

HR

## ON YOUR BEHALF

The Official Newsletter of the Jefferson County Commission HUMAN RESOURCES DEPARTMENT

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## INSIDE THIS ISSUE

- 1 Vacation Leave Bank
- 1 Benefits
- 2 Health & Wellness
- 2 Lactation Room
- 2 Your Voice/HR Listens
- 3 Binational Health Day
- 3 Personnelities
- 4 Merit Commuter Club
- 4 Safety & You
- 4 Job Announcements
- 4 HR Corner - Flu Vaccine

*The mission of the Jefferson County Human Resources Department is to maintain a positive, productive, and progressive environment for all employees while providing professional human resources assistance and support to all county employees, departments and officials.*



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## VACATION LEAVE BANK

Administrative Order 99-1 established the Vacation Leave Bank Program for the use and benefit of county employees who suffer from a non-job related catastrophic illness or sudden change in health and have or will exhaust all accrued leave balances. The original Administrative Order has been modified two times by legal and each revision has been an effort to improve and better serve employee users. A seven member Committee administers this program.

Employees who have completed one year of uninterrupted full time employment and can donate 8 hours of vacation time can apply for membership at any time. After joining, there is a three-month waiting period.

After all accrued leave has been used, the Vacation Leave Bank will provide up to 480 hours of regular pay within a 12-month period and this money does not

have to be paid back. The Administrative Order prohibits approving retroactive leave and benefits can only be paid from the date a completed withdrawal application is received.

The Vacation Leave Bank is meeting a need for county employees that cannot be met by any other program. For some it is the difference between being able to hold on to their job or having to resign. In calendar year 2006 we received 8 applications, in 2007 we received 24 applications and so far this year we have received 45 applications. Part of this increase in the use of the program is due to the increased publicity of the program by committee members in the Human Resources orientation sessions which are held each Monday. In 2006, we had approximately 750 members and now we have over 1100 members.



*Bob Lunsford, Chairman  
Vacation Leave Bank Committee*

*"I do not know what county employees who have suffered serious illness would do if we did not have a program like this to give them some relief."  
- Bob Lunsford*

For more information about the Vacation Leave Bank contact the Human Resources Department at 205-325-5249

## Benefits - TRAVEL ASSISTANCE PROGRAM

Feel Safe and Secure on the Road. Travel Assistance is available to all Group Life and Accidental customers through The Hartford.

County employees are covered for emergency travel situations, including:

- **Emergency Medical Assistance:** Referrals, evacuation, return of traveling companions, replacement of medication/eyeglasses
- **Emergency Personal Services:** Travel arrangements, cash advances, interpretation, sending and receiving messages, legal assistance
- **Pre-Trip Information:** Exchange rates, visa, passport, immunizations, embassy and consular referrals

Hartford Brochures containing wallet ID cards will be available to county employees late October 2008. For more information or to obtain a brochure, please contact Yolanda Maddox in the Human Resources Department at 205-325-5249 or email [maddoxy@jccal.org](mailto:maddoxy@jccal.org).

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## HEALTH & WELLNESS– OCTOBER IS BREAST CANCER AWARENESS MONTH!

### What you need to know:

All women can get breast cancer. Breast cancer now causes more deaths among women than any other cancer except lung cancer. Many cancers may be treated successfully. The chances for success in treatment are highest when cancers are found early.

There are five things to tell your friends about breast cancer:

1. All women can get breast cancer – even those who have no family history of the disease.
2. The two most important factors for breast cancer are being a woman and growing older.
3. Women diagnosed with early breast cancer, when cancer is small and has not spread, have a high chance of surviving it. Mammograms are the best way to find breast cancer early. Every woman should get one every year starting at age 40.
4. You can help reduce chances of developing breast cancer by engaging in regular physical activity, maintaining a healthy weight, and limiting alcohol intake.

Through early detection and improved treatments, more women than ever are surviving breast cancer.

Contact your Occupational Health Nurse to receive more information and a self-breast exam card.

Peggy - 849-2302; Dorthea - 325-5741, Marcia - 916-5170 or Janie -481-4238.




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## EMPLOYEE LACTATION ROOM

The Jefferson County Commission has joined the Alabama Breastfeeding Committee's initiative to support lactation in the workplace. We now have a Lactation Room in the main courthouse. The Lactation Room is where breastfeeding employees can go to lactate (secrete milk) by way of a breast pump. This allows a breastfeeding mother to provide breast milk for her baby while she (mom) continues to work.

Alabama Breastfeeding Committee studies have found that providing breastfeeding support in the workplace reduces employee absenteeism, improves productivity and cuts costs.

Breastfeeding mothers are encouraged to use the Lactation Room for lactating in a private and secure setting. Employees must provide their own breast pump, items for storage and any other necessary supplies.

The Lactation Room will require badge access. To inquire about obtaining access, please contact Marilyn Johnson in the Human Resources Department at 205-325-5249.

For general information on the Alabama Breastfeeding Committee please visit [www.adph.org/albfcomm/](http://www.adph.org/albfcomm/)



### Your Voice / HR Listens ... Questions & Answers to YOUR concerns

**QUESTION:** *Why do the Personnelities Spotlight nominees have to be approved by the Department Head? What if the Department Head doesn't "like" the nominee? - County Employee*

**ANSWER:** Department Heads should be aware of personnel issues such as disciplines, tardies, AWOLs, etc. on the employees in their area. An employee with personnel problems would not be eligible for the Personnelities Spotlight as eligibility for the Personnelities Spotlight is based upon an employee's merit, work ethic and character. It is our hope that a Department Head's reasons for recommending or approving a potential nominee for the Personnelities Spotlight are based solely upon these attributes.

**THANKS FOR ALL YOUR COMMENTS, QUESTIONS AND CONCERNS!**

## REMINDER - BINATIONAL HEALTH DAY OCTOBER 4TH !!!!!!!

Cooper Green Mercy Hospital is proud to host its 3rd

### Binational Health Day

Binational Health Day is celebrated with the Mexican Government in conjunction with organizations in the United States and focuses on health, prevention and health education. Binational Health Day started in California and is now celebrated throughout the U.S. and Canada. Cooper Green Mercy Hospital is the first organization in Alabama to celebrate the event. Alabama's Regional Headquarters is located in Atlanta, GA at the Atlanta Mexican Consulate, where an entire week is dedicated to Binational Health.

Information will be provided in Spanish and will include topics such as nutrition, diabetes, women's health, leukemia and many other health issues.

Spanish Boy Scouts & Girl Scouts Troops will be on hand to assist with hosting and navigation. Ronald McDonald will be in attendance and there will be many other youth activities making this a great event for kids, so bring the entire family!

Cooper Green Mercy Hospital  
&  
the Atlanta Mexican Consulate  
Host

## Binational Health Day

**Saturday, October 4th, 2008**  
**10 a.m. – 2 p.m.**  
**Cooper Green Mercy Hospital**

- **Free Screenings**
  - Diabetes
  - High Blood Pressure
  - HIV/AIDS
  - Syphilis
- **Information on obtaining a blue card, hospital services and community services.**
- **Entertainment for the whole family!**






Do not interchange the prepositions **to** and **with** to follow the verb **speak**. *Speaking with* others means to **discuss** a topic with them, while *speaking to* others means **telling** them something.

**Incorrect:** I spoke *with* Steven last week to give him the dates for next year's conference.

**Correct:** I spoke *to* Steven last week to give him the dates for next year's conference.

**Incorrect:** I would like to speak *to* the staff members to get their ideas for our next charity event.

**Correct:** I would like to speak *with* the staff members to get their ideas for our next charity event.

## Personnelities....Inside the Personalities of our Personnel

He once gave up his basement parking space to a county employee that was dying of cancer, he spends his time now caring for relatives with failing health and when asked to name the things he enjoys doing most, he responded, "**helping others**". The Human Resources Department is honored to spotlight Mr. Jim Parr, Deputy Director, Revenue Department.

Of English, German and Cherokee Indian descent, Mr. Parr was born in Birmingham, Alabama. He attended Norwood Elementary and Phillips High School. Jim received a scholarship to Florida State University, but turned it down to join the military because, as he joked, "*Florida State did not have a good football program at the time*". After the military he went to college at the University of Alabama Extension Program here in Birmingham.

Jim began working for Jefferson County in 1958 and has 50+ years of service! He began working with the Jury Board, then the Zoning Board and came to Revenue in 1965. Mr. Parr currently oversees vehicle registration and licensing, including drivers, hunting, boating and fishing licenses.



*Jim Parr*  
Assistant Director, Revenue

**FUN FACTS:** Mr. Parr is a former body builder and he worked for the County Jail when Dr. Martin L. King was brought in. If there was one person Jim could spend the day with it would be Billy Graham because he respects him as a minister and as a person. When he finds the time, Mr. Parr also enjoys painting, swimming, boating and deep sea fishing.

*While the HR department attempts to review and monitor the contents of the submissions into the personal sections of its newsletter, the views expressed in the personal sections (which may include Your Voice, Personnelities and HR Corner) are the personal views of county employees and are not necessarily the views of the Jefferson County Commission, the Human Resources Department, its staff or employees. Concerns regarding materials on these pages may be addressed to [hrlistens@jccal.org](mailto:hrlistens@jccal.org)*

## MERIT SYSTEM COMMUTER CLUB

Driving less may be the answer to your rising gas expense! My Merit Matters has introduced the Merit System Commuter Club. Go to [www.meritmatters.org](http://www.meritmatters.org) and click on the **Commuter Club** tab. Signing up is completely anonymous. Complete your home and work location information, work hours and other rideshare preferences and you will be provided a list of others who have similar schedules. You will only be identified by number until you choose to make your personal information known to potential rideshare partners.

## SAFETY & YOU

### Top Safety Tips for a Blackout

- Only use a flashlight for emergency lighting. Never use candles!
- Turn off electrical equipment you were using when the power went out.
- Avoid opening the refrigerator and freezer.
- Do not run a generator inside a home or garage.
- If you use a generator, connect the equipment you want to power directly to the outlets on the generator. Do not connect a generator to a home's electrical system.
- Listen to battery operated radio and/or television for updated information.

### How Can I Prepare Before a Blackout Happens?

Assemble essential supplies, including:

- Flashlight
- Batteries
- Portable radio
- at least one gallon of water
- a small supply of food.

Due to the extreme risk of fire, do not use candles during a power outage

## JOB Opportunities

### CLASSIFIED POSITIONS

- Automotive Technician - Heavy Equipment
- Dental Assistant
- Information Specialist, Sr. Citizens Services Info. & Referral
- Information Specialist, Sr. Citizens Services State Health Insurance Program

The above positions opened on 9/28, please visit the website for closing dates and weekly employment updates.

Go to [www.jobsquest.org](http://www.jobsquest.org) for more information on Classified positions. Please visit the HR department or go to <http://courthouse.jcc.jccal.org> (click on Human Resource Dept) for more information on Laborer positions.

## HR Corner - It's FLU time!

Why get the influenza ("flu") vaccine? The "flu" is a contagious disease. Over 36,000 people die annually from the flu, but the flu vaccine is up to 90% effective in preventing illness due to the influenza virus.

Who should get the inactivated influenza vaccine?

1. Children 6 months and older and all older adults
2. Anyone with long-term health problems such as heart disease, lung disease, asthma, kidney disease, liver disease, diabetes, anemia, and blood disorders
3. Anyone with a weakened immune system due to HIV/AIDS or other diseases affecting the immune system, cancer treatment, long-term treatment with drugs such as steroids
4. Anyone with certain muscle or nerve disorders such as seizures, breathing problems, or cerebral palsy
5. Anyone who lives with or cares for people at high risk for influenza-related complications
6. Health care providers



Influenza vaccine is also recommended for anyone who wants to reduce the likelihood of becoming ill with influenza or spreading influenza to others. The Occupational Health Nurses will be administering flu vaccines to active employees beginning in **October**. The flu vaccine is not administered to retirees or family members. A schedule of dates and times they will be in your area will be sent out to all departments. **Don't wait and risk the flu!**

**THE VACCINE IS FREE to all  
ACTIVE JEFFERSON COUNTY COMMISSION EMPLOYEES.**