percent monetary increase across the board in lieu of the current zero to three percent range for annual increases.

At this time, Chair Andriso welcomed and introduced Robert C. Swain, Senior Assistant County Attorney, as the new legal counsel to the Unified Personnel Board.

CONSENT AGENDA ITEMS NOS. II. 1 THROUGH II. 4 – APPROVED

Motion	-	Mr. Smith
Second	-	Mr. Tragos
Vote	-	6 – 0

#1 Minutes of regular meeting held October 2, 2008.

#2 Housekeeping title changes and revisions of class specifications in the Pay and Classification Plan; changes reflect the current duties and responsibilities of the classifications, are housekeeping in nature, and will not affect the pay grade level of the classifications.

#3 Pay grade change for seven Court Call Center Specialist 2 positions from Pay Grade CL8 to Pay Grade CL9 approved. Pay Grade changes are a result of the audit of seven positions in the Office of the Clerk of the Circuit Court.

#4 Audit of one encumbered Administrative Secretary Position, Pay Grade CL12, in the Purchasing Department; no change is recommended for this position.

RETURN OF EXEMPT EMPLOYEE MICHEL CURI TO CLASSIFIED SERVICE POSITION OF APPRAISER 4, PAY GRADE CL15, IN THE PROPERTY APPRAISER'S OFFICE – APPROVED

Chair Andriso indicated that a memorandum has been received from Jim Smith, Pinellas County Property Appraiser, through Ms. Rowe, a copy of which has been filed and made a part of the record, requesting approval to return exempt employee Michel Curi to the classified service position of Appraiser 4, Pay Grade CL15, due to the elimination of the Application Support Coordinator position, pursuant to the Personnel Act, Chapter 77-642, Laws of Florida, Section 1(2), and to allow the positional change to become effective December 21, 2008.

Mr. Smith moved, seconded by Mr. Ledbetter and carried, that the request of Mr. Smith be approved.

RETURN OF EXEMPT EMPLOYEE SANDY SIMS TO CLASSIFIED SERVICE POSITION OF BTS SENIOR TECHNOLOGIST, PAY GRADE CL20, IN THE BUSINESS TECHNOLOGY SERVICES DEPARTMENT – APPROVED

Chair Andriso indicated that a memorandum has been received from Paul Alexander, Director of Business Technology Services, through Ms. Rowe, a copy of which has been filed and made a part of the record, requesting approval to return exempt employee Sandy Sims to the classified service position of BTS Senior Technologist, Pay Grade CL20, at the request of the employee, pursuant to the Personnel Act, Chapter 77-642, Laws of Florida, Section 1(2), and to allow the positional change to become effective November 9, 2008.

Mr. Smith moved, seconded by Mr. Koelsch, that the request of Mr. Alexander be approved.

Responding to query by Mr. Tragos, Ms. Rowe indicated that in July 2008 the IT and BCCIS departments were consolidated; that the Lead Programmer/Analyst Supervisor position held by Ms. Sims was eliminated; that Ms. Sims was scheduled to be laid off on September 30, 2008; that the BTS Senior Technologist position became available prior to September 30, 2008; and that Ms. Sims has the necessary skills and opted to take the position in lieu of being laid off.

Upon call for the vote, the motion carried unanimously.

COMMENTS FROM PERSONNEL DIRECTOR

Ms. Rowe discussed the proposal submitted by the team representing most of the Appointing Authorities assembled to assist the Personnel Department with its strategic plan, and noted that the proposal involved changes to Personnel's mission statement, values, and vision statement; and that Personnel staff are reviewing the proposed changes. She indicated that goals were proposed for the Personnel department relating to collaborative leadership, customer service, diversity initiatives, streamlining processes, and being more innovative; that Personnel staff and the team are working to establish goals and timetables to meet some of the expectations; and that an update will be brought back to the UPB at a later date; whereupon, she related that the Personnel Department will be changing its name to the Human Resources Department, as recommended by the team; but that the name change will not affect the Unified Personnel System or the Unified Personnel Board.

Ms. Rowe discussed the quarterly performance format currently used to provide information to the UPB regarding specific functions, particular initiatives, or happenings in the Personnel Department and welcomed any ideas or suggestions the members may have.

Ms. Rowe related that the January UPB meeting is currently scheduled for January 1, 2008; and recommended that the meeting be rescheduled to January 8, 2008, and the members concurred.

Ms. Rowe indicated that she received an invitation soliciting interest in serving on a non-paid Board from CPS, a for-profit human resources consulting company that provides human resources to non-profits and federal, local, and state governments and provides consulting on strategic planning, pay and classification, competencies, training, and executive coaching; that the Board oversees the Chief Executive Officer of the company; and that CPS has requested a document indicating that the UPB has no objection to her pursuing the opportunity. Following discussion, Mr. Tragos moved, seconded by Mr. Ledbetter and carried, that Ms. Rowe be authorized to pursue the opportunity and provide additional information to the UPB in the future.

WORKSHOP – HEALTH AND WELLNESS

Personnel Department Benefits Manager David Blasewitz conducted a PowerPoint presentation titled "*Pinellas County Employee Health & Wellness Initiatives*," a copy of which has been filed and made a part of the record, provided background information regarding the Wellness Program; and stated that United HealthCare has agreed to substantial wellness programming and clinical disease management at no cost to the County as part of recent renegotiations; whereupon, he discussed disease management programs, the in-house Wellness Program, and data aggregation, which will provide a more accurate projection of future costs and will put the County in a position to be creative and achieve a more positive return on investment with some of the health and wellness initiatives.

In response to query by Chair Andriso regarding the County's self-funded health care and the role of United HealthCare, Mr. Blasewitz indicated that the County contracts with United HealthCare to serve as the program/claims administrator for the County's medical plan, with Walgreens Health Initiatives for the pharmacy portion, and with two other companies to manage the vision and mental health aspects. He stated that in recent years, the County has focused more on cost sharing, which shifts some of the cost to the employee, but that that is not a solution to controlling the costs for employers; and that the County's current cost sharing ratio is 75 percent to 25 percent. He confirmed that the County's health plan is self-funded; and that it has some reinsurance, which ensures that it is not a burden on the taxpayers.

Mr. Blasewitz discussed future plans for healthcare costs and the healthcare continuum, noting that the continuum has four specific categories: members who are young and healthy, members who are beginning to develop some risk factors but are low-risk, members who have chronic conditions, and members who have catastrophic conditions.

Elizabeth Tobias, Health and Wellness Specialist, with input by Mr. Blasewitz, discussed the 2009 Focus Areas including the Wellness champion program, walking courses at various county campuses, and the "Climbing Your Way to Health" stairway exercise program and responded to queries by the members.

During discussion and in response to comments and queries by Mr. Smith, Mr. Blasewitz discussed recent participation in a comprehensive Consumerism Index and indicated that the Index provided scores which identified opportunity areas to focus on and the ability to measure progress against other employers participating in the Index, as well as internal growth.

Following discussion, Mr. Blasewitz indicated that details regarding the Health and Wellness Program will be presented to employees in early 2009, in addition to the introduction of program branding to County health, wellness, and benefit offerings.

MISCELLANEOUS INFORMATION ITEMS RECEIVED

Upon direction of Chair Andriso, there being no objection, the following miscellaneous information items were received for filing:

1. Personnel Department – November 2008 Quarterly Performance Report, Spotlight on Employee Benefits (EB).

2. Training and Development Division, Personnel Department – Management and Supervisory Notes, November 2008, Best Practices in Pinellas County Government.

3. Minutes of the EAC Representatives meeting of September 17, 2008.

ADJOURNMENT

The meeting was adjourned at 7:25 P.M.

_____

Chair

UNIFIED PERSONNEL SYSTEM
Annex Building
400 S. Fort Harrison Ave., 4th Floor
Clearwater, Florida 33756
Phone: (727) 464-3367
FAX: (727) 464-3949
www.pinellascounty.org/hr

Pinellas County HUMAN RESOURCES Unified Personnel System

Holly J. Schoenherr
Director

TO: The Honorable Chair and Members of the Unified Personnel Board

FROM: Holly J. Schoenherr, Director of Human Resources

SUBJECT: Restructuring of the Human Resources Department

DATE: September 30, 2016

BACKGROUND

Since commencing my appointment as Director of Human Resources on July 18, 2016, I have been spending much time in conversations with individuals and groups across the Unified Personnel System, including Appointing Authorities, supervisors, Employees' Advisory Council representatives and delegates, and several County Commissioners. In addition, I established a special email address, ShareWithHolly@pinellascounty.org, as an avenue to collect thoughts and ideas from employees across our system.

These listening sessions over the past eleven weeks have been critical to my understanding of what is most important to our constituents:

- Attracting and retaining the right people for positions
- Equitable and competitive compensation and benefits programs
- Relevant, proactive, and timely professional development programs
- Timely communication about HR initiatives
- Guidance on strategic and transformational HR issues that help leaders achieve their goals
- **An effective partnership with Human Resources**

In addition, I have had a number of opportunities to speak with members of the Human Resources team, both individually and collectively, to better understand what has been working well, what we need to improve, and what I can do to help them be most successful. Some of the common themes from those conversations have included:

- Develop effective relationships with and earn trust from Appointing Authorities, Personnel Board, and the EAC
- Build synergies across HR teams while clarifying roles
- Role model and expect effective communication, accountability, and follow-through
- Be honest and transparent
- Improve processes and systems
- Build the reputation of Human Resources as a valuable resource

Within our full-department meetings, we have further discussed these themes and will continue to work on the development of our department's vision, mission, and values, centered around the concept of serving our constituents as trusted "solution partners."

PROPOSED NEW STRUCTURE

As I have become more familiar with the individuals and teams within the Human Resources Department, it is apparent to me that we have great strength and competence on which to build. However, there are some gaps in our current ability to deliver on the above-listed priorities. The proposed new structure will better facilitate our ability to provide the desired high level of strategic thinking and expertise within six specialized **Centers of Excellence:**

1. **Workforce Strategy** – Focused on attracting the right people for positions today and in the future
2. **Wellness and Benefits** – Focused on ensuring competitive and attractive benefits and wellness incentives within manageable cost
3. **HR Information Systems and Records Administration** – Focused on ensuring integration and reporting of accurate and timely employee information with technology platforms
4. **Communications and Outreach** – Focused on managing HR communications and strategic outreach, volunteers, interns and employee recognition programs
5. **Employee Relations** – Focused on preventing and addressing barriers to employee engagement related to performance and behavior
6. **Training and Development** – Focused on delivering relevant and timely professional development programs

In addition, the Employee Relations team will be tasked with assessing the feasibility and need for **HR Business Partners** within our organization. The HR Business Partner classification was introduced in December 2014; however, due to multiple transitions within the HR organization, the HR Business Partner model has not been fully clarified nor implemented. We see potential value in this model and over the next 12 months will be working with interested Appointing Authorities on better understanding whether this is a sustainable and valuable service model for the future.

Each Center of Excellence will be led by an HR Manager or HR Officer who will report directly to the Director of Human Resources. Those six leaders and two Business Partners within Employee Relations will make up the **Human Resources Leadership Team** (HRLT). The HRLT will meet together on a regular basis to share information and collaborate on initiatives that facilitate achievement of goals for the Human Resources Department.

REQUEST

I am requesting approval from the Unified Personnel Board for the addition of two exempt classifications and the abolishment of one exempt classification related to the restructuring of the Human Resources Department.

1. **Eliminate the Human Resources Division Director classification (SM3a) and re-establish the Human Resources Manager classification (SM3b) –** The HR Manager classification was abolished in December 2014 when the HR Division Director classification was created. Considering the importance of having more managers focused on Centers of Excellence, I am recommending that the larger divisions be discontinued.

2. **Re-establish the Human Resources Coordinator classification (P1) –** There are currently seven HR employees classified as Human Resources Business Partners. For most of those employees, the title is not an accurate reflection of their current responsibilities, nor the direction I envision for them in the future. Therefore, I would like to re-establish the Human Resources Coordinator classification so that we are more appropriately conveying the nature of work that is done by the HR professionals in our department. The pay grade is the same for each of these two classifications.

Our intent for both the HR Manager and HR Coordinator classifications is to use the same class specifications that were in place prior to their abolishment.

Thank you for your consideration of this request.

Pinellas County
HUMAN RESOURCES
Unified Personnel System

Human Resources Organization Chart

DRAFT

UNIFIED PERSONNEL SYSTEM BOARD

Holly J. Schoenherr
Director

Peggy Sellards
Senior Executive Assistant

WORKFORCE STRATEGY

HR Manager

Employment

- *Bertha Battle* — *HR Officer*
- *Jim Owens* — *HR Analyst*
- *Gwen Roundtree* — *HR Associate*
- *Minerva Santiago* — *HR Assistant*

Classification & Compensation

- *Joni Valliere* — *HR Coordinator*
- *Mary Flockerzi* — *HR Analyst*
- *Shara Stubbins* — *HR Associate*

WELLNESS & BENEFITS

Dave Blasewitz
HR Manager

Benefits

- *Sue Keim* — *HR Officer*
- *Sandra Townsend* — *HR Analyst*
- *Karla Cook* — *HR Associate*
- *Gayle Tormey* — *HR Associate*

Wellness

- *Crystal Lockwood* — *HR Coordinator*
- *Melissa Reyes* — *HR Associate*

HRIS/RECORDS ADMIN

Chris White
HR Officer

- *Barb McKee* — *HR Analyst*
- *Gene Fields* — *HR Sr Associate*
- *Jeff Withrow* — *HR Support Specialist*
- *Janie James* — *HR Associate*

COMMUNICATIONS & OUTREACH

HR Officer

Volunteer Services / **Special Events**

- *Mary Kvam* — *HR Coordinator*
- *Cantrece Harmon* — *HR Associate*
- *Sarah Markofski* — *Special Projects Assistant*

Employee Communications

- *Tim Closterman* — *HR Coordinator*
- *Mary Sault* — *HR Sr Associate*

EMPLOYEE RELATIONS/ HR BUSINESS PARTNERS

Gene Pressoir
HR Manager

- *Jim Valliere* — *HR Business Partner*
- *Meagan Decker* — *HR Business Partner*
- *Camille Evans* — *HR Sr Associate*

TRAINING & DEVELOPMENT

Joan Read
HR Officer

- *Kat Black* — *HR Analyst*
- *Kevin Connelly* — *HR Analyst*
- *Audrey Savas* — *HR Analyst*
- *Carol Strickland* — *HR Sr Associate*

Human Resources
Helping U Succeed

September 2016

HUMAN RESOURCES MANAGER

Job Code	Pay Grade
20272	SM3b

Nature of Work

This is responsible managerial and supervisory work leading and directing subordinate supervisors and staff to implement human resource (HR) policies, processes, and programs of the Pinellas County Unified Personnel System (UPS). An employee in this classification performs as an expert manager responsible for planning, directing, supervising and coordinating other professional and technical staff to implement complex human resource programs involving complex specialized areas and assignments in records administration; training; total compensation; communications; employee relations; recruitment; volunteer services; human resource information systems; and other human resource functions. Work involves supervising, training, and coordinating professional and highly technical staff to provide human resource services to appointing officials. The incumbent completes assessments, plans, develops, implements, and supervises others in the administration of county personnel programs. The incumbent consults with appointing authorities and department managers on personnel administration and development of policies and procedures consistent with the UPS. The incumbent makes decisions and prepares reports, plus recommends new or modifications in existing system wide policies and programs. The incumbent manages human resource functions vital to the County's human resource programs and operations. The position reports to the Director of Human Resources

Minimum Qualification Requirements

- Bachelor's degree in human resources, public or business administration or directly related field and 4 years of professional human resource experience that includes 2 years experience in the assigned area plus lead worker, supervision or supervisory training; or
- Master's degree and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate competence, possess specialized training, or certifications in one or more specific HR programs and functions.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (these are examples and are not all inclusive.)

- Manages and supervises the budget and staff resources to provide personnel services and implement a comprehensive mix of personnel/human resource programs and personnel services.
- Represents the organization at meetings, conferences, and other important operations meetings interacting with officials and managers to administer personnel programs and deliver high quality services.
- Supports managers in planning and directing assigned personnel programs and all departmental activities and completes special projects and special assignments that impact the entire workforce.
- Assists managers in the preparation of policies, procedures and prepares budget and controlling departmental procedures/operations to conform with requirements and resource plans.
- Advises managers, officials, employees and others on complicated administrative employment issues, rules and regulations.
- Advises appointing authorities and departments on how to deal with employees that qualify under the Federal, State of Florida plus county policies, rules, and regulations implementing laws and programs.
- Reviews and approves/disapproves disciplinary actions and terminations and facilitates disciplinary interviews and pre-disciplinary hearings.
- Makes recommendations and authors reports, communications, and important decision papers to overcome organizational problems, improve operations, to develop/improve personnel rules, regulations, policies and programs.
- Administers and interprets county personnel policies for administrators, managers or individual employees.

HUMAN RESOURCES MANAGER (continued)

Job Code	Pay Grade
20272	SM3b

Illustrative Tasks (continued)

- Serves as a member of the organization's management team interacting and coordinating with other officials to maintain, improve, and implement state-of-the art human resource programs and services.
- Coordinates and administers computer based programs, policies, and procedures as necessary to implement human resource operations/programs plus ensures computer related processes run smoothly.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of employment organizations and personnel administration processes, laws, rules, and regulations.
- Knowledge of Federal, State of Florida and local laws and guidelines pertaining to employment.
- Knowledge of merit system principles and policies.
- Knowledge of the principles of management and supervision.
- Knowledge of computer systems and operations to implement and administer human resource operations and services.
- Knowledge of statistical concepts and methods.
- Knowledge of public administration techniques and principles and practices.
- Knowledge of laws, rules and regulations applicable to county government.
- Ability to apply computer applications and software.
- Ability to develop and implement progressive policies and practices to achieve affirmative action, productivity, cost containment, and other human resource objectives.
- Ability to supervise a diverse staff responsible to implement a comprehensive mix of personnel services.
- Ability to establish and maintain effective working relationships with administrative officials, associates, and the general public.
- Ability to develop administrative practices, procedures, and systems for personnel programs.
- Ability to analyze facts and to exercise sound judgment and to arrive at valid conclusions.
- Ability to prepare and deliver instruction and learning plus lead individuals and groups to meet desired objectives.
- Ability to effectively communicate both orally and in writing to groups and individuals.

For official use only

Reinstated	EEOC Code	Overtime Code
9/16	Officials & Managers	Exempt

HUMAN RESOURCES COORDINATOR

Job Code	Pay Grade
20152	P1

Nature of Work

This is responsible professional work coordinating projects with staff to implement human resource (HR) processes and programs of the Pinellas County Unified Personnel System (UPS). An employee performs as a lead worker responsible for planning and coordinating other professional and technical staff to implement complex human resource programs in one or more major HR. activities and program areas. Emphasis is placed on relieving the senior managers of professional level assignments, special projects, and important policy or management level assignments to ensure delivery of timely services and strong departmental communications. Work may involve supervising, training, and coordinating with other staff in the development, implementation, and administration of major personnel programs, conferring with appointing authorities and department managers on personnel administration, as well as assisting with the research or development of policies and procedures consistent with the UPS. The incumbent makes decisions and prepares reports, and makes recommendations on important policies and programs. Work is performed with considerable independent judgment and initiative. The incumbent reports to the Director, HR. Manager, or designee.

Minimum Qualification Requirements

- Associate's degree in personnel management, public or business administration, finance or directly related field and 6 years of highly technical and professional human resource management operations experience with 3 years of direct experience in the area of assignment with lead worker, or supervisor or supervisor training; or
- Bachelor's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate competence, possess specialized training, or certifications in one or more specific HR programs and functions.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Implements and administers personnel processes governing policies, rules, regulations, and practices implementing important and sensitive personnel programs, operations, and activities.
- Participates in special studies, surveys and the collection of information on difficult operational and administrative problems; prepares reports recommending solutions or courses of action.
- Researches, analyzes, and resolves complex problems and policy issues related to HR including handling difficult, sensitive, and often cases and assignments that may include employment problems or controversy.
- Coordinates HR activities impacting important UPS HR policies, processes, and activities.
- Represents management at meetings, conferences, and other important operations meetings interacting with officials and managers to implement personnel programs and deliver high quality services.
- Advises managers, officials, employees, and others on complex administrative employment issues, rules, and regulations.
- Reviews and approves/disapproves disciplinary actions and terminations and facilitates disciplinary interviews including pre-disciplinary hearings.
- Interprets HR policies, rules, and regulations for administrators, managers or individual employees.
- Researches, prepares, and coordinates establishment of new or revisions in policies and procedures to deliver, maintain, and improve HR customer service.

HUMAN RESOURCES COORDINATOR (continued)

Job Code	Pay Grade
20152	P1

Illustrative Tasks (continued)

- Supervise a staff of professional, technical, and/or clerical employees as well as conduct or assist others on completion of performance reviews, handle disciplinary actions, and recommend action on discipline, grievances, hiring, and terminations.
- Consults and counsels employees, managers, and supervisors on highly specialized HR matters as well as the full range of HR services and programs.
- Prepares, coordinates, and delivers services to support workshops, training, education, and special workforce projects on employment related matters.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of public administration principles and practices.
- Knowledge of human resources programs, principles and practices.
- Knowledge of employment and labor laws, regulations, and requirements.
- Knowledge of office automation, data processing principles and practices.
- Knowledge of statistical concepts and methods.
- Knowledge of laws, rules and regulations applicable to county government.
- Ability to apply computer applications and software.
- Ability to analyze facts and to exercise sound judgment and to arrive at valid conclusions.
- Ability to prepare and deliver instruction and learning plus lead individuals and groups to meet desired objectives.
- Ability to prepare written reports.
- Ability to analyze and solve administrative problems and to render advice and assistance to managers, supervisors, employees, applicants and other individuals.
- Ability to supervise the work of subordinate staff.

For official use only

Reinstated	EEOC Code	Overtime Code
9/16	Professionals	Exempt

Pinellas County
OFFICE OF THE COUNTY ADMINISTRATOR

Mark S. Woodard
County Administrator

TO: The Honorable Chair and Members of the Unified Personnel Board

THROUGH: Holly Schoenherr, Director of Human Resources

FROM: Mark S. Woodard, County Administrator
John Bennett, Assistant County Administrator

SUBJECT: Reduction of Classification in Animal Services

DATE: September 23, 2016

The Animal Services Department has been implementing a comprehensive reorganization for some time. The next step in this reorganization is the reduction in the number of positions in the Animal Care Supervisor classification. There is one encumbered position in this classification being eliminated and, therefore, in order to eliminate the position, the incumbent employee is subject to layoff under Unified Personnel System, Rule 5. Notice is hereby provided pursuant to Rule 5.

The Appointing Authority is not implementing displacements in this situation. The individual will be offered an alternate position within the Animal Services Department.

In June 2016, the Program Manager identified the need to reduce the number of Animal Care Supervisors, CL-10 from 3 positions to 2 positions and increase the number of Animal Care Assistants, CL-6 from 6 positions to 7 positions. This reallocation of positions will increase efficiency and effectiveness of shelter operations.

The one obsolete Animal Care Supervisor position is still encumbered. The intention is to eliminate the Animal Care Supervisor position and replace it with an Animal Care Assistant position. The projected effective date will be October 16, 2016.

PLEASE ADDRESS REPLY TO:
Pinellas County Administration
315 Court St. • Room 601
Clearwater, FL 33765
Main Office: (727) 464-3485
FAX: (727) 464-4384
V/TDD: (727) 464-4062

www.pinellascounty.org

Retention Score Calculation – Retention score will be composed of four components: continuous service, performance issues as documented by disciplinary actions, and organizational need requirements. Individuals qualifying under the State's veterans' preference statue will have an additional 3 to 5 points added to their score depending upon the qualifying category. The maximum retention score will be 70 points except for those earning veterans' preference points (maximum of 73 or 75 depending on qualifying category).

Department of Labor FLSA Overtime Rule Changes: Preparing the UPS

FLSA Exempt Salary Threshold Increased

- Effective December 1, 2016
- Minimum salary threshold for exempt positions raised to $47,476
- Any employee paid under $47,476 will be eligible for overtime

Options for Affected Employees

- Increase salary above $47,476 and keep exempt status (no overtime)
- Keep current salary, reclassify as non-exempt, and pay overtime

Positions Below $47,476 Threshold

Appointing Authority	Exempt	Classified/Excluded	Total
BCC	3	33	36
CCC	4	20	24
TCO	4	8	12
BTS	3	0	3
SOE	0	2	2
TOTAL	14	63	77

Be Consistent Within Job Classification

- Currently some are paid above and some are paid below the $47,476 threshold
- Recommendation: Treat all employees within the same job classification equally

Example:

Job Title	Annual Salary
Employee 1	$38, 979.20
Employee 2	$40,851.20
Employee 3	$41,329.60
Employee 4	$43,888.00
Employee 5	$44,200.00

New Salary Threshold: $47,476

Job Title	Annual Salary
Employee 6	$48,380.80
Employee 7	$53,601.60
Employee 8	$53,643.20
Employee 9	$53,705.60
Employee 10	$57,283.20
Employee 11	$60,860.80
Employee 12	$60,860.80
Employee 13	$60,860.80
Employee 14	$60,860.80

Affected Classifications

	Classifications	Positions
Classified/Excluded	23	154
Exempt	10	35
TOTAL	33	189

Actions Taken

- Individual consultations with the Appointing Authorities affected (BCC, CCC, TCO, BTS, SOE)
- Appointing Authorities Workshop on September 23
- Communication Plan
  - UPS-wide
  - Affected employees
  - Affected supervisors

Pending Changes (effective 11/27/16)

12 classifications moving from classified/excluded to classified

2 to 5 classifications moving from exempt to classified

- Not a demotion
- Placed in comparable pay range with an equal or higher maximum
- Will not require a one year probationary period

These actions will be reflected on the Human Resources Delegated Authority report to the Board in December.

Questions?

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 24, 2016 through September 24, 2016.**

Result of Audits

UPWARD RECLASSIFICATIONS

POSITION	PRESENT CLASSIFICATION	PG	RECOMMENDED CLASSIFICATION	PG	DEPT
OHR/C4	Office Assistant	CL4	Equal Opportunity Technician	CL10	OHR
BCC/C1721	911 Administrative Specialist	CL11	Administrative Support Supervisor	CL14	PSS

ADDITION

SPEC NO.	TITLE	EEO4 CODE	OT CODE	PG
20076	Senior Veterinarian	Professionals	Exempt	SM4a

PAY GRADE CHANGE TO EXEMPT CLASSIFICATION

SPEC NO.	PRESENT CLASSIFICATION	CURRENT PAY GRADE	RECOMMENDED PAY GRADE
20548	PAO Database Administrator	CL24	150

PAY GRADE CHANGE

SPEC NO.	PRESENT CLASSIFICATION	CURRENT PAY GRADE	RECOMMENDED PAY GRADE
20630	Deed Specialist	CL12	CL13

REVISIONS

SPEC NO.	TITLE	PG
12160	Building Inspector 1	CL13
12170	Building Inspector 2	CL16
12180	Building Inspector 3	CL18
21834	Consumer Protection Program Manager	CL20
12110	Electrical Inspector 1	CL13
12120	Electrical Inspector 2	CL16
12130	Electrical Inspector 3	CL18
12060	Mechanical Inspector 1	CL13
12070	Mechanical Inspector 2	CL16
12080	Mechanical Inspector 3	CL18
12010	Plumbing Inspector 1	CL13
12020	Plumbing Inspector 2	CL16
12030	Plumbing Inspector 3	CL18
07554	Public Information Manager	SM7
11142	Senior Executive Assistant	P2

DELETIONS

SPEC NO.	TITLE	PG
03460	Assistant County Attorney	SM7
14672	Information Technology Technician	P4

Employees' Advisory Council

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

Employees' Advisory Council – Delegate Meeting Minutes
Extension Services, 12520 Ulmerton Road, Largo, FL
Thursday, July 28, 2016, 8:00 a.m. – 10:00 a.m.

Call to Order

The EAC Delegate meeting was called to order at 8:05 a.m. by Chair, Lisa Wombles.

Comments from Holly Schoenherr, Director of Human Resources

Holly discussed her background and commitment to serve the EAC and all employees. She will be meeting with each Appointing Authority, Commissioner, Personnel Board member and Human Resources staff member. There is a Two-Minute Tuesday link on the HR website to view the video: Meet Holly Schoenherr.

Open Discussion

Gene Pressoir talked about the Leading the Way Conference being held on September 6, 2016 at the EpiCenter in Clearwater. There is capacity for 100 employees to sign up.

Lisa Wombles discussed the upcoming EAC elections and which divisions are open for election. The elections will be conducted electronically.

Dave Blasewitz was asked about letters being mailed by Express Scripts. He would like employees to forward the letters to Benefits so they can address the verbiage used in the letters. Dave briefly discussed how a surcharge of 50% can be charged for maintenance drugs if they are not ordered in 90-day quantities. Any person with questions about Express Scripts or prescriptions should contact Benefits.

The Benefits staff is looking into the MetLife contract for dental insurance to determine if adequate providers are available to our employees.

It is too early to know if the increase in the premiums for the health insurance will be passed on to the employees. The budget is still in the approval phase.

The Standard is making the changes Pinellas County has requested regarding Family and Medical Leave Act (FMLA) administration. Human Resources and representatives from The Standard meet every two weeks.

A question was asked if the salary caps for job classifications are being looked at. Dave responded that that topic is always being reviewed, and occasionally the maximum of pay grades is adjusted as necessary. A question was raised about the County using an independent contractor to assist with pay and classification. Dave clarified that the external consultant would offer suggestions and guidance which would supplement what the HR staff currently provides in regards to pay and classification practices.

Florida Retirement System (FRS) – Charles Toney said there has not been much movement since last year. He mentioned that a local legislator is not supportive of the FRS. If anyone is interested in getting involved with the FRS, contact Charles directly via email: ctoney@pinellascounty.org.

Guest Speaker – Director of Utilities

Randi Kim was introduced by Charles Toney who provided the audience with her background. Randi talked about her focus on doing things together with other departments as they relate to the Utilities areas of responsibility. She is working on career ladders and succession planning for the employees within Utilities. Safety is another area of concern for her employees.

A question was asked about watering restrictions. Randi explained how that process is organized. Water restrictions for citizens using drinking water are regulated by the Southwest Florida Water Management District. Reclaimed water restrictions are governed by County Ordinance.

Guest Speaker – Christmas Wish Tampa

Patricia Crawford from the radio station Q105 talked about the history and reasoning behind the Christmas Wish Fund / Tampa. Patricia and her husband Mason Dixon have been operating this non-profit corporation since 2002. It is completely volunteer based, and no salaries are paid. The donated funds are used to help families that are in the Tampa Bay area who have fallen on hard times. Relatives, friends or those in need are welcome to send letters that explain the situation. All letters are read and evaluated for validity. Donations are made in denominations from $50 - $500 or in gift cards. More information about the fund can be found at Mason Dixon's Christmas Wish Fund and on Facebook.

Adjourned

Lisa Wombles*	Richard Carvale*	Peg Poole*	Linda Cahill	Rich Castle*
Donna Beim*	Hazel Lane*	Doris McHugh	Mercedes Pearson*	Randy Rose*
Mario Rugghia	Ashley Skubal*	Charles Toney*	Lisa Wright*	Steve Yeatman*

*EAC Representatives in attendance at this meeting.

Employees' Advisory Council

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

Employees' Advisory Council – Representative Meeting Minutes
County Office Annex, Room 429, Clearwater, FL
Wednesday, July 20, 2016, 2:30 p.m. – 4:30 p.m.

Call to Order
The EAC Representative meeting was called to order at 2:30 p.m. by Chair Lisa Wombles.

Approval of Minutes
Charles Toney motioned to approve the EAC Representative Minutes for June 15, 2016. The motion was seconded by Richard Carvale. The minutes were approved as written.

Introductions
Each Representative introduced themselves to the new Director of Human Resources, Holly Schoenherr.

Comments from Holly Schoenherr, Director of Human Resources
Holly discussed her background and reasons for wanting to lead Pinellas County Human Resources. She will be meeting individually with each Appointing Authority, Commissioner, Personnel Board member and Human Resources staff member. She wants to create a vision for the County and to learn how to best serve the employees. Holly's leadership philosophy is to have a strong commitment to a healthy, diverse, and high performing workforce. Through meetings and conversation she will develop a strategy on areas which need improvements. [To learn more about Holly, view the Two-Minute Tuesday video - Meet Holly Schoenherr.] Lisa commented on how the EAC is involved with a lot of meetings and was included in the hiring process of the Human Resources Director.

Personnel Board
The Board met on July 7, 2016. Keith Dekle mentioned that he does not like for any of the Board meetings to be cancelled because the duties delegated to the Human Resources Director by the Board should be discussed.

New Business
Lisa asked the members for topics for the Appointing Authority meeting on October. Suggestions included: possibility for employees to purchase leave time and budgeting for merit increases.

The Anti-Harassment Policy is being reviewed by Human Rights. There was a discussion about bullying and harassment. It was suggested to allow employees to bypass the chain of command because of friendships between some County employees. Mercedes will provide an update at the August EAC Representative meeting.

Lisa said the speaker for the Delegate meeting will be from the Christmas Wish Foundation.

Elections – Rich Castle made a motion to approve the 2016 EAC Election Procedures as written. Charles Toney seconded the nomination. Vote passed unanimously. The EAC election process will begin in the fall. A letter will be sent to the Appointing Authorities in September regarding this process. EAC Representative areas up for election include: BCC Group III, Group IV, Group V, Group Vll, Clerk-South, Other Appointing Authorities and Tax Collector.

The Pinellas Planning Council and Metropolitan Planning Organization have been renamed as Forward Pinellas. [Visit www.forwardpinellas.org]

Mercedes Pearson suggested the EAC submit an article to *The Pen* explaining what the EAC does.

Peg Poole asked how remote locations can be considered for Wellness Center equipment. Dave Blasewitz said the protocol is for the host facility to contact Crystal Lockwood with the request. There are several variables to be considered before equipment can be used in different buildings. A list of the current satellite fitness sites is on the Wellness Center web page.

Meagan Decker provided handouts about the Leading the Way Conference being held this fall. Information will be sent via email on July 21.

Adjourned

Peg Poole made a motion to adjourn at 4:30. Lisa Wright seconded.

Lisa Wombles*	Richard Carvale*	Peg Poole*	Linda Cahill*	Rich Castle*
Donna Beim*	Hazel Lane*	Doris McHugh*	Mercedes Pearson*	Randy Rose*
Mario Rugghia*	Ashley Skubal*	Charles Toney*	Lisa Wright*	Steve Yeatman*

*EAC Representatives in attendance at this meeting.

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, August 17, 2016, 2:30 p.m. – 4:30 p.m.

Call to Order
The EAC Representative meeting was called to order at 2:30 p.m. by Chair, Lisa Wombles.

Approval of Minutes
Charles Toney motioned to approve the EAC Representative Minutes for July 20, 2016. The motion was seconded by Richard Carvale. The minutes were approved as written.
Donna Beim motioned to approve the EAC Delegate Minutes for July 28, 2016. The motion was seconded by Richard Castle. The minutes were approved as written.

Comments from Holly Schoenherr, Director of Human Resources
Holly discussed how she has been meeting with many people to gain an understanding of their perspective on Pinellas County. She mentioned an article in The Pen which explains how she plans to be thoughtful and well informed about making any changes. They have to be strategically planned. For a limited time, an email account has been set up for all employees who would like to share any thoughts or bring new ideas and different perspectives to the issues we face in Pinellas County. The email address is: ShareWithHolly@PinellasCounty.org. The email address will be closed on September 9, 2016.

Human Resources Topics
Randy Rose suggested to have information shared by the Wellness Manager for time sensitive offerings be distributed to all employees, not only the Wellness Champions. There have been times when departments throughout the County have missed the opportunity to take advantage of programs due to lack of timely communication. Sue Keim will discuss this issue with Crystal Capone (previously Lockwood) and pursue a better method of communication. If anyone is interested in being a Wellness Champion for their department, contact Crystal at wellness@pinellascounty.org.

Old Business
FMLA – Dave Blasewitz addressed the communications he has received from employees having problems with The Standard and the slowness in responses from the Benefits department staff. Sue Keim gave an overview of the meetings with The Standard. In April, Human Resources and representatives from The Standard met to discuss the expectations of the Pinellas County employees. Timeliness of responses to claims submitted and better overall communication is a priority. The Standard is adjusting the emails being sent to supervisors which will clarify the information required for processing claims. HR is working with the supervisors and managers to educate them on the processes they need to follow for their employees. An FMLA call-in line is being implemented for managers to use for any questions they may have. Employees can request email communication from The Standard. Contact HR – Benefits with concerns regarding health insurance, FMLA and disability claims. When an employee contacts HR – Benefits by phone (464-4570) or email (employee.benefits@pinellascounty.org) they can expect a response from a team member usually within 24 hours. Many times additional follow-up is needed for the questions being asked;

however, an employee will be contacted to communicate that their questions have been received and are being worked on.

Service Awards – The Appointing Authorities support allowing temporary service to count towards service awards time and Rewards Program points. HR is working on the procedures now. If an employees has had a break in service between the temp time and hiring full time, the temporary time will not be considered for service awards.

Taleo – Some parts of the system for completing applications and supplemental questionnaires are being looked at. Some of the areas include a communication to be sent to the applicant acknowledging the application has been received and if you do not meet the minimum requirements for the position. If assistance is needed with Taleo, contact Jim Owens or Bertha Battle.

Christmas Wish Foundation – Donations for the local Tampa Bay Christmas Wish Fund are being accepted year round. EAC members will be collecting donations from their respective areas or donations can be made online. Contact any EAC member for more information.

Merit Awards – Holly Schoenherr, HR Director will be meeting with the Appointing Authorities in a few months to discuss.

New Business

FRS / Deferred Compensation – Dave responded to an earlier question with regard to deferred comp about lump sum deposits. He explained that a lump sum of money can be deposited into deferred comp. The employee's contributions may need to be adjusted.

Open Discussion

The suggestion of implementing an extra window for leave exchange for the employees who cannot take time off due to low staffing and will lose the money upon retirement will be discussed at the Appointing Authorities meeting in October.

Fitness - The YMCA is offering low-impact classes for a minimal fee to County employees if enough people enroll. The sessions will be held in the Wellness Center, 324 S. Ft Harrison Ave., Clearwater. Contact wellness@pinellascounty.org for more information.

Adjourned

Lisa Wombles*	Richard Carvale*	Peg Poole*	Linda Cahill*	Rich Castle*
Donna Beim*	Hazel Lane*	Doris McHugh*	Mercedes Pearson	Randy Rose*
Mario Rugghia	Ashley Skubal*	Charles Toney*	Lisa Wright	Steve Yeatman

*EAC Representatives in attendance at this meeting.

Integrity Commitment Vision Communication Guidance Support Inspiration Mentoring

Pinellas County Human Resources *Helping U Succeed*

Leadership NOTES

SIGN UP: Any employee may request a new issue be emailed each month by subscribing to Leadership Notes newsletter.

SEPTEMBER 2016

How to Deal with Ambiguity

> ***"That must be wonderful; I have no idea what it means."***
> ***~ Albert Camus***

What do you do when asked to take action without a clearly defined goal or desired outcome? Are you able to deliver without having the full picture? Are you comfortable handling the risk or uncertainty? Do you feel a need for more clarity?

Many people find themselves struggling when faced with an ambiguous situation. Yet the amount of ambiguous situations and their level of ambiguity seem to increase with each passing year. Further, as one rises in an organization, ambiguous situations tend to become more and more frequent. Dealing with ambiguity is rapidly becoming one of the most essential leadership competencies, particularly in complex and rapidly changing environments.

Successful leaders deal with ambiguity by remaining calm and focused. They can comfortably shift gears. And they also help others navigate through the fog.

To tackle the challenges presented by ambiguous situations, we can first strive to make things clearer:

- Ask probing questions to seek a better understanding of the problem. Ask until you are satisfied you have a clearer picture of the causes and impacts.
- Get organized by writing what you know as well as your assumptions. Then categorize them into manageable and related segments that can be evaluated and acted upon in small steps.
- Remain flexible and revise your conclusions and solutions as more information becomes available. Ambiguous situations are hard to pin down. Do not be afraid to change direction even if that means losing work that has been done.

In spite of our very best efforts, many complex situations, by their very nature, remain ambiguous. Our next strategy, then, is to learn how to cope with the unavoidable level of uncertainty:

- Free yourself from the notion that you must come up with the perfect solution. Waiting to have all the information at hand before acting can sometimes lead to dire consequences or missed opportunities.
- Let go of the need to control events that fall outside of your control. Acknowledge that other factors influence success and feel confident you have increased your *likelihood* of success by taking appropriate actions and doing your best.
- Recognize that the presence of ambiguity is accompanied by some inherent risks. There will inevitably be times when you make a mistake because you did not have enough information. View those mistakes as learning opportunities that will increase your future chances for success.

Most of us can make good decisions when provided with sufficient information. What makes some more successful than others is the ability to make good decisions with insufficient amounts of information. That ability often comes from experience gained by a willingness to take measured risks.

One of the keys to career progression is learning not only to succeed personally in ambiguous situations, but to also help your team succeed. Use these tips to increase your level of comfort and your ability to deal with these difficult situations. Even more important, help teach others to do the same by sharing what you have learned.

Integrity Commitment Vision Communication Guidance Support Inspiration Mentoring

Pinellas County Human Resources
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Leadership NOTES

SIGN UP: Any employee may request a new issue be emailed each month by subscribing to Leadership Notes newsletter.

OCTOBER 2016

Staying Calm Under Pressure Says a Lot About a Leader

The ability to manage your emotions and remain calm under pressure has a direct link to your performance. Research tells us that 90% of top performers are skilled at managing their emotions in times of stress in order to remain calm and in control.

The tricky thing about the anxiety that comes with stress is that it's an absolutely necessary emotion. In fact, performance peaks under the heightened activation that comes with moderate levels of stress. As long as the stress isn't prolonged, it is harmless.

Top performers have well-honed coping strategies that they employ under stressful circumstances. This lowers their stress levels regardless of what's happening in their environment, ensuring that the stress they experience is intermittent and not prolonged.

While we have all run across numerous effective strategies that successful people employ when faced with stress, what follows are five of the best strategies. Some of these strategies may seem obvious, but the real challenge lies in recognizing when you need to use them and having the means to actually do so in spite of your stress.

Appreciate what you have – Taking the time to contemplate what you're grateful for isn't merely the "right" thing to do, it also improves your mood because it reduces the stress hormone cortisol.

Avoid asking "*What if?*" – "*What if?*" statements throw fuel on the fire of stress and worry. Things can go in a million different directions, and the more time you spend worrying about the possibilities, the less time you'll spend focusing on taking action that will calm you down and keep your stress under control.

Stay positive – Positive thoughts help make stress intermittent by focusing your attention onto something that is completely stress-free. You have to give your wandering brain a little help by consciously selecting something positive to think about. Any positive thought will do to refocus your attention. When things are going well, and your mood is good, this is relatively easy. When things are going poorly, and your mind is flooded with negative thoughts, this can be a challenge. In these moments, think about your day and identify one positive thing that happened, no matter how small. If you can't think of something from the current day, reflect on the previous day or even the previous week. Or perhaps you're looking forward to an exciting event that you can focus your attention on. The point here is that you must have something positive that you're ready to shift your attention to when your thoughts turn negative.

Squash negative self-talk – A big step in managing stress involves stopping negative self-talk in its tracks. The more you ruminate on negative thoughts, the more power you give them. Most of our negative thoughts are just that – thoughts, not facts.

Reframe your perspective – Stress and worry are fueled by our own skewed perception of events. It is easy to think that unrealistic deadlines, unforgiving bosses, and out of control traffic are the reasons we're so stressed all the time. You can't control many circumstances, but you can control how you respond to them. So before you spend too much time dwelling on something, take a minute to put the situation in perspective. If you aren't sure when you need to do this, try looking for clues that your anxiety may not be proportional to the stressor. If you're thinking in broad, sweeping statements such as, "Everything is going wrong" or "Nothing will work out", then you need to reframe the situation.

And remember, anyone can stay calm when things are going well. The person who doesn't lose their cool is the one who is remembered in a positive way, as the leader people want to follow.

LearningOpportunity

October 2016

Pinellas County Human Resources
Helping U succeed
www.pinellascounty.org/hr/training

Quarterly Training Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Oct 3 8:00am Freestyle Cruising (Extension's Magnolia Room)	4 8:30am Supervisory & Management Competencies Series - Fall Series (Studio B)	5 8:30am The Changing Environment & Future Trends in Leadership Development (Studio B) 1:00pm Budget 101 (Studio B) 3:00pm Office Recycling & Records Mgt: What You need to Know	6 8:30am Five Dysfunctions of a Team (Studio B)	7
10 8:30am Setting Sail (Annex 429)	11 8:30am Managing Workplace Stress (Sheriff's Office) 8:30am Supervisory & Management Competencies Series - Fall Series 3:00pm Records Management: Why It Matters (Annex 429)	12 8:30am Career Development Forum - 5 of 5 (Studio B)	13 8:30am Myers-Briggs Type Indicator (Studio B)	14
17 8:30am Muster Drill - New Employee Orientation Class 2 (Extension)	18 8:30am Supervisory & Management Competencies Series - Fall Series (Studio B)	19	20 8:30am Workplace Diversity (Studio B) 8:30am Records Management 2.0 (Swisher 211)	21
24 8:30am Setting Sail (Annex 429)	25 1:00pm What To Do When Conflict Happens (Studio B)	26 8:30am Five Questions Every Leader Must Ask (Studio B)	27 8:30am Grants 101 (Utilities 4th floor) 8:30am Time Management (Annex 429)	28
31	Nov 1	2	3	4

Request enrollment for classes in OPUS. Users without OPUS access may register through their training coordinator. Class dates and times are subject to change. Not all classes are open to non-County Consortium members. Contact Training & Development at 464-3796 or email training@pinellascounty.org.

LearningOpportunity

November 2016

Pinellas County Human Resources
Helping U Succeed
www.pinellascounty.org/hr/training

Quarterly Training Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Oct 31	Nov 1 8:30am Dealing with Difficult People (Annex 429) 8:30am Effective Listening (Studio B)	2 8:30am Effective Leadership (Utilities 4th floor) 1:00pm Give 'Em the Pickle (Studio B)	3	4
7	8 Election Day	9	10	11 Veteran's Day Holiday
14 8:30am Setting Sail (Annex 429)	15	16 8:30am Introduction to Supervision for Non-Supervisors (Studio B)	17 8:30am Managing Electronic Records 1.0 (Swisher 211)	18
21 8:30am Muster Drill - New Employee Orientation Class 2 (Extension)	22	23	24 Thanksgiving	25 Thanksgiving
28 8:30am Setting Sail (Annex 429)	29	30	Dec 1	2

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LearningOpportunity

December 2016

Pinellas County Human Resources
Helping U succeed
www.pinellascounty.org/hr/training

Quarterly Training Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Nov 28	29	30	Dec 1	2
5	6	7 8:30am Team Building (Utilties) 1:00pm Budget 101 (Studio B)	8	9
12 8:30am Setting Sail (Annex 429)	13	14	15	16
19 8:30am Muster Drill - New Employee Orientation Class 2 (Extension)	20	21	22	23
26 Holiday	27 8:30am Setting Sail (Annex 429)	28	29	30

Request enrollment for classes in OPUS. Users without OPUS access may register through their training coordinator. Class dates and times are subject to change. Not all classes are open to non-County Consortium members. Contact Training & Development at 464-3796 or email training@pinellascounty.org.

V.1.

Human Resources
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Performance & Development Division

Unified Personnel Board Meeting | September 1, 2016

Human Resources
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Employee Relations

Employee Relations

- Conflict resolution/guidance
- Discipline and grievance processes
- Rules/policies interpretation
- Exit interviews
- Reemployment assistance processing (unemployment)
- Employee counseling
- EAC liaison
- Workplace investigations

Human Resources
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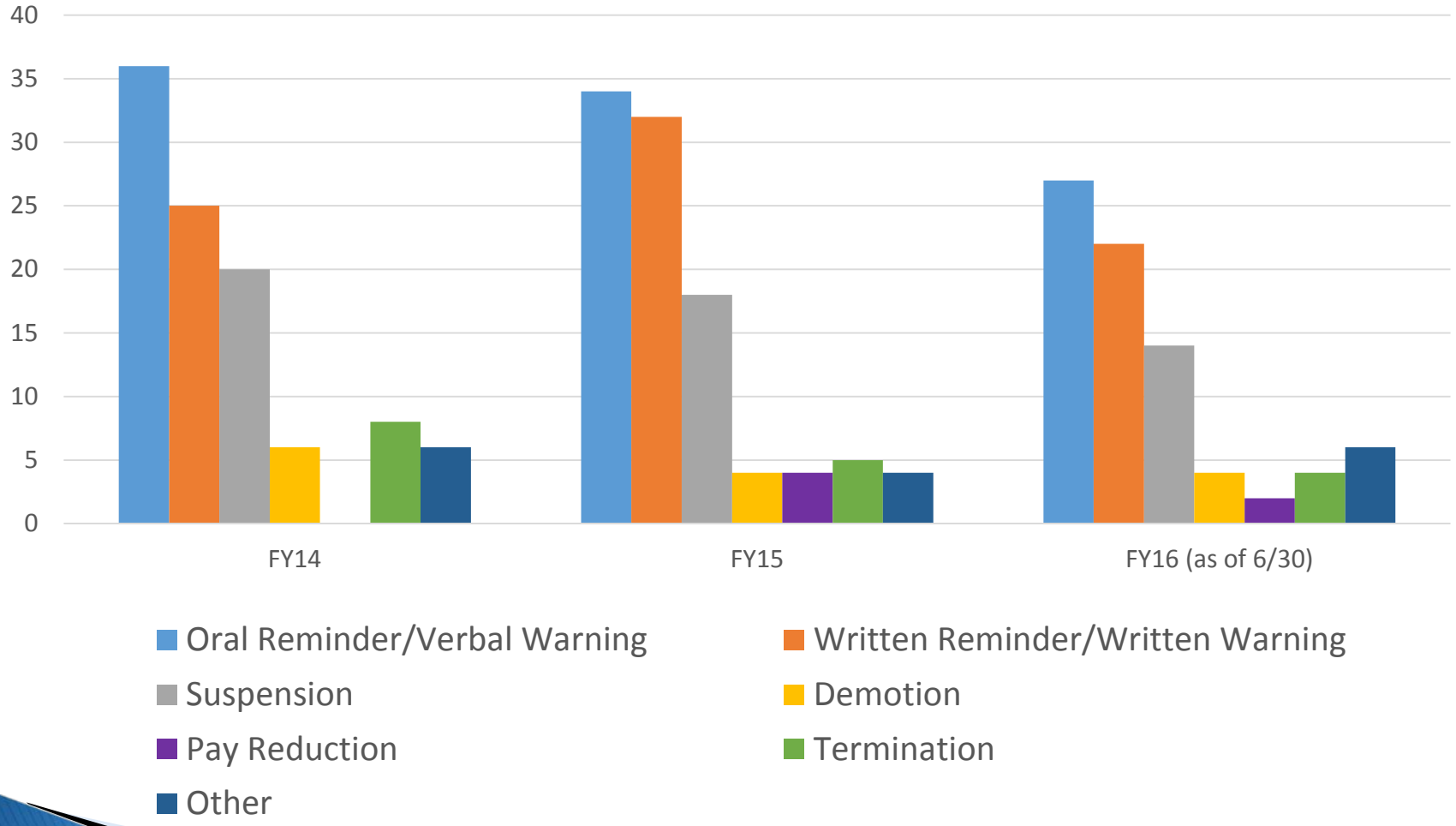
Discipline by Action Taken



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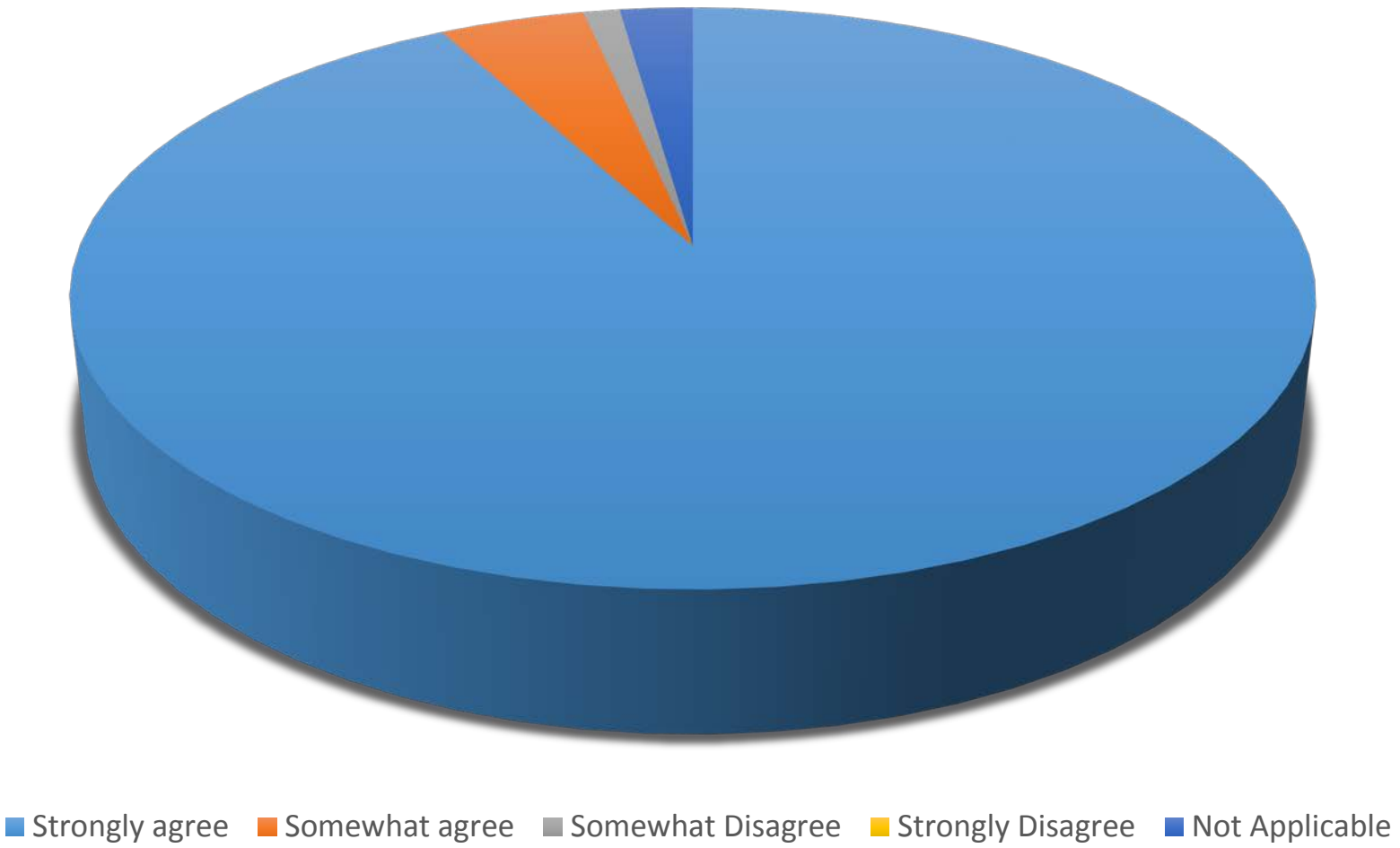
ER staff treated me with dignity and respect.



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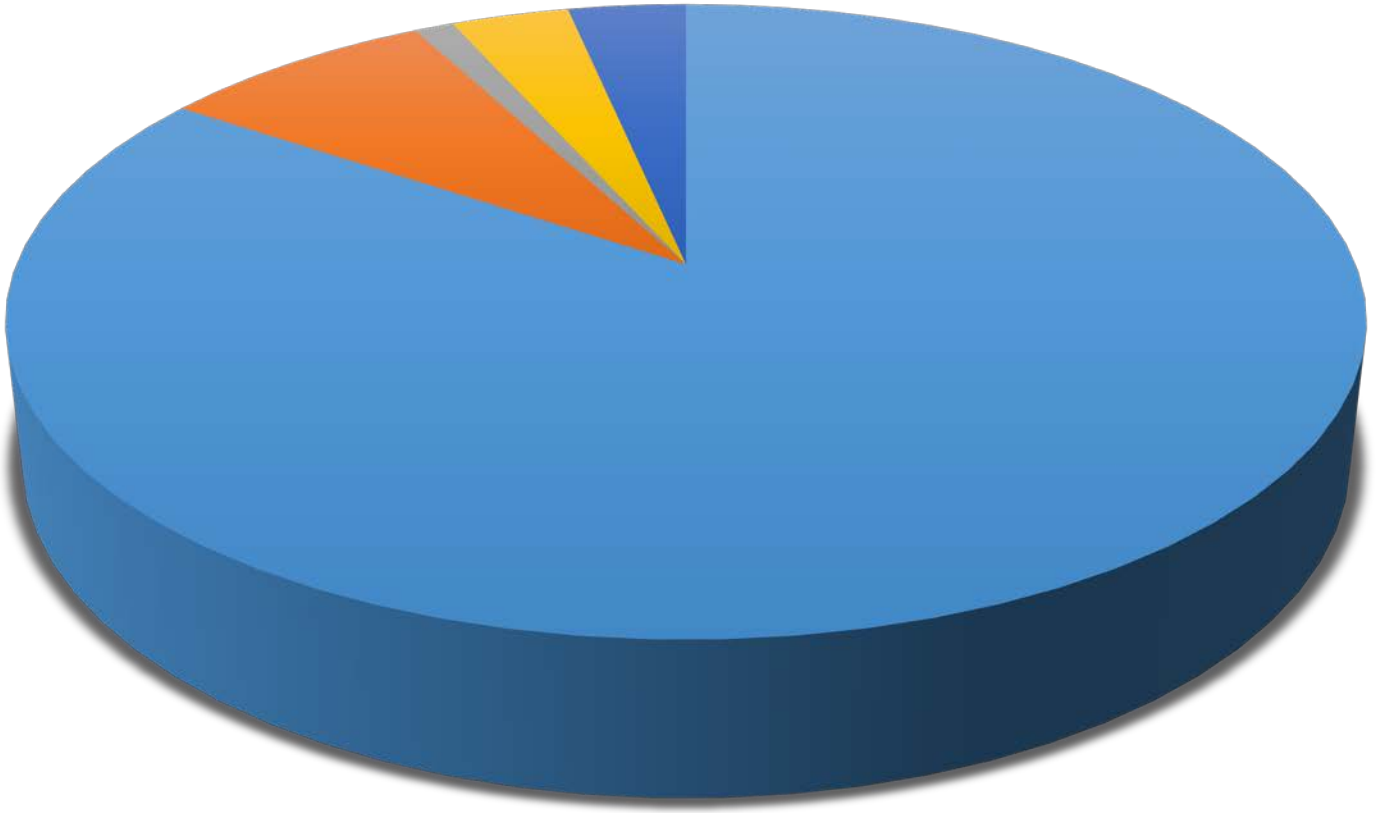
I am satisfied with ER's response and handling of my situation.



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Leading the Way Conference

- Held September 6th at the EpiCenter
- Clerk of the Circuit Court, Ken Burke, keynote speaker
- HR Director, Holly Schoenherr, opening speaker
- Personnel Board Chair, Dr. Ricardo Davis, presenter
- 103 participants from all levels of organization
  - 7 different Appointing Authorities represented
  - 9 sessions focusing on leadership qualities offered
  - 100% agreed or strongly agreed that they will be able to apply something they learned to help grow career

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Training & Development

Training & Development

- Consortium Training Catalog
- Customized and Specialized Training Programs
- Job Enhancement & Career Development/Tuition Reimbursement
- Internal Consulting & Organizational Development
- Conferences & Workshops
- Leadership Development

Human Resources
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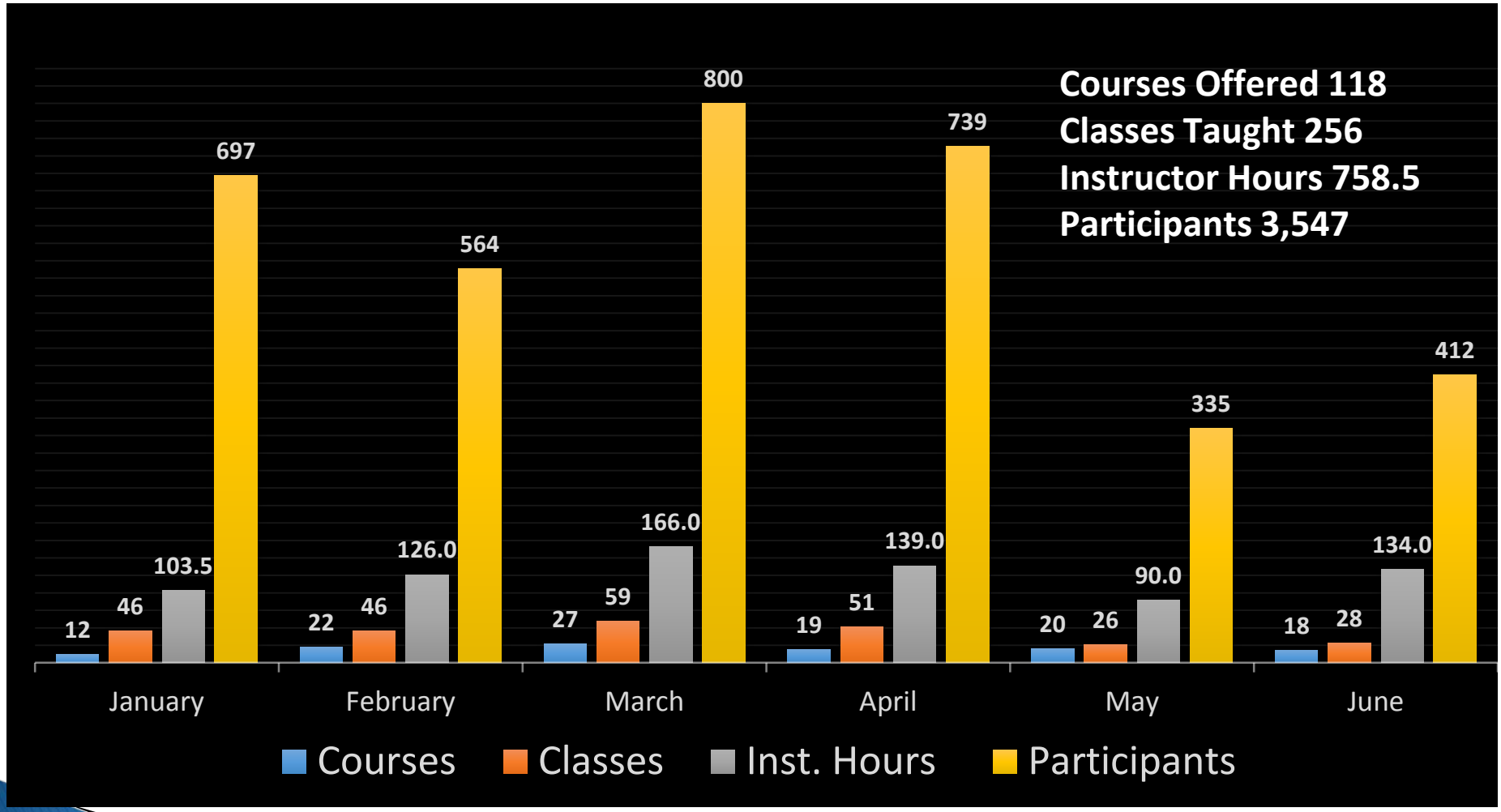
Training Summary



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Current Instructor-Led Technology Training

- Microsoft Excel 2013 New Features
- Microsoft Outlook 2013 New Features
- Microsoft Word 2013 New Features
- Microsoft Office 2013 New Features
- Microsoft Excel 2013 First Steps
- Microsoft Skype for Business

Human Resources
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Tuition Reimbursement

FY 2015

- $163,179 reimbursed
- 329 enrollment requests processed
  - 132 Employees
  - 19 Technical
  - 34 “other”
  - 98 AA
  - 106 Undergraduate
  - 72 Graduate courses

FY 2016

- $175,972 to date (as of Aug. 11)
- 383 enrollment requests processed
  - 137 Employees
  - 37 Technical
  - 10 “other”
  - 101 AA
  - 171 Undergraduate
  - 64 Graduate courses

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Certified Public Manager (CPM)

- 233 UPS employees have started the program
- 142 UPS employees graduated
- First UPS employee graduated CPM June 1990

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LEAD Program: Overview

- LEAD = Leadership Enhancement And Development
- Grow high potential employees through competency development, coaching and project expertise
- Guest leadership speakers
- 15 coaches representing the BCC, CCC, PAO & HRD
- Designed to last 24 months, up to 32 participants
- Very competitive selection process

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Questions?

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