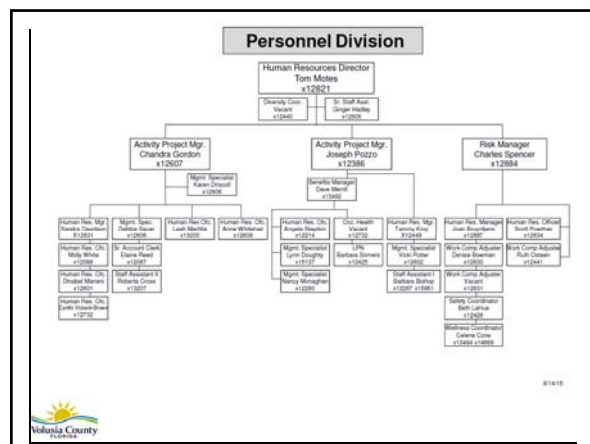


# Welcome to the



## Personnel Division

August 25, 2015

### What Do We Do?

- We are a strategic partner to all departments/divisions
- We offer expertise, guidance, and consistency in administering policies and practices for the County by:
  - ✓ Serving as subject matter experts on HR laws, policies, liability, etc.
  - ✓ Serving as an employee sponsor or advocate
  - ✓ Facilitating change
  - ✓ Providing employee development opportunities, employee assistance programs, organizational development and continuous improvements, and due process approaches to problem solving



### The Role of Personnel

- Benefits Administration
- Classification & Compensation
- Employee/Labor Relations
- Hiring, Selection, Training, and Retention
- HR Administration (FMLA, ADA, etc.)
- Payroll Input
- Maintain Employee & Position Status
- Records Management
- Retirement Benefits Administration
- Risk Management/Claims
- Organizational Safety
- Employee, Health & Wellness Initiatives




### Employment and Labor Laws



*There are many employment and labor laws to which the county has to adhere. Some of the most common are . . .*



- ✓ Age Discrimination in Employment Act (ADEA)
- ✓ Americans with Disabilities Act (ADA)
- ✓ Drug-free Workplace (FAA/DOT)
- ✓ Equal Employment Opportunity (EEO) / Title VII
- ✓ Fair Labor Standards Act




### Employment and Labor Laws



- ✓ Family & Medical Leave Act (FMLA)
- ✓ Florida's Organized Labor Statute 447
- ✓ Florida's Workers' Compensation Statute 440 (on-the-job injury)
- ✓ Health Insurance Portability & Accountability Act (HIPAA)
- ✓ Patient Protection and Affordable Care Act of 2010 (PPACA)
- ✓ Uniformed Services Employment and Reemployment Rights Act (USERRA)
- ✓ *And many, many more*





## Benefits Administration

- Health, dental, life, vision, disability insurance
  - ✓ Maintain provider network
  - ✓ Liaison between employees and claims administrator
  - ✓ Insurance questions and assistance
  - ✓ COBRA
  - ✓ Short-term disability/Long-term disability
- Florida Retirement System (FRS)
  - ✓ FY 2015 retirements– 64
  - ✓ # of current retirees – 1695

## Benefits Administration

- Deferred Compensation Plan
- Employee Assistance Program (EAP)
- Partial Tuition Reimbursement Program
- Employee Computer Purchase Program
- Employee Recognition Program
- Loss Control (Medical)
  - ✓ Physical exams: post-offer employment, fitness for duty, return to work, and annual physicals
  - ✓ Random, CDL, and reasonable suspicion drug testing



## Classification & Compensation

- Maintain position classification system
- Position tracking, audits and reclassifications
- Wage and classification surveys
- Maintain six (6) pay plans
  - Non-union employees – general compensation plan
  - Bargaining Units
    - Teamsters
      - Sheriff's Deputies and Sergeants
    - International Association of Firefighters (IAFF)
      - Firefighters
      - Fire Lieutenants
      - Battalion Chiefs
    - International Association of EMTs & Paramedics (IAEP)
      - Emergency Medical Technicians, Paramedics, and Sergeants PM



## Employee/Labor Relations

- Administers:
  - Volusia County Merit System Rules and Regulations
  - Negotiates Collective Bargaining Agreements
  - Advisor to the Personnel Board
  - Code of Ethics
  - Performance Improvement, Discipline, Grievance and Appeals
  - Policies and procedures
  - Respond to employee complaints
  - Change of policies – how it affects the unions






## Employment and Training

Employment and Training sections supports the County's mission of obtaining, retaining, and training quality employees so they're equipped with the knowledge, skills, and abilities to perform duties efficiently and effectively.

**The Employment:**

- Manages the recruitment, selection, and hiring process
- Manages the County's Diversity program
- Manages the County's paid internship program
- Partners with departments to create employee performance improvement plans

## Employment and Training

**The Training:**

- Addresses specific training needs of departments for overall organizational mission and goals' success
- Offers various classes to County employees
- Delivers classes either by County employees or by qualified training contractors
- Conducted **131** classes to **1,883** employees between October **2013** and September **2014**

### ***Types of Training***

- Citizen Information Center (Disaster Preparedness)
- Customer Service Programs
- Diversity
- Drug-Free Workplace Policy
- Employee Assistance Series
- Effective Communication
- Ergonomics
- Ethics in the Workplace
- Florida Retirement System Series
- Microsoft Office Software Training
- Performance Evaluation
- Preventing Sexual Harassment and Other Forms of Discrimination
- Stress Management
- Supervisory Training Series
- Time Management
- Work Management Skills
- Workplace Safety, Health and Wellness
- Workplace Violence



### ***Human Resources Payroll***

#### **■ HR Transactions**

- Payroll deductions (e.g., United Way, elected taxes, court ordered garnishments, child support)
- Changes/updates to employee information
- New hires, transfers, promotions, terminations, retirements, family medical leave or other leaves of absence
- Processes approximately 40,000 transactions per year.



### ***Records Management and Retention***

- Per Florida Statute 119, Public Records:
  - Maintains personnel files for 25 years after employee terminates employment with the County
  - Responds to public records requests
  - Maintains confidentiality of social security numbers and other protected information
- Completes employment and/or income verification requests
- Files are converted from paper and stored electronically



### ***Risk Management***

- Claims Administration
  - Provides workers compensation benefits to injured employees
  - Handles liability, property, and physical damage claims
- Insurance Administration
  - Purchases/renews insurance policies for County property, equipment, and liability
  - Checks county employee driver's license
- Safety and Wellness Programs



### ***Employee Relation Exercises***



Family and Medical Leave Act (FMLA), 29 CFR 825

Americans with Disabilities Act (ADAAA), 29 CFR 1601



### ***Questions?***

***Thank you from the Volusia County Personnel Team!!!***

