Two-Minute Tuesday Video Script: HR from A to Z
http://www.pinellascounty.org/hr/two/videos/atoz-new/atoz-new.html

Slide 1: Welcome to Two-Minute Tuesday. I’m Camille Evans. Our topic today is HR from A to Z.

Slide 2: As you know, our Human Resources staff are here to help you. We are available to answer your questions – by phone, email or in person. However we’ve created a NEW tool you can use to find your own answers 24/7.

Slide 3: The new tool is the A to Z Index. It’s a search function for our website. It makes it a snap to find exactly what you need quickly and easily. There are over 300 items listed. Let’s see how it works with some sample questions.

Slide 4: Is LASIK covered by our insurance?

Slide 5: To find the answer, go to our HR website at pinellascounty.org/hr. Click on the A to Z graphic on the homepage or you can access the A to Z link on any webpage from the blue menu bar. The index is an alphabetical listing so look for the letter that your item begins with. You could look under E for eye or V for vision or under L for LASIK … any of these will take you to our vision page. If you select LASIK, it will take you directly to the area of the vision page about LASIK which indicates that yes - it is reimbursable up to $562.50 per eye.

Slide 6: How do I get in touch with my EAC Rep?

Slide 7: Look under E for EAC or Employees’ Advisory Council. The web page has contact information for the EAC members and so much more.

Slide 8: Do I have to wait for annual enrollment in the fall to sign up for deferred comp?

Slide 9: Look under D for deferred comp… As you can see, the answer is No - you don’t have to wait – you can sign up for deferred comp anytime.

Slide 10: How do I get reimbursed for an evening class at SPC?

Slide 11: Look under R for reimbursement for classes…The web page has all the information that you need. The first step is to fill out a tuition enrollment form and send it to HR at least 10 days before the class starts.

Slide 12: Can I get a discount on a gym membership?

Slide 13: Look under G for gym discounts. The answer is Yes – you can get discounts on many local gyms with our You Decide Employee Discount program.

Slide 14: That’s HR from A to Z – a new tool to help you succeed!

Slide 15: Thanks for tuning in to Two-Minute Tuesday. To subscribe or watch previous episodes, visit us online.