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www.pinellascounty.org/hr/publications.htm.

Updated Personnel Rules and Policies



The Unified Personnel Board has approved the updated Personnel Rules and Policies. Changes are effective January 1, 2016.

Why were the Rules updated?

It's a good practice to examine the rules, policies and procedures of an organization on a regular basis to make sure they are up-to-date with current law and with practices. This review of the Personnel Rules was also to ensure that they are consistent with the [Unified Personnel System Act, Chapter 77-642 – Laws of Florida](#).

During this review, leadership decided to change the rules so that they would be easier to understand. They are now in plain English or at least plainer English, and better organized. The process also resulted in fewer rules (8 instead of 28) and some rules that are more procedural in nature were converted to policies. Additionally, if an issue is already covered by federal or state law (such as time off for military training/duty, workers' compensation, the ADA, Risk Management policy) it is redundant and was removed from the rules. Lastly, some rules were combined to group similar content within a single rule. For example, there were separate rules for holidays, annual leave, extended illness leave, and leave of absence which were combined into the new Rule 4: Time Off.

Who was involved in the process?

A Rules Committee was formed in 2012 and consisted of employees from many Appointing Authorities,

the Employees' Advisory Council (EAC), the County Attorney's Office, and Human Resources staff. Drafts of the new rules were shared with the Appointing Authorities and the EAC Representatives. During several work sessions and meetings, the Unified Personnel Board also reviewed the rules before approving them at their December 3rd meeting.

How will these changes affect you?

The new rules are more compact and easier to understand and navigate.

Changes include:

Rule 3. Compensation. Notable changes to this rule include:

- General increases such as the 3% raise given in October will be based on the midpoint of salary range, not actual salary.
- Promotional raises can be higher at the discretion of the Appointing Authority. Previously a promotion of one to two pay grades netted a 4% increase and a promotion of 3 or more pay grades netted 8%. Now there is a range of 4 to 10% for raises, plus a provision for raises above 10% in consultation with the Human Resources Director.
- Pay reduction due to demotion is also at the discretion of the Appointing Authority. Previously the rule specified that an employee's pay be reduced 2.5% per pay grade reduction for the first two pay grades and 1% for each additional pay grade reduction.
- Maxed out employees will be able to receive general increases in a lump sum. In the last couple of years this has been the practice but was done as an exception. It has now codified in the rules.

Happy Holidays!

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- New hire starting pay may be above the minimum with approval of the Appointing Authority in consultation with the Human Resources Director. Previously starting pay which exceeded the third quartile of the pay grade range required approval of the Unified Personnel Board.

Rule 4. Time Off. This rule combines all types of time off. There are some notable changes.

- There are two additional floating holidays for employees who have 25 years or more continuous service with Pinellas County. The floating holidays are awarded in the payroll year which follows the year the service is completed.
- Funeral leave has been expanded to include grandparents-in-law as immediate family. Also the rule does not require the three days to be taken together nor does it require the time be used only to attend memorials.

Rule 6. Discipline and **Rule 7. Employee Grievances.** Disciplinary actions have been revised. For example:

- Oral and written reminders are now

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Employee Spotlight



Debra Tierney

Branch Manager
Tax Collector's Office



What is your job in 25 words or less?

I am responsible for the activities associated with the operation of a full service agency of the Tax Collector. The Tax Collector's offices are responsible for vehicle and vessel titling and registration, hunting and fishing licensing, ad valorem and non-ad valorem tax collection, driver's licensing, and various support activities.

What aspect of your job do you enjoy the most?

What I like the most is teaching, training and mentoring staff. Preparing employees for the future is one of the most satisfying aspects of my job. I know that the time I take with them now will help to ensure that they, along with the Pinellas County Tax Collector's Office, will be prepared for any challenges that the future may bring.

What piece of advice would you give to a new employee?

Put your best foot forward every day because every day you have an opportunity to make a difference. Be compassionate and empathetic when dealing with co-workers and the public. Have fun along the way; the journey can be difficult at times but is very satisfying. Remember that you represent the Office of the Tax Collector and Pinellas County Government and, in doing so strive every day to fulfill the vision of Diane Nelson, Pinellas County Tax Collector, to provide "World-Class Service Any Time, Any Place."

When you retire, what do you hope people will say about you at your retirement party?

I'm currently in DROP having spent the last 33 years with the Tax Collector's office. I'm looking forward to that retirement party and hoping that people will say that I was fair, worked hard and persevered. Also, that I made a difference and was a positive example to my co-workers.

If you could take a vacation anywhere, where would you go?

My husband and I have had the opportunity to fly, drive and visit many states throughout the U.S. However, we have not yet had a chance to visit the Pacific Northwest. We are hoping to spend time, after my retirement, visiting Oregon, Washington and Alaska.

The Employee Spotlight focuses on you. If you would like to nominate a fellow employee, please send his or her name, position, and why you are nominating them to employee.communications@pinellascounty.org. View previous [spotlighted employees](#).



BLOOD DRIVE

**Every donor is
three more lives
saved!**

Mark Your Calendars

Utilities Building
14 S. Fort Harrison Ave.
Clearwater
January 29, 2016
9:30 a.m. - 11:00 a.m.



The Pen

INTERIM PUBLISHER: Beverly Waldron
EDITOR: Mary L. Sault

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Pinellas County Human Resources Department

How to Participate:

It's easy to get involved in *The Pen*. You can contribute by informing us of noteworthy news or sending us story ideas. You can also ask about writing a guest column or submit photos of co-workers at work in your department.

PHONE: (727) 464-5098

FAX: (727) 453-3660

E-mail: employee.communications@pinellascounty.org

Minimum Compensation Will Be Adjusted as of December 27

As reported in the September *Pen*, the *maximum* salary ranges for all classifications (classified and exempt) were raised by 2% as of September 27, 2015. This is a result of a survey done by the Classification and Compensation Division of Human Resources.

As of December 27, 2015, the *minimum* compensation of the ranges of all classifications (classified and exempt) will be raised by 2%. Qualifying individuals whose pay is below the new minimum pay rate for their pay grade will have their pay adjusted to the new minimums. [View the updated pay plans](#), classified and exempt.



Q. If I apply for another position within the county, do I need to inform my supervisor?

A. There is no requirement that you inform your supervisor if you are applying for another County position. Your individual circumstances should factor into your decision of whether or not to inform him or her. However, consider doing so as a matter of courtesy. It is not unusual for supervisors to learn an employee is applying for other positions if they have contacts in other parts of the organization. Keeping your supervisor informed could provide you with an opportunity to discuss your career plans and foster a good working relationship.

Q. I was wondering which day in December our Floating Holidays for 2016 will show in our entitlement balances.

A. The carryover of leave and the personal day and floating holiday loads can only happen after the last payroll is completed. We anticipate they will load on December 28 or 29. The January 15 pay slip will display them.

Q. I started my employment on January 28, 1991. I will have completed 25 years of service on January 28, 2016. Will I be considered for the two extra floating holidays in 2016? Or would I have to wait until the following year?

A. According to the new **Personnel Rule 4. Time Off**, you will get the two extra floating holidays in the next **payroll year** which is 2017.

Q. I am unclear what "midpoint" means with regard to general pay increases.

A. Under the new **Rule 3. Compensation, section C.1.e.**, "The general pay increase will be calculated on the midpoint of the pay grade established for the employee's job classification." So if the midpoint of your classification's pay range is \$20/hour, a 3% general increase for everyone in your classification would be 3% of \$20.

This is about general increases, not other types of pay increases such as promotional raises.

General Increases Based on the Midpoint of Salary Range

Ask HR has received inquiries about the new **Rule 3. Compensation, section C.1.e.** and general increases based on the midpoint of salary ranges.

Organizations must choose a "pay philosophy" which directs how pay is administered. However there are many other factors that can impede fulfilling that philosophy and ultimately impact how individuals get paid. They include:

- budget considerations/restrictions,
- tenure of employees,
- the current labor economy, and
- historical labor economy and budget considerations.

Pinellas County Human Resources performs market surveys every year to make sure that our pay ranges stay competitive with our labor market. Best practices in pay focus on pay adjustments being made on the midpoint of those pay ranges.

The midpoint is considered to be the targeted pay level for employees who have full command of their job skills and who perform at a fully acceptable (journeyman) level.

Individuals who are hired below the midpoint are presumed to be building their skill sets and job knowledge with respect to the organization and should progress to the market value (midpoint) of the job more quickly as their value to the organization approaches the median value of the job in the labor market.

Once individuals pass midpoint they are being compensated at a pay rate that exceeds the median value of the journeyman job in the labor market. Because Pinellas County recognizes that individuals above the midpoint bring added value to the job through enhanced expertise, and in recognition of their loyalty and tenure they continue to receive raises. However, their movement away from the market value/midpoint of the job should be slowed.

Calculating general increases on midpoint allows us to accelerate to midpoint those individuals whose pay is below median market value and to slow movement away from median market value for those above it.

This applies to general increases. Raises based on individual performance are still based on an employee's actual salary.

Benefits **U** Be a flu fighter – get your flu shot.

Even though incidences of the flu in Florida are considered sporadic, it's still smart to get the shot to help prevent getting and spreading the flu.

FREE flu shots are available for County group health plan members at:

- Your network physician's office
- **Walgreens Take Care Clinics**
- **CVS Minute Clinics**

Flu shots **you pay for** are available at retail pharmacies, grocers and discount stores. You are not reimbursed by the health plan.

You can also **get and pay for** flu shots at the **Pinellas County Health Department** at six locations, also not reimbursable by the health plan.



The Blue Boots

This is a story about how a Pinellas County employee ended up with a pair of specially made, original blue boots that he will never wear.

United States Marine **Scott Glaeser** (Human Services) was deployed to Iraq in 2005-2006. He was initially stationed as a boat captain on the Euphrates River in a small unit riverine craft (SURC) which ran boat operations throughout the region. But when asked if he'd like to join a mobile assault platoon as a senior enlisted, he was happy to answer the call.

Mobile Assault Platoons (MAPs) search areas looking for insurgents and weapons. Scott enjoyed being able to help people and found the Iraqi people helpful, generous and overall very nice. "To me, it was all about trying to rebuild communities to help people stand on their own feet."

The Iraqis live in multi-generational family compounds and are very close to each other. One day in region north of Haditha, a family was preparing to celebrate a wedding. Turned out the groom was the target of bad guys who wanted to kill him. Scott's unit was able to save the groom and catch the offenders. Once done, the family patriarch invited the Marines to join the meal and celebration.

In another instance, acting on a request for help, the unit went to search a house. Usually the people were nice when they conducted house searches, but this one guy was too adamant. And he didn't want them to search the barn where the cows were. So, they removed the cows and found a case of 137 "doughnuts" or repellant rounds.

Overall, the mission lasted five weeks. Scott explained "This type of duty is very stressful." They had to remain vigilant, always on the alert, 24 hours a day. And it takes a toll. "Every little thing makes you jump." At the end of the mission, they would have four days down time.

Scott said "My guys were just burnt, tired." While he couldn't literally do it, he wanted to take them away from there. He wanted to do something to "help them relax, give them that break, just chill."

Scott called his sister back in the U.S. and asked if there was any way to scavenge up some shirts or something for his 87 guys. He also had a 55 gallon drum made into a grill, got some steaks and other food and charcoal and had a cookout.



When he got back to his bunk he had six boxes from his sister's employer, Timberland. There were hats, shirts, sweatshirts, and more. "It was amazing to me that my sister could do this and also that the company wanted to do it."

When Scott returned to the U.S. he visited the New Hampshire Timberland factory in uniform

to say "thank you." His sister walked him around and introduced him. She never told him who was responsible for the shipment he received in Iraq. He also met the CEO Jeffery Schwartz, who had served in the Marine Corps. While in his office Scott noticed a pair of blue boots. I was told that there had only been 12 made for the CEO and he had

number 12. They were specially made and there were no others like them.

Schwartz had Scott talk to his designers and "test drive" some boots. Scott also arranged a "test drive" of Timberland boots with some poolees (they are men and women waiting to ship to boot camp) and they gave the company feedback. (The poolees got to keep the boots, too.)



One day, Scott's sister told him he had a package waiting for him at the mail room at Timberland. It contained a 13th pair of blue boots. Scott said, "I knew who they were from." Only 13 pairs were ever made. They have the raising of the flag at Iwo Jima embossed on the inside heel and crossed rifles on the outside.

You can see the boots and other memorabilia from Pinellas County veterans in a case in the courthouse lobby at 315 Court Street, Clearwater.

Scott began his employment with Pinellas County in the Veterans' Services Division of Human Services as a VSO (Veterans Services Officers). He is now a Contract Manager with Human Services. He spent 21 years in the military concluding as a Master Sergeant in the Marines, and served in Somalia, Cuba, Iraq and Kuwait.

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Updated Personnel Rules and Policies

called verbal and written warnings.

- Employees are required to sign verbal and written warnings to acknowledge receipt.
- The disciplinary guidelines have been combined to remove redundancies and simplify the process. There are now 38 infractions instead of 49.
- Rule 7 now specifies what issues may be grieved and clarifies the level of grievance for each issue.
- The time periods have been changed from working days to calendar days for grievances and appeals to avoid confusion about how to count holidays, alternate work schedules, working on weekends, etc. For example, the time to file a grievance was changed from 10 working days to 15 calendar days.

You can find the complete Personnel Rules – current and revised – at pinellascounty.org/hr/rules. The current rules will remain on the website after the updated rules take effect. You can also find a more detailed review of the changes in [What Changed in the Personnel Rules?](#), a chart which shows the [Current Rules versus the New Rules: Where Did They Go?](#), as well as [FAQs](#).

The new Unified Personnel Board Policies are [available online](#). These policies have the same enforcement provisions as the Personnel Rules.

We're here to help

If you have questions about a particular area such as hiring or discipline, [contact the staff](#) in that area of Human Resources for assistance. Also, you may send general questions to AskHR or call 464-3367. To request a speaker, email humanresources@pinellascounty.org or call 464-3367.

Training & Development Upcoming Classes

Some classes fill up quickly so request enrollment early through [OPUS Learning Management](#) (OLM).

Time Management - 1/21

Think you are efficient? Unless you understand how to manage your time it's unlikely you will ever be fully effective. Poor time management can also have an effect on your colleagues or the team you work with. Attend this class and experience many different situations and various issues surrounding time management showing both the right and the wrong ways of doing things.

Project Management - 1/28

Ever feel overwhelmed with a project handed to you or do you have many tasks that could benefit from some management insights? This seminar will help you to envision, plan, implement and evaluate a major project. These skills can also be used to successfully manage your regular workload.

The Changing Environment & Future Trends in Leadership Development - 2/11

The environment of today's workplace is growing increasingly complex. How does one develop skills to succeed in the changing environment? Join us in this highly interactive, creative, and innovative leadership workshop. You will enjoy short video clips, small and large group activities, and sharing of new ideas.

You will find a complete list of courses with descriptions in the [2016 Consortium Training Catalog](#) which is continually updated.

Need assistance? Contact Training and Development at 464-3796 or email training@pinellascounty.org.



TECH BITS



Online Learning Any Time, Any Place, Any Pace



ULearnIT icon

- Access the ULearnIT Learning Portal by double-clicking the desktop icon.
- Your username is your **employee ID number** (such as 12345)
- The password is **Welcome1** for first-time users.
- Check the disclaimer box and log in to Skillport.

For more information, access our [Online Learning Portal SharePoint](#).

For password assistance or technical support, visit the [list of support contacts](#).



Watch the **Two-Minute Tuesday Signing In to ULearnIT** for more login tips.



FACE Tips



FEEDBACK

Feed•back (fēd-bāk) - helpful information or criticism that is given to someone to say what can be done to improve a performance, product, etc.

The key word in that definition is "helpful." Some ways to make sure your feedback stays helpful is to be timely, specific and focus on behaviors. Don't wait, use examples and talk about behaviors that need improvement. Better yet, talk about solutions.

For more helpful tips on providing feedback check out [FACE to Face Conversation Tips](#).

Colors of Pinellas



A Monthly Desktop eCalendar Could Be You!

Wouldn't it be neat to see your artwork on your co-workers' computers as you walk by? It could happen. The calendar wallpaper images that are emailed to all employees each month feature artwork from the annual Art Show.

All you need to do is find your favorite photo, painting, drawing, sculpture, or craft project and submit it by May 20, 2016.

Visit pinellascounty.org/hr/artshow.

SPONSORED BY THE NATIONAL ARTS PROGRAM

SERVICE ANNIVERSARIES

25 YEARS



Gwen Roundtree
Human Resources

20 YEARS



Tina Hunt
Tax Collector
Stan Keim
Utilities
Clarethia Monroe
Utilities

Unavailable for Photo

35 YEARS Lisa Thomas, *Clerk of the Circuit Court*
30 YEARS William Beckie, *Clerk of the Circuit Court*
25 YEARS Sedeeva Godwin, *Clerk of the Circuit Court*
20 YEARS Gary Dziedzic, *Utilities*



15 YEARS

Kevin Becotte..... Engineering & Technical Support
Suzanne Christman..... Economic Development
Patricia Clark..... Clerk of the Circuit Court
Cheri Deal..... Safety & Emergency Services
Heather Fawley..... Safety & Emergency Services
Jeffrey Harris..... Real Estate Management
Antonio Jones..... Utilities
Pamela Traas..... Parks & Conservation Resources
Kimberly Wheaton..... Tax Collector's Office

10 YEARS

Gary Beer..... Building Services
Christopher Cordero Torres..... Tax Collector's Office
Kathleen Daniels..... Utilities
Lori James..... Public Works
Thomas Radtke..... Safety & Emergency Services
Anamarie Rivera..... Public Works
Jeremy Robinson..... Solid Waste
Nicole Sokolowski..... Supervisor of Elections Office

5 YEARS

Doreen Dutro..... Business Technology Services
Katie Marvin..... Convention & Visitors Bureau
Mladen Zdjelar..... Business Technology Services

3 YEARS

Steven Alston..... Business Technology Services
James Beaty..... Clerk of the Circuit Court
Joanna Clark..... Clerk of the Circuit Court
Ricquel Cooper..... Clerk of the Circuit Court
Leena Delli Paoli..... Clerk of the Circuit Court
Alexis Haley..... Solid Waste
Mary Hardwick..... Management & Budget
Michael Jones..... Parks & Conservation Resources
Brian Lowack..... Commissioner's Office
Beth Ordeman..... Safety & Emergency Services
Ralph Reid..... Commissioner's Office
Tricia Smayda..... Clerk of the Circuit Court

The Pinellas County School District is seeking input from County employees regarding North Ward Elementary School in Clearwater.

Pinellas County Government maintained a partnership with North Ward Elementary for many years. However the school was closed in 2009. The school district would now like to know how many employees would consider enrolling their children or dependents at North Ward Elementary School.

If you have elementary school aged children or dependents, please consider completing the school district's survey. This information will be helpful in making a decision whether or not the school should be reopened.

The survey is open from Monday, December 14th through Friday, December 18th and can be taken from any computer. Your answers are anonymous.

[Take the Survey](#)



RETIREMENTS

Over 30 Years



Sherman Giles
Trades/Fld Svcs Supv
Real Estate Management

35 Years



Meri-Jo Gibson
Court Records Supervisor
Clerk of the Circuit Court

UNAVAILABLE FOR PHOTO

25 Years Louis Dondero, *Animal Control Officer 2, Animal Services*

Over 13 Years



Edward Alfonso
Maintenance 2
Infrastructure Division



REPCO News

REPCO's January lunch meeting will be at **noon, January 11, 2016** at Applebee's located at 5110 East Bay Drive. Our speaker will be Curtis Chambers from LLP Financial to tell us about annuities as an investment for retirement. For more information contact Rudy at (813) 855-3466 or rdgarcia@verizon.net.

You don't have to be a Pinellas County retiree to attend. Current employees and family members are also welcome.



Have you seen the most recent **Two-Minute Tuesday** videos?

Signing in to ULearnIT

Discover the new online learning portal for all UPS employees. Any time, any place, any pace.

EAP: More Than Counseling

The EAP program also offers free legal consultations, retirement planning, child care referrals, and more!

Giving Thanks

Feeling grateful improves your sense of well-being.

View more at www.pinellascounty.org/hr/two.

Use It or Lose It

For those who have not used their Personal Day or Floating Holidays, the last pay period to use them is:

Payroll 27 - **Sunday 12/13/15 through Saturday 12/26/15.**

Remember, if a Personal Day is taken immediately before or after a recognized holiday, it must be scheduled and approved in advance.





Employees' Advisory Council Election Winners

Each year, half of the Employees' Advisory Council Representatives' seats are up for election for a two-year term. Thank you to everyone who participated in this year's election.

For the first time, the EAC conducted their election online instead of using paper ballots. The new process ran smoothly with no issues. Although paper ballots were available, no voters requested one. The response was excellent – totaling 66% overall. Last year's ballot return rate was 62%.

Kudos to Supervisor of Elections' employees who are true to their mission and returned all of their ballots, thereby achieving 100% voting participation! The ballot return rate for Clerk North employees was 68% and the rate for for BCC Group 2 (Real Estate Management) was 56%.

There was a two-week voting period from November 30th to December 14th. The majority of ballots were submitted on the first day. A reminder was sent to employees during the second week which spurred additional voting. Notifications were also sent to supervisors to encourage their employees to participate.

Congratulations to the winners:

Four candidates ran unopposed

- BCC Group 1: Mario Ruggia
- BCC Group 6: Doris McHugh
- BCC Group 8: Lisa Wombles
- Property Appraiser: Lisa Wright

Winners of those seats for which there were multiple candidates

- BCC Group 2 - Randy Rose
- Clerk North - Ashley Skubal
- Supervisor of Elections - Linda Cahill

The EAC Representatives and Delegates provide an important communication link between management and employees. To learn more, visit www.pinellacounty.org/hr/eac.



Promotions

Promotions listed are for October 2015.

Board of County Commissioners

County Administration

Kevin Baxter..... Exec Admin Spec

Parks & Conservation Resources

David Harshbarger..... Park Rngr 1
Patricia Kelley Park Rngr 1
Caitlin Kovach Park Rngr 1

Planning

Roberta Korcz Prog Plan

Public Works

Jeffrey Closterman..... Opns Mgr Asst
Terracl Mason Traf Tech 1

Purchasing

Heather Fawley Procurement Analyst Asst

Real Estate Management

Greg Concannon..... Trades/Fld Svcs Supv

Utilities

Christopher Carfora..... Elect Equip Tech Sr
Tammera Maloney..... Acctg & Fin Tech

Business Technology Services

Jonathan Ferguson..... Mgr BTS

Clerk of the Circuit Court

Allicia Gonzalez..... Fis Rec Spec
Jennifer Gundel Deptl Trng Spec

Property Appraiser's Office

Uzma Syed..... PAO Tax Roll Comp Mgr



In case you missed it!

The December [To Your Health](#) newsletter has info ways to stay safe and healthy during this holiday season. Also, it has employee testimony on telephonic health coaching offered by UHC, results of employee fundraising, and more.

December's [Leadership Notes](#) is about exit interviews for individuals who have terminated employment, and how the exit interviews help us discover how well we're doing, or not.

Welcome Aboard!

Board of County Commissioners

Airport

Andrew Briggs.....HVAC Mech

Ambulance Billing & Finance

Jolisa Jackson Ford Office Spec Sr

Frank Henderson Jr..... Acctg Supv

Amy Pruett..... Office Spec Sr

Animal Services

Meri-Lyn Felice..... Grant Wkr "A"

Building Services

Daniel Folwell.....Mech Insp

Commission Office

Courtney Vandenberg Exec Aide

Development Review Services

Randy Ayers Sr Eng

Parks & Conservation Resources

Caridas Burchfield..... Env Spec 2

Travis Garman..... Park Rngr 1

Elizabeth Lamont..... Park Rngr 1

William Lawrentz..... Park Rngr 1

Jeffrey Leoni..... Park Rngr 1

Nathanial Lewis..... Park Rngr 1

Margaret Miller..... Park Rngr 1

Phillip Schiro..... Park Rngr 1

Planning

Angela Barton..... Prog Plan

Public Works

Zachary Cunningham..... Tree Trimmer

Regional 911

Walter Carrion..... Law Enf Telecomm

Thomas Ryan Law Enf Telecomm

Donald Steger..... Law Enf Telecomm

Lauren Valdes..... Law Enf Telecomm

Utilities

Andrew Calcaterra..... Util Chem 1

Paul Chute..... Wtr/Wstwr Plt Oper 1

Patricia Cruz..... Prop & Strs Clk 2

Ivey Drexler.....Proj Coord-Tech

Dinesh Kamath..... Sr Eng

Lottia Kehoe..... Wtr Qual Mgmt Spec 1

Aaron Kunkel..... Wtr/Wstwr Plt Oper 1

Lorenzo Matthews.....Util Maint Wkr

Ender Perozo.....Util Maint Wkr



New Employee Orientation class, November 8, 2015.

Clerk of the Circuit Court

Peter Manning Info Tech Sol Dev Spec

Jeanette Phillips..... Asst Dir Fin Div

Property Appraiser's Office

Sotirios Kambourolias GIS CAD 1

Tax Collector's Office

Richelle AndersonAud Supt Spec

Serena Sanchez..... Accountant 2

OurSpace

Don't forget to check the employee blog – [Our Space](#) – regularly.

Bookmark it. There is news every day!

YOU can post to the blog. It's easier than you might think – give it a try! Share your photos, celebrations, upcoming events, and check for the latest news from the County.

If you have questions, please contact Mary Sault at 464-5098 or employee.communications@pinellascounty.org.





Create Sustainable Solutions

Vision • Innovation • Collaboration

Do you know about 4-H Youth Development?

For more than 100 years 4-H has committed to the idea that youth are the single strongest catalyst for change.

In 2015 **Florida 4-H** reached 204,000 youth, ages 5-18, with 13,000 volunteers. In Pinellas, 2,023 youth in clubs, camps, and school enrichment programs.

Pledge your Head, Heart, Hands and Health to 4-H.

Congratulations to **Jean Rogalsky**, (4-H Agent) on 25 years! Riding into retirement!

SAVE-THE-DATE

**Adopt-A-Tree
in honor of
Florida Arbor
Day**



Saturday, January 23, 2016
Pinellas County
12520 Ulmerton Road
Largo, FL 33774

Register Online
<http://bit.ly/AdoptATree>

UF IFAS Extension
UNIVERSITY of FLORIDA

FROM THE RECORD KEEPER



Holiday Wishes

All of us at Records Management would like to take a moment to offer our best wishes to you for a very blessed holiday season and a prosperous new year.

We look forward to working with you in 2016!



Consumer Corner



Connie Consumer

The holiday season is here, which also means the busiest shopping time of the year. Whether you prefer to stay home and shop online or venture out to the stores, it's important to remember to spend wisely. Pinellas County Consumer Protection has these important tips to help you make the most of your time and money.

- **Make a list** of the people you want to shop for and how much you want to spend on each person; then stick to the list.
- **Buying with cash** is an easy way to stay on budget and helps prevent you from over spending. **Paying by credit card** allows the buyer to dispute a charge if there is an issue with the product or if you don't receive the item.
- **Look for discounts.** Search newspapers or online for coupons and promotion codes. Many stores offer loyal customer perks, saving you additional money.
- Stores establish their own **refund and exchange policies**, so be sure you know what the store's policy is before you buy. If the store has a "no refund" policy, it must be prominently posted online at the register or on your receipt.
- **When shopping online**, deal only with reputable merchants. Look for the lock symbol and "https" at the beginning of the URL which indicates it's a secure site.
- While the holiday season is one of giving, unfortunately, there are those who see it as a **season of taking** – from you. Be sure to keep tabs on your credit or debit cards and cover the keypad when you enter your PIN number.
- **Watch out for fraudulent charities.** Before you donate, verify that the organization is properly registered with Florida Department of Agriculture and Consumer Services (FDACS) and review their financial records to see how they spent the donations received.

For more information or to file a complaint, contact Pinellas County Consumer Protection at (727) 464-6200 or visit www.pinellascounty.org/consumer/tips.htm.

The offices of Pinellas County's Consumer Protection division have relocated. The offices are now at the Pinellas County Justice Center, 14250 49th St. N., Suite 1000, Room 2, in Clearwater.



Employee and family news including kudos, weddings, births, graduations, memorials, and classified ads. Send your news to employee.communications@pinellascounty.org or call 464-5098.

PINELLAS CLERK NAMED COMMUNITY ADVOCATE OF THE YEAR

Excerpts from press release

Ken Burke, Clerk of the Circuit Court and Comptroller in Pinellas County, was recognized by the **Florida Statewide Guardian ad Litem Office** with the **Community Advocate of the Year 2015 Sixth Judicial Circuit award**. The Clerk was publically acknowledged for his admirable level of support for the Guardian ad Litem's program and mission.



The special recognition took place at Shorecrest Preparatory on November 30th among 300 attendees. "It is with much respect and admiration that I accept this incredibly meaningful recognition" said Mr. Burke.

"Advocacy and support go a long way in a foundation as solid and transformative as the Guardian ad Litem Program and I am proud to support their commitment towards improving the lives of children."

After the award presentation, attendees were treated to an inspiring and memorable speech given by guest speaker Ashley Rhodes-Courter. Ms. Rhodes-Courter spoke about her experiences as a foster child, adopted child, foster parent, child advocate, mom and author. The ultimate goal of the evening was to educate the students and community at large about child welfare and also inspire individuals to volunteer or play another role in the betterment of children's lives.



PCU WINS!

Pinellas County Utilities has another group of "winners." **Lonnie Alexander** captained his team of **Larry Edmonds, Hunderick Ford, James Brown, Howard Brown, and Thomas Wright** to victory across the pond at Hillsborough County Utilities' **annual rib cook off**. This event helps build team work, networking, and raises funds for United Way of Tampa Bay.

Seven teams spent all night tending to fires to produce the best ribs possible for Friday's lunch. They also prepared sides of smoked rice and collard greens. After winning second place last year, they pulled out all the stops. This year they finished in **first place**, despite the overwhelming number of home town favorites.

Thank you for being excellent ambassadors for Pinellas County. **Congratulations!**

