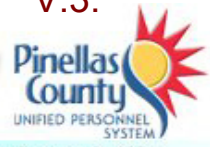




Employees' Advisory Council

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

V.3.



APPROVED BY THE EAC

Employees' Advisory Council & Appointing Authorities Meeting Minutes

315 Court Street, Clerk's 4th Floor Conference Room Clearwater, FL

Friday, October 14, 2016, 8:30 to 10:00 a.m.

Meeting was called to order: 8:35 by Lisa McMurray, EAC Chair

Introductions:

Lisa McMurray introduced herself and acknowledged her name change and job position change. Each member introduced themselves and said who they represent.

Pay for Performance:

Charles Toney presented information regarding the need for merit recognition in the form of money for employees who perform at a higher performance level than just meeting expectations. The last merit increase was in 2009. The County is experiencing increased revenues partially due to increased property values, the sale of the STAR Center, etc. People are leaving employment with Pinellas County due to lack of compensation that they are finding elsewhere. The high performing employees are looking for more than a 3% cost of labor increase. There are significant costs associated with the process of hiring and training new employees and these costs should be taken into account when looking at compensating and retaining employees. At the joint EAC/AA meeting in April it was explained that no money was being budgeted for employee merit raises because there is not a system in place to provide a merit pay increase to the employees.

Holly Schoenherr agreed that it is important to recognize excellent performance. She disagrees with implementing a base pay increase as a reward for excellent performance as it causes inequities. A comprehensive pay study will be conducted by an outside source with the assistance of Human Resources. This study will take 12 to 18 months to complete.

The EAC has concerns about raises for the next fiscal years and requested to be allowed to provide input on suggestions for raises or pay for performance.

Benefits:

Pinellas County is in the top three counties within the State of Florida with regards to the cost of health benefit package offered to employees. Ken Burke shared a 3-page handout which had been provided by Dave Blasewitz detailing the Pinellas County Employee Health Fund Employer Medical Budget Rates. Every Appointing Authority pays close to \$18,000 per year for each employee's total healthcare benefits and \$2,500 per year per retiree for their benefits. Dave Blasewitz said that total compensation package information will be distributed to employees in early 2017.

FACE:

Not every Appointing Authority is using the FACE performance management system. There is concern that the system is not being utilized correctly by supervisors; therefore, Human Resources will be providing better training. The employees cannot view all of the comments being placed into FACE. Employees only see the final review. It was suggested that the FACE program be changed to allow all employees to add notes. It was suggested that if not all Appointing Authorities are using the FACE program, perhaps Pinellas County should look into another system for evaluation and

communication. Also, if the FACE program is to continue, perhaps have the conversations less frequently.

Anti-Bullying Policy:

An anti-bullying policy was discussed. Holly Schoenherr would like to share a draft with the Appointing Authorities once the EAC and Human Resources staff have an opportunity to review the information. Paul Valenti suggested creating an Anti-Bullying Committee, similar to the Personnel Rules Committee, to work on a policy. The EAC requested to be included in the final decision on the bullying policy and perhaps be part of the evaluation process when bullying and harassment charges are reported.

Holiday Giving:

Lisa McMurray talked about the Christmas Wish Fund and that EAC members are currently collecting donations. The goal is for each Pinellas County employee to donate \$1.00.

Ken Burke requested a special edition of *The Pen* be dedicated to all of the charitable works that each department is doing. Human Resources will follow up on that request and communication will follow to gather information.

Adjourned: Meeting ended at 10:10

Lisa McMurray*	Richard Carvale*	Peg Poole*	Linda Cahill*	Rich Castle*
Donna Beim*	Hazel Lane*	Doris McHugh*	Mercedes Pearson*	Randy Rose*
Mario Ruggia*	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, October 19, 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 McMurray.

Approval of Minutes

Charles Toney motioned to approve the EAC Representative Minutes for September 21, 2016. The motion was seconded by Donna Beim. The minutes were approved as written. Donna Beim motioned to approve the EAC Delegate Minutes from September 22, 2016. The motion was seconded by Charles Toney. The minutes were approved as written.

Comments from Holly Schoenherr, Director of Human Resources

Holly provided an [updated Human Resources Organizational Chart](#). The changes to Human Resources were presented to the Personnel Board and approved. The changes were made to better support the level of service within each area of expertise. Currently a recruitment is in place for a Workforce Strategy Manager. That person will work with an outside consultant agency in conducting a comprehensive study of pay classifications. The Employee Relations & HR Business Partners division will be tasked with developing a pilot Business Partners Program to offer better levels of service to all Appointing Authorities.

Dave Blasewitz was asked why the enrollment was suspended. Dave explained there were unexpected problems resulting in accurate data. The problem was not OPUS related, but in the setup by HR Benefits staff. Employees will have 2 to 3 weeks to enroll after enrollment is re-opened.

EAC election nominations have begun. Anyone receiving a nomination and approval from their supervisor will need to submit a profile for inclusion in the ballots by November 4, 2016. Employee Relations staff will distribute the forms as needed. The voting period runs from November 28 through December 9, 2016.

Old Business:

The joint EAC/Appointing Authorities meeting on October 14th went well. Ken Burke requested a special edition of *The Pen* dedicated to all of the charitable works that each department is doing.

FACE: It was suggested that Human Resources look into the information being entered into employees' files to determine if the program is being used for its intention. Another suggestion was to reduce the amount of conversations/performance reviews to be conducted from four times a year.

After the meeting, Ken Burke met with Ashley Skubal and Peg Poole to review a few budget areas. He is grateful that the EAC always considers the Clerk's budget when any topic related to money is discussed. With the projected budget cuts in the coming years it is vital to communicate with the legislature how those cuts affect the employees under the Clerk. Charles Toney mentioned the Pinellas County Legislative Delegation meetings which will be held in the fall of 2016 and the spring of 2017. Charles will provide contact information for the delegation [[visit www.pinellascounty.org/delegation](http://www.pinellascounty.org/delegation)]. Anyone is allowed to speak at the local meeting if they submit a Participant Request Form and their name is included on the agenda.

New Business:

Randy Rose said that some managers are advised to only spend 97% of the budget allotted to their department. The remaining 3% is to be rolled into the budget for the following year. Randy suggested that the remaining 3% be placed in a "SAFE" savings fund (Stabilization Account For Employees) to be used for offsetting layoffs or for employee raises or bonus money. A brainstorming session will be held at a future EAC meeting in an effort to gather ideas on ways to get money to the employees for outstanding performance. Donna Beim asked Holly to share her list of recognitions for employees who perform above the expected job requirements.

An anti-bullying policy was discussed. The EAC will discuss further at the EAC Representative meeting on November 16th. Meagan Decker will provide drafts of other bullying policies to Charles Toney for distribution to the Representatives. No discussion or communication about the policy shall occur prior to the meeting.

Suggestions for guest speakers for upcoming Delegate meetings include: Mike Twitty - Property Appraiser, Carlos Thomas – Tax Collector, Whit Blanton – Forward Pinellas (formerly called Pinellas Planning Council) and Anna Marie Millett – Consumer Protection. The Property Appraiser and Tax Collector would be delayed until 2017 when they take office.

Personnel Board member selection: William (Bill) Schulz was appointed by the EAC to the Personnel Board in September of 2015 to complete the unfinished term of Angela Outten. The term expires after the December 2016 meeting. Lisa McMurray confirmed that Bill is interested in continuing to serve on the Personnel Board. Charles Toney made a motion that Bill Schulz be nominated to serve as EAC appointee to the Personnel Board for 2017 to 2018. Lisa McMurray seconded the motion. Motion passed unanimously.

Adjourned

Richard Carvale made a motion to adjourn at 4:15. Lisa Wright seconded the motion.

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

*EAC Representatives in attendance at this meeting.



Employees' Advisory Council – Delegate Meeting Minutes

Extension Services, 12520 Ulmerton Road, Largo, FL

Thursday, November 17, 2016, 8:00 a.m. – 10:00 a.m.

Call to Order

The EAC Delegate meeting was called to order at 8:00 a.m. by Vice Chair, Richard Carvale.

Comments from Holly Schoenherr, Director of Human Resources

Holly mentioned the last interview for the Workforce Manager position will be completed soon. The new Workforce Manager will be involved with the position audits which will be in conjunction with the consulting agency hired by the county.

Holly opened the floor to anyone to ask questions or share concerns. Some of the topics included were:

1. Utilities: Why are employees who are maxed out of their pay grade being required to go back to school? There is not any compensation for taking additional classes and the employees feel they should not be required. Holly will inquire.
2. Insurance premiums have increased over the years so why hasn't the \$98/month opt-out reimbursement been increased also? Dave Blasewitz said the County sets the allocation for those funds. The County is providing a good faith payment for employees who decline the insurance benefits offered by the County.
3. Parks: Shared concerns about the overtime pay for holidays. Jim Valliere will address this concern with the department.
4. Can additional comp time be considered when employees cannot take time off due to staffing needs? Classified employees are required to take overtime pay after they reach the 80 hour threshold for comp time. Some departments allow more than 80 hours max of comp time accrual. Holly to discuss with Appointing Authorities.
5. Is it possible to allow more than the max of 160 hours per year of annual leave time to be cashed in for classified employees? Holly will inquire.
6. Will the County ever consider offering sick time? If the EAC puts forward a proposal, Holly will review it.
7. Can you discuss the breakdown by Appointing Authority for the Fair Labor Standards Act? Holly explained the upcoming changes and provided the information.

Holly announced Dave Blasewitz will be retiring in February 2017. Dave spoke about his tenure with Pinellas County. Dave also talked about the biometric screening and Rally health survey which need to be completed by December 31, 2016 [see [Rally Help Guide](#)]. Open Enrollment closes on November 18, 2016.

Two-Minute Tuesday

Tim Closterman announced the Two-Minute Tuesday segment for the upcoming week would include County employees talking about what they are thankful for with the Thanksgiving holiday approaching. Anyone wishing to be in the video should meet with Tim after the Delegate meeting [view the [What Are You Thankful For?](#) video].

EAC/Appointing Authority Meeting 10/14/2016

Richard Carvale outlined the subjects which were discussed at the joint EAC/Appointing Authority meeting in October.

Benefits: Total of approximately \$18,000 per every employee is allotted yearly for health insurance and benefits.

FACE: The system is not being used by all Appointing Authorities.

Bullying/Favoritism: Is an issue in some areas. A committee has been formed to assist with establishing an Anti-Bullying Policy and how this will relate to the Anti-Harassment Policy already in place with Human Rights.

Holiday Giving: Fundraising is currently taking place in each department for the Christmas Wish Fund.

EAC Elections: Jim Valliere discussed the procedure for the elections and how everything will be run through Survey Monkey. Ballots will be distributed on Monday, November 28, 2016.

Representatives met with their groups.

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

*EAC Representatives in attendance at this meeting.



Employees' Advisory Council



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APPROVED BY THE EAC

Employees' Advisory Council – Representative Meeting Minutes

County Office Annex, Room 429, Clearwater, FL

Wednesday, November 16, 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 Arispe.

Approval of Minutes

Charles Toney motioned to approve the EAC/Appointing Authority meeting minutes for October 14, 2016 with the changes he proposed. The written changes were provided to Peg Poole and Camille Evans for updating the minutes. The motion was seconded by Randy Rose. The minutes were approved.

Charles Toney motioned to approve the EAC Representative minutes for October 19, 2016 with the changes he proposed. The motion was seconded by Richard Carvale. The minutes were approved.

Opening Comments

Lisa Arispe announced the retirement of Dave Blasewitz which will take place in February of 2017.

Comments from Holly Schoenherr, Director of Human Resources

Holly announced that the final interviews for the Workforce Manager would be completed by the end of the week. Five people are being interviewed. The new manager will be working with a consulting agency on a comprehensive study of pay classes. The County Administrator's office requested to have the study completed within 12 months. Originally the study was to take between 12 and 18 months.

The County Administrator's office has requested Holly to propose changes to Personnel Rule 3 – Compensation (see attachment provided by Holly). These changes will be presented to the Personnel Board at the December 1, 2016 meeting. Anyone with comments regarding the proposed changes should provide them to Holly by December 1st.

New Business

Donna Beim requested a change be considered in the number of overtime compensation hours which can be banked. Classified employees with over 80 hours of comp time are required to be paid overtime. Classified/excluded employees can bank 240 hours of comp time. Many times, due to staffing needs employees cannot take time off; therefore, they are required to take overtime pay when they have maxed out on comp time. Request that Personnel Rule 3 be changed to increase the maximum accumulation of compensatory time for classified hourly employees from 80 hours to 120 or 160 hours.

Tim Closterman will be videoing segments for the Two-Minute Tuesday which will be distributed on Tuesday, November 22, 2016. The topic will be what employees are thankful for. The videoing will take place after the Delegate meeting at the Botanical Gardens. [[Watch "What Are You Thankful For?".](#)]

Jim Valliere and Camille Evans discussed the upcoming EAC elections. The ballots will be distributed via email through Survey Monkey on Monday 11/28/2016.

Charles Toney provided a list of suggestions for rewarding deserving employees for outstanding performance (see attached). He also suggested to allow for future savings which the County benefits from for people who submit cost-saving Suggestion Award ideas. Currently the awards are 10% of the estimated savings in the first year. The County savings accumulate over many years; therefore, the employee(s) should be compensated accordingly.

Holly reiterated that equitable pay is the priority, not merit increases. Currently the County is working on the FY 18 budget. A proposed general increase is to be included in the budgeting process which will be placed in the general fund account.

Steve Yeatman asked about the exit interview process. It appears that the issues being discussed at the exit interviews are not being addressed after the employee leaves the County. If the same issues continue the retention of employees might be jeopardized. A few of the questions include: Who conducts the interviews?, How is the information shared?, and What is being done about the issues being expressed by outgoing employees? Holly will meet with Jim Valliere to discuss further.

Charles Toney discussed the health concerns of employees with some of the newer buildings being named as "sick buildings". Any concerns regarding building conditions should be directed to Real Estate Management, Risk Management and Air Quality.

Charles Toney motioned to move the December EAC Representative meeting from December 21, 2016 to December 14, 2016, due to the holiday. Lisa Wright seconded the motion. Motion was passed by the council.

Old Business

Bullying Policy: Paul Valenti, Office of Human Rights Director, sent some changes to the Anti-Harassment Policy to the County Attorney's office for approval. He suggested the EAC form a committee to discuss a bullying policy. Charles Toney, Mercedes Pearson, Lisa Wright, and Peg Poole will be on the committee. Gene Pressoir will join the committee as a representative from Human Resources. The committee will meet at 1:00 p.m. on December 14, 2016. Human Resources staff obtained bullying policies from a variety of other agencies which were distributed to the EAC Representatives on November 8th.

Adjourned

Richard Carvale made a motion to adjourn at 4:20. Lisa Wright seconded the motion.

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

*EAC Representatives in attendance at this meeting.

Proposed Changes to Personnel Rule 3 – Compensation

HR is recommending two changes to Personnel Rule 3 – Compensation:

1. Restore language clarifying how an upward reclassification will impact an employee's pay. This will ensure that there are no inequities when these pay increases are awarded.
2. Add Jury Duty to the list of activities that shall be considered as Leave with Pay for non-work-related purposes. It is presently considered Leave with Pay for work-related purposes and is therefore counted as "time worked" in overtime calculation.

Background:

1. When the revised Personnel Rules were adopted in January 2016, Section C.1.d. pertaining to a Reclassification Increase was revised to read as follows:

d. Reclassification Increase

When a position is reclassified to a job classification at a pay grade for which the maximum of the pay rate is higher than that of the incumbent's current job classification, the Appointing Authority may grant the employee a pay adjustment in accordance with the following:

- *The employee's pay must be increased to at least the minimum pay rate of the new pay grade.*
- *If the employee's pay rate is already equal to or greater than the minimum of the new pay grade, the pay will be increased by an amount equal to 4% of the midpoint of the new pay grade.*
- *No reclassification pay increase may be granted above the maximum rate established for the classification.*

Prior to the January rule changes, former Personnel Rule IX, Section A.a. addressing Reclassification to a Higher Pay Grade specified that an employee was to be awarded whichever was the greater of the first two options. The new rule lacks that language and could lead to inequitable treatment of employees that have their positions reclassified. For example, "Employee A" and "Employee B" are both reclassified upward and their new classification is in pay grade CL17. The minimum for CL17 is \$44,699.

- Employee A currently makes \$44,689, (\$10 below the CL17 minimum), and receives an increase to the new minimum. An increase of \$10.
- Employee B currently makes \$44,709, (\$10 above the CL17 minimum), and receives an increase of \$2,328 (equal to 4% of the CL17 midpoint).

Prior to the pay increases, the difference in pay between the two employees was \$20.

After the application of Rule 3 as presently written, Employee B would make \$2,338 more than Employee A. Restoring the “whichever is greater” language to the rule would ensure that both employees would receive the same increase.

There is also a matter regarding Reallocation Increases that is not addressed in the current rule. Additional language should be added to Rule 3 to address pay increases when an employee's classification has been reallocated to a higher pay grade.

When an employee's position is reclassified upward, the employee receives a pay increase by virtue of being placed into a classification that is in a higher pay grade. In other words, the employee has moved into a position with a higher “job value.”

On occasion, a classification is found to be allocated to a pay grade that is lagging the market value for that occupation. In some cases, Human Resources will recommend that a classification be reallocated to a higher pay grade in order to maintain a competitive position with the labor market. In other words, the employee's position is moved into a higher pay grade with a higher “job value.”

Under the current rule, a reclassification to a position with a higher job value results in a pay increase for the incumbent employee. However, a reallocation of a position to a higher pay grade, (due to an increase in job value,) would result in no pay increase for the incumbent employee unless the employee's pay rate was below the minimum of the new pay grade, in which case, the employee's pay would be adjusted to be equal to the minimum.

The reclassification and reallocation are both associated with movement to a higher pay grade and both are an indication that the incumbent employee is performing a function that has a higher job value as determined by studies of labor market pay rates. Rule 3 should apply the same pay increase for an employee following an upward reallocation as applies to an employee following an upward reclassification.

We recommend changing Section C.1.d. of Rule 3 to read:

d. Reclassification or Reallocation Increase

When a position is reclassified or reallocated to a pay grade for which the maximum of the pay rate is higher than that of the incumbent's current job classification, the Appointing Authority may grant the employee a pay adjustment in accordance with the following:

- *The employee's pay must be increased to at least the minimum pay rate of the new pay grade, or*
- *The employee's pay will be increased by an amount equal to 4% of the midpoint of the new pay grade, whichever is greater.*
- *No reclassification pay increase may be granted above the maximum rate established for the classification.*

This change would be effective immediately.

2. Pinellas County Personnel Rules count certain types of leave as hours worked for overtime calculations even though this is not required by federal or state law. Section E.1.b.i. of Rule 3 presently states:

a) For overtime compensation purposes, recognized Holidays or Leave with Pay for work-related purposes shall be considered as time actually worked. All other time used by the employee, such as, time paid under the Workers' Compensation Law, under short or long term disability plans, Compensatory Time, Annual Leave, Extended Illness Leave, Floating Holidays, Personal Days, or Leave with Pay for non-work related purposes shall not be considered as hours worked.

Jury Duty is not addressed in this rule even though Rule 4 – Time Off, Section G, stipulates “Leave of absence with pay will be granted to an employee to perform jury duty or testify as a witness when legally required unless the employee is the plaintiff or defendant.” A memo issued by the Director of Human Resources on September 25, 2009 clarified that Jury Duty should be included among the list of activities that are considered Leave with Pay for work-related purposes.

Including Jury Duty in the list of activities considered Leave with Pay for work-related purposes has resulted in overtime compensation that appears inappropriate for this situation. Jury duty is a civic duty required of all citizens. Employees summoned to Jury Duty are already compensated for their time by being granted Leave with Pay. However, by considering this activity as Leave with Pay for work-related purposes, an eligible employee who serves on a jury is presently entitled to claim overtime pay if jury duty hours and work hours exceed 40 for the week. For example, an employee who spends 8 hours on a jury each day during 2 days of a week and then works 10-hour days the other 3 days can claim 6 hours of overtime for the week. In this example, the employee has not worked more than 30 hours for the week and is not entitled to overtime compensation under the Fair Labor Standards Act.

We recommend changing Section E.1.b.i. of Rule 3 to read:

*a) For overtime compensation purposes, recognized Holidays or Leave with Pay for work-related purposes shall be considered as time actually worked. All other time used by the employee, such as, time paid under the Workers' Compensation Law, under short or long term disability plans, Compensatory Time, Annual Leave, Extended Illness Leave, Floating Holidays, Personal Days, **Jury Duty**, or Leave with Pay for non-work related purposes shall not be considered as hours worked.*

This change would be effective December 25, 2016, the start of the new payroll year.

Merit Pay – Suggestions for rewards to deserving employees

- Merit pay based on a numbering evaluation system - % scale based on actual salary - to be added to base pay (tweak the old system).
- SAFE – Stabilization Account For Employees – divert a % of all employee generated cost savings ideas to the SAFE account to be used to reward deserving employees.
- Pay all employees at mid-point and don't go any higher or lower.
- Use a % of income producing activities (fertilizer, pine straw, real estate sales, sale of surplus items) to go into an Employee Account to be used to reward deserving employees.
- Raise at 6-months for new employees.
- Cost of Labor Adjustment (Cost of Living, Market Survey Adjustment) - % of mid-point to be added to base pay – annual adjustment.
- Quarterly evaluations with raises.

Other Considerations

- Florida Retirement System - based on five highest years earnings.
- Annual value added to current employees by NOT incurring the cost of replacing and training new employees – yes it is OK for one employee to get paid more than another for performing the same job duties.
- Create more career ladder opportunities for advancement.
- Annual market adjustments / Cost Of Labor – based on mid-point of salary. Combined with annual merit % increase – based on actual salary.
- Special Merit Raise is available - but rarely used to recognize and reward classified employees.
- Pay reduction for underperforming employees – this should rarely occur if the FACE is properly utilized on a regular basis.
- Invite Union representatives to provide information.

Know Your Responsibilities

As employees come aboard to Pinellas County Government, they take on the responsibility to provide professional and friendly service to the citizens of Pinellas County. Along with the responsibility to serve the public comes certain basic responsibilities to follow. It is important for supervisors to communicate these responsibilities to all employees.

First and foremost, as stewards of the public trust, County employees must conduct themselves in the highest manner. Citizens look to County employees to provide courteous and honest service. Employees must follow the [Pinellas County Statement of Ethics](#) and commit to the highest standards of personal integrity, honesty and competence in the performance of their work.

All employees have set work schedules which may vary from person to person. Along those lines, the County does not have a uniform policy about calling in if a person will miss or be late for work. It is important for supervisors to convey to their work units what is required of an employee if they will be late or out for the day. Further, the Personnel Rules state that if an employee does not show up for work, or call for three consecutive work days, s/he may be considered to have resigned.

Each employee's department determines the dress code they must follow. One department may have a more stringent dress code than another, but at all times, employees are expected to dress appropriately for their positions. The way an employee dresses helps create a good perception of public servants.

Computers play a large role in helping many employees do their jobs. To that end, employees have the responsibility to use their computers for work-related business only. Further, employees

who utilize social media sites for the promotion of the County, must do so in a way that projects the County in a positive way while promoting County services.

Safety, whether on job sites, in the office, or driving on County business is paramount. If employees notice an unsafe condition or situation, they should report it immediately. Not only may the situation be unsafe for employees, but also for our customers. Additionally, employees who drive in the course of County duties have a responsibility to follow all traffic laws as well as maintain a valid driver's license.

When emergency strikes, be it in the form of a natural disaster or man-made emergency, all County employees will have a responsibility in some form to help ensure the safety of citizens. Supervisors are responsible for communicating those expectations to employees, as well as employees have a responsibility to be prepared to do their part when disaster strikes.

If for some reason, a County employee is arrested—whatever the cause—it is County policy to report the arrest to their supervisor by the next business day. County employees are held to a higher standard as stewards to the public, thus this responsibility of employees to report any arrests.

It all sounds so basic, but sometimes it is the most basic of responsibilities that don't get communicated to employees or are overlooked. To help project a professional image of the County, it is incumbent on all employees to follow these basic responsibilities and for supervisors to ensure they are communicated effectively. A good place to start is to review the [new Employee Responsibilities web page](#) and encourage employees to do so too.

Learning Opportunity

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 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.

Learning Opportunity

January 2017

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

Quarterly Training Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Jan 2 Holiday	3	4	5	6
9 8:30am Setting Sail - New Employee Orientation Day 1 (Annex 429)	10 8:30am The Happiness Advantage (Sheriff's Office)	11	12	13
16 Holiday	17 8:30am Muster Drill - New Employee Orientation Class 2 (Extension)	18 8:30am Freestyle Cruising - New Employee Orientation Day 3 (Extension)	19 8:30am Time Management (Studio B) 9:00am Records Management 1.0 (Annex 138)	20
23 8:30am Setting Sail - New Employee Orientation Day 1 (Annex 429)	24 8:00am Getting Ready for Retirement (ERB) 8:30am Supervisory & Management Competencies Series 1 of 9 (Studio B)	25 12:30pm A Kick in the Attitude (Sheriff's Office) 1:00pm Give 'Em the Pickle (Studio B)	26 8:30am True Colors (Annex 429) 9:00am Project Management (Studio B)	27
30	31 8:30am Supervisory & Management Competencies Series 2 of 9 (Studio B)	Feb 1	2	3

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.

Learning Opportunity

February 2017

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

Quarterly Training Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Jan 30	31	Feb 1 9:00am Budget 101 (Studio B)	2 8:30am Leading with Persuasion (Studio B)	3
6	7 8:30am Supervisory & Management Competencies Series 3 of 9 (Studio B)	8	9 8:30am Myers Briggs Type Indicator (Studio B)	10
13 8:30am Setting Sail (Annex 429)	14 9:00am Supervisory & Management Competencies Series 4 of 9 (Studio B)	15 8:30am The Changing Environment & Future Trends in Leadership Development (Studio B)	16 9:00am Records Management 2.0 (Swisher 211) 1:00pm Emotional Intelligence (Studio B)	17
20 In-Service Day	21 8:30am Muster Drill - New Employee Orientation Class 2 (Extension)	22 8:30am Power of Future Conversations (Studio B) 12:30pm Who Put A Lizard in My Lasagna (Sheriff's Office)	23	24
27 8:30am Setting Sail (Annex 429)	28 8:30am Supervisory & Management Competencies Series 5 of 9 (Studio B)	Mar 1	2	3

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.