



UNIFIED PERSONNEL BOARD AGENDA

Date: July 11, 2024

Time: 6:30 p.m.

Location: BCC Assembly Room, Fifth Floor, Pinellas County Courthouse
315 Court Street, Clearwater, Florida

Citizens to be Heard*

Employees' Advisory Council (EAC) Representative

I. Consent Agenda

1. Request Approval of the Minutes of the Joint Employees' Advisory Council and Personnel Board Meeting held April 18, 2024 - *Approved*
2. Request Approval of the Minutes of the Regular Personnel Board Meeting held June 6, 2024 - *Approved*

II. New Business

1. Revisions to Remove Extended Illness Leave - *Approved*
2. Revisions to Personnel Rules Definitions - *Deferred*
3. Human Resources Benefits Director Classification Recommendation - *Approved*
4. Human Resources Reclassification Recommendation - *Approved*

III. Informational Items

1. HR Update
2. Action Taken Under Authority Delegated by the Personnel Board

* Persons with disabilities who need reasonable accommodations to effectively participate in this meeting are asked to contact Pinellas County's Office of Human Rights by emailing requests to accommodations@pinellas.gov at least three (3) business days in advance of the need for reasonable accommodation. You may also call (727) 464-4882. View more information about the [Americans with Disabilities Act and requests for reasonable accommodation](#).

Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a verbatim record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

Joint Unified Personnel Board/Employees' Advisory Council
Pinellas County
April 18, 2024 Meeting Minutes

The Unified Personnel Board (UPB) and the Employees' Advisory Council (EAC) Representatives met for a joint meeting at 3:40 PM on this date in the Clerk's Fourth Floor Conference Room at the Pinellas County Courthouse, 315 Court Street, Clearwater, Florida.

Present - UPB

Ricardo Davis, Chair
Ralph O. Reid, IV, Vice-Chair
Jeffery Kronschnabl
Peggy O'Shea
William Schulz, II
Joan M. Vecchioli

Not Present

Kenneth Peluso

Present - EAC

Lisa Arispe, Chair
Jeff Albenzio
Sam Appel (alternate for Zach Bloomer)
Donna Beim
Jordan Blendinger
Samuel Chambray
Cierra Chin
Katiah Fitzpatrick
Gretchen Keehn
Clarethia McClendon
Maggie Miles
Michael Polizzi

Not Present

Zach Bloomer
Lora Kyle-Woodall
Leena Delli Paoli
Willie Roundtree

Others Present

Wade Childress, Chief Human Resources (HR) Officer
Maria Ciro, HR Assistant Director
Ashley Jackson, HR Executive Assistant
Irena Karolak, HR Manager
Missy Kracher, HR Consultant
Rodney Marion, Workforce Relations Director
Amanda Smith, Workforce Relations Project Coordinator
Tammy Burgess, Board Reporter, Deputy Clerk
Other interested individuals

CALL TO ORDER

Chair Davis called the meeting to order at 3:40 PM and led the Pledge of Allegiance.

INTRODUCTIONS

At the request of Chair Davis, those in attendance introduced themselves.

HUMAN RESOURCES DIRECTOR GOALS/TIMELINES DISCUSSION

Chair Davis indicated that while the UPB will make a decision at a future UPB meeting regarding the structure of the performance evaluation for the Chief HR Officer position, part of the intent for today's meeting is to obtain input from the EAC members for incorporation into deliberations by the UPB, noting that input from Mr. Childress will also be sought; whereupon, he responded to a query by Ms. Beim regarding his opinion of a 360 evaluation process.

Mr. Reid and Ms. Vecchioli discussed the importance of receiving regular input and feedback from the EAC and Appointing Authorities for the establishment of goals and performance evaluation for the Chief HR Officer and purpose of the Special Act related to the EAC's role as representative of the County's employees.

Discussion ensued regarding the following topics:

- Medical benefits issues and complaints
- Ongoing communication, coordination, and collaboration
- Length of appeal hearings
- Review of HR processes and procedures
- Anonymity, structure, and departmental utilization of voice survey results
- Performance management process for departments outside of the HR Department

- Creating a culture of trust and transparency
- Training for new supervisors
- Independent structure and functionality of each Appointing Authority
- Improved working relationship between the EAC, the UPB, and the Appointing Authorities
- Support for the EAC by members of management
- Training opportunities for new EAC delegates and representatives
- EAC employee advocate program

OPEN DISCUSSION

This item was not addressed.

ADJOURNMENT

Chair Davis adjourned the meeting at 4:53 PM.

Unified Personnel Board
Pinellas County
June 6, 2024 Meeting Minutes

The Unified Personnel Board (UPB) met in regular session at 6:29 PM on this date in the County Commission Assembly Room at the Pinellas County Courthouse, 315 Court Street, Clearwater, Florida.

Present

Ricardo Davis, Chair
Ralph O. Reid IV, Vice-Chair
Jeffery Kronschnabl
Peggy O'Shea
Kenneth Peluso
William Schulz II
Joan Vecchioli

Others Present

Lisa Arispe, Employees' Advisory Council Representative
Wade Childress, Chief Human Resources Officer
Jennifer Monroe Moore, Ogletree, Deakins, et al., P.C., Board Counsel
Abigail Nygaard, Board Reporter, Deputy Clerk
Other interested individuals

All documents provided to the Clerk's Office have been made a part of the record.

CALL TO ORDER

Chair Davis called the meeting to order at 6:28 PM; whereupon, he led the Pledge of Allegiance.

CITIZENS TO BE HEARD

No one responded to the Chair's call for citizens to be heard.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

Ms. Arispe indicated that the EAC and the Appointing Authorities recently met; and that two of the topics discussed were the need for more Employee Advocates and simplifying the grievance process.

Attorney Moore suggested that brainstorming regarding the appeal process occur in advance of the joint meeting with the Appointing Authorities; and that the process be placed on that meeting's agenda in order to obtain consensus between the EAC, the Appointing Authorities, and the UPB, in terms of making the grievance process less onerous while maintaining due process.

Responding to a query by Ms. Vecchioli, Attorney More indicated that she would take a look at appeal processes in other jurisdictions and municipalities.

In response to comments and a query by Mr. Reid, Ms. Arispe briefly discussed the Employee Advocate role, including that it is on a voluntary basis, reasons that may discourage interest in becoming an Advocate, and a past suggestion to incentivize the role.

In response to a query by Mr. Childress, Ms. Arispe indicated that an Advocate is allowed three hours per week to perform advocacy work; whereupon, Mr. Childress noted that it could then be argued that the Advocate is compensated for those hours. Attorney Moore related that she believes the topic of Employee Advocate compensation was addressed at some point by the County Attorney's Office; and that this could be revisited with them.

CONSENT AGENDA

Minutes of the Regular Personnel Board Meeting held May 2, 2024

Mr. Peluso made a motion to approve the May 2 meeting minutes. The motion was seconded by Ms. O'Shea and carried unanimously.

NEW BUSINESS

Revisions to Personnel Rule 3, Compensation

Mr. Childress summarized information related to the following three proposed revisions to Rule 3, Compensation:

- Strike the requirement of general increases being calculated on the midpoint of the pay grade
- Remove the wording, *may elect to* and replace with, *will*, related to Appointing Authorities' compensation of exempt employee during disaster situations
- Delete references to *extended illness leave*

Responding to a query by Ms. Vecchioli, Attorney Moore provided a historical perspective related to the Board's discussions regarding the compensation of exempt employees during disasters. A brief discussion ensued; whereupon, Mr. Childress indicated that he has contacted the Appointing Authorities to inform them that this correction needs to be made.

In response to comments and queries by Ms. Vecchioli and Mr. Reid, Attorney Moore clarified that removal of the midpoint language would allow discretion by the Appointing Authorities with regard to general increases and method of payment; whereupon, Mr. Childress related that while he has discussed the proposed revision with Ms. Arispe, it has not been presented to the entire EAC; and that he should continue discussions with the Appointing Authorities related to continuity throughout the County.

Following a brief discussion, Mr. Peluso made a motion to approve the revisions and suggested placing the topic on the joint UPB and Appointing Authorities' August 22 meeting agenda. The motion was seconded by Mr. Kronschnabl and carried unanimously.

Revisions to Personnel Rule 5, Reduction in Force

Mr. Childress indicated that the proposed revision is administrative in order to keep Rule 5 updated and is for the removal of two references to the extended illness plan, which is no longer utilized.

Mr. Reid made a motion for approval. The motion was seconded by Ms. Vecchioli and carried unanimously.

Joint Unified Personnel Board and Appointing Authority Meeting, August 22

Mr. Childress provided information related to unsuccessful attempts at scheduling a meeting for discussion of goals for his position and requested that efforts to do so be discontinued for the time being and that the August 22 meeting be held as planned.

Ms. Vecchioli expressed concern regarding the lack of goals for Mr. Childress in the meantime. Mr. Reid and Attorney Moore provided information regarding work that they have done thus far, at the direction of the Board, related to this process and suggested that they could meet with him to discuss goals and a feedback structure prior to the August 22 meeting; whereupon, Ms. Vecchioli indicated that the information from that meeting should be brought before the UPB before it is discussed at the joint meeting.

Following a discussion, Attorney Moore summarized that she and Mr. Reid will meet with Mr. Childress to inform him of prior discussions and the work done so far related to the

process and to assist him with creating goals, with the intent of having a more meaningful discussion with the Board at its July meeting.

INFORMATIONAL ITEMS

HR Update

Mr. Childress indicated that an HR update is included in the agenda packet for review by the members.

Action Taken Under Authority Delegated by the Personnel Board

Mr. Childress indicated that the document containing the delegated actions is included in the agenda packet.

Administrative Change to the Personnel Rules and Unified Personnel Board Policies

Mr. Childress provided brief information regarding prior action taken by the Board to allow a change to the title of his position from Human Resources (HR) Director to Chief Human Resources Officer (CHRO) and asked for confirmation of his understanding that he may make administrative changes to UPB rules and regulations under the authority of the HR Department; whereupon, he indicated that he would like to replace all title references to CHRO.

Following a brief discussion, Attorney Moore indicated that any type of change to a rule should be authorized by the Board; that if the request by Mr. Childress, however, is for replacing any references to either HR or Personnel Director, to either Chief Human Resources Officer or CHRO, she believes that it would be acceptable for him to make those blanket revisions without it being brought to the Board after completion.

Mr. Peluso made a motion to allow Mr. Childress to change all references to any other titles to Chief Human Resources Officer or CHRO. The motion was seconded by Mr. Schulz and carried unanimously.

Responding to concerns expressed by Mr. Kronschnabl regarding turnover rate data provided in the *Workforce Strategy – Recruitment* section of the aforementioned HR update document, Mr. Childress indicated that the rate is relatively the same as the previous year; that the data shown is year-to-date; and that staff is developing a turnover report by Appointing Authority; whereupon, in response to a query by Mr. Schulz, he briefly discussed the decrease in time it is taking to fill positions.

HR Organizational Chart Updates

Mr. Childress referenced conversations with the members, relating that their feedback was utilized to help create the version of the HR organizational chart which has now become effective and was presented to HR staff yesterday.

In response to comments and a query by Mr. Reid, Mr. Childress provided information regarding an open supervisory position which was upgraded to an existing director classification and moved to the Benefits area, noting that it is his understanding that he has the authority to take such an action if utilizing a current classification; whereupon, Mr. Reid indicated that the HR Department has not recently utilized this classification and would have preferred that this change had been brought before the Board for formal approval.

A brief discussion ensued and included remarks regarding the Board's sole oversight of the HR Department, clarification of certain aspects of Mr. Childress' delegated authority, and recruitment for the position prior to formal approval by the Board at its next meeting.

APPELLANT'S MOTION FOR RECONSIDERATION OF TERMINATION APPEAL

Patrice Perry v. Pinellas County Clerk of the Circuit Court and Comptroller

Attorney Moore provided information regarding the two Motions for Reconsideration that are before the Board, specifying that the original motion was filed timely but that the amended motion was not. Attorney Moore suggested that Ms. Perry present her argument for the first issue, which is procedural, and would be with regard to whether or not the amended motion should even be considered due to the lack of timeliness; whereupon, Ms. Perry indicated that she filed the amended motion due to new information coming to light and requested the Board's consideration.

Attorney Moore invited Assistant County Attorney Jeff Klein to respond in terms of whether the amended motion should be heard in light of its lack of timeliness; whereupon, Mr. Klein indicated that he is representing the Clerk of the Circuit Court and Comptroller Ken Burke; and that Executive Director Teresa Del Rio is present as Mr. Burke's representative. He related that the amended motion was filed only one day untimely, but that what he feels is of more significance is that neither the initial motion nor the amended motion meet requirements set forth in Rule 11-1.

Attorney Moore provided details regarding the requirements related to Motions for Reconsideration in UPB Procedure 11-1; whereupon, Mr. Peluso made a motion to not

accept the amended Motion for Reconsideration. The motion was seconded by Mr. Reid and carried unanimously.

Indicating that the original Motion for Reconsideration would now be addressed, Attorney Moore provided criteria and requirements for requests for reconsideration outlined in Rule 11-1. Following a brief discussion, Attorney Moore clarified that both parties will have the opportunity to argue the original motion.

Ms. Perry spoke and provided insight and information related to her reasons for filing an amended Motion for Reconsideration.

Mr. Klein then discussed the rules for reconsideration which are involved, including that Rule 11-3 indicates that reference to the transcript is required; that since no such reference was made, as a procedural matter, it should be denied; and that Rule 11-1 requires that the Board's decision was made through, or based upon, fraud, collusion, deceit, or mistake of fact or law; whereupon, he summarized information related to Ms. Perry's original hearing held on April 3, 2024 and indicated that nothing in Ms. Perry's Motion for Reconsideration shows that the Board's decision was improperly based upon fraud, collusion, deceit, or mistake of fact or law and, therefore, should be denied.

Responding to comments and queries by the members, Attorney Moore clarified what is required as evidence to qualify as false testimony. Following a discussion by the members, Mr. Peluso made a motion to deny the Motion for Reconsideration.

Ms. Vecchioli indicated that Ms. Perry is requesting to speak; and that she feels it is appropriate to allow that before there is a second; whereupon, Ms. Perry related that if there was something else that she needed to provide, she would have added that to the Motion for Reconsideration. Ms. Vecchioli clarified that the lack of the transcript is not the reason that the Board is not considering the Motion for Reconsideration and seconded the motion.


Following comments by the members, Attorney Moore reminded the Board that the motion is to deny the Motion for Reconsideration and provided clarification related to the decision that they are being called upon to make with respect to the standard set forth in Rule 11.1; and that the issue is determining whether or not it should be granted or denied.

Chair Davis indicated that the motion which has been made is to deny the request. Upon his call for a vote, the motion carried 6-1, with Mr. Schulz dissenting.

ADJOURNMENT

Chair Davis adjourned the meeting at 7:56 PM.

TO: The Honorable Chair and Members of the Unified Personnel Board

FROM: Wade Childress, Chief Human Resources Officer 

DATE: July 11, 2024

SUBJECT: Revisions to Remove Extended Illness Leave

Recommendation:

I recommend minor revisions to A Friend in Need (AFIN) Donation Form, FMLA Handbook, and UPB Policy 12: A Friend in Need as described below and found in the attached redline versions.

Background:

Remove references to Extended Illness Leave which is a carryover from 1995 when sick and annual leave were combined. There are no employees remaining in the County who carry balances in their Extended Illness Leave bank. Please see the changes below.

1. AFIN Donation Form, to delete the text shown in yellow strikethrough:

~~Extended Illness (In hour increments at 1/2 face value)~~

2. FMLA Handbook, pages 2 and 9-10, to delete the text shown in yellow strikethrough:

According to this policy and Pinellas County Personnel Rules, accrued Annual ~~and/or Extended Illness~~ leave shall be substituted for the unpaid leave provided for by the FMLA. Leave under this policy will be designated and used concurrently with all other types of paid and unpaid leave including absences under Workers' Compensation and Short or Long Term Disability.

FMLA allows for up to 12 weeks of unpaid leave per rolling 12 month look-back period; or solely in the case of servicemember family leave, 26 weeks in a 12-month period. Unless paid leave is utilized as provided herein, or as provided in other UPS rules, FMLA shall be unpaid. ~~An employee who has accumulated Extended Illness (EI) leave must substitute the EI for unpaid FMLA leave because of a serious health condition that renders the employee unable to~~

~~perform the functions of the employee's job.~~ An employee who ~~has exhausted all his/her EI but~~ has accumulated Annual Leave (AL) must substitute AL for unpaid FMLA leave for any reason leave is granted under FMLA, except that an employee may elect to go without pay if he has 40 hours or less accumulated AL. Exempt and Classified Salaried employees (as described in the [Personnel Rules Definitions](#)) may not be paid for partial day absences covered by FMLA unless they exhaust all accumulated leave. Employees may substitute accrued compensatory leave for otherwise unpaid FMLA.

3. UPB Policy 12: A Friend in Need, page 2, to delete the text shown in yellow strikethrough and add the text shown in red underline:

Donating Leave:

Any UPS employee with at least one year of permanent status service may make a donation to a designated person (subject to the limitations listed herein) as long as the donor has at least 80 hours of accumulated annual leave in the bank from which the donation is made (whether annual leave or extended illness leave) remaining after the donation is made. ~~Extended illness (EI) leave will be donated at ½ of face value. (Two EI hours = 1 donated leave hour.)~~ In the event that after the donation is requested, but before it is processed the leave bank falls below 80 hours the transaction *shall* be reversed. No compensatory leave is allowed to be donated or considered in reaching the threshold.

Attachments:

- AFIN Donation Form Redline Version
- FMLA Handbook Redline Version
- UPB Policy 12: A Friend in Need Redline Version



AFIN Donation of Leave Form

AFIN (A Friend in Need) is a program designed to help fellow employees in time of need. This program is completely voluntary. If you know of a co-worker in need of time off due to illness of self/family member, but who has no leave time available, you may donate some of your leave time to them. Please read this form carefully and completely before signing.

ACKNOWLEDGEMENT

I, _____, do hereby acknowledge that I have read this form carefully and completely. Furthermore, I understand the guidelines and purpose of the AFIN program, and release from any and all liability and hold harmless the Unified Personnel System, Pinellas County Government, and all of its officers and employees. This includes, but is not limited to, Employee Benefits and Finance/Payroll. In completing and signing this form, I acknowledge the following:

- This is a voluntary program — I have not accepted money or anything of value including a promise of something or given money in exchange for donated hours. (Willful violation/misuse will be subject to Personnel Rule 6). I have not been coerced, threatened, or pressured in any way to make this donation.
- I have completed and signed this form of my own free will.
- I release any claim to payment for time donated.
- Upon completion of the transfer of hours, I have maintained at least 80 hours of leave time in my own leave bank (not including Floating Holidays and Personal Days).
- I understand that, as the donor, I am not automatically entitled to receive a donation.
- All leave donated in excess of the employee's needs shall be returned to the donor(s).

DONOR OF LEAVE

Donor Name: _____ Emp #: _____

Recipient Name: _____

Donor's Appointing Authority/Department Name: _____

Donated Amount: _____ Annual Leave (In hour increments)

_____ ~~Extended Illness (In hour increments at 1/2 face value)~~

Donor Signature: _____ Date: _____

Forward this Request to Employee Benefits for Processing
(email to employee.benefits@pinellas.gov)

For HR Use Only

Employee Benefits Approval: _____ Date: _____

Hours approved for Payroll _____ = _____ to be donated to Emp # _____

REDLINE VERSION with **additions/revisions in red underline** and ~~deletions in yellow~~ ~~strikethrough~~

Family and Medical Leave Act (FMLA) Handbook



Revised ~~6/6/24~~ 7/11/24

INTRODUCTION

The Family and Medical Leave Act of 1993 (FMLA) allows eligible employees to balance their work and family life by taking up to twelve weeks of unpaid leave for certain family or medical reasons. When family emergencies arise, requiring an employee to attend to his or her seriously ill children, parent(s), or be with newly-born or adopted children or children placed with the employee for foster care, or for their own or spouse's serious health condition, the employee needs reassurance that he or she will not need to choose between his or her job security and meeting these personal and family needs.

On January 28, 2008, the President signed the National Defense Authorization Act for Fiscal Year 2008 into law. It includes provisions expanding the federal Family and Medical Leave Act to guarantee job-protected leave in certain circumstances for employees who are family members of active duty military personnel.

The new law provides an extended period of leave for FMLA eligible employees who are covered family members to care for certain injured servicemembers. It also creates a new qualifying reason for leave for eligible employees whose spouse, son, daughter or parent is on, or called to, active duty.

STATEMENT OF POLICY

Pinellas County recognizes its responsibilities to the employees to provide necessary medical and family leave and to the citizens of our community to provide timely and efficient service. Therefore, the Pinellas County Unified Personnel System has adopted this Family and Medical Leave Policy to comply with the requirements of the Family and Medical Leave Act of 1993 (FMLA) as amended from time to time. This policy will be interpreted to comply with future law changes as applicable. Pinellas County will not interfere with, restrain, or deny the exercise of any right provided by this policy. Furthermore, no employee will be discharged or discriminated against for opposing any practice that would violate FMLA, or because the employee was involved in a proceeding related to FMLA. Any covered person who experiences any of the conduct prohibited in this policy is requested to report such complaint as soon as possible verbally or in writing to their Department Head, the Office of Human Rights or the Chief Human Resources Officer. All complaints will be taken seriously. Upon request by the Appointing Authority for whom the employee works, the Office of Human Rights will conduct an investigation. Alternatively, the Appointing Authority may conduct an investigation. Nothing in this policy abridges the rights of covered individuals from reporting any such complaints to outside enforcement agencies.

According to this policy and Pinellas County Personnel Rules, accrued Annual ~~and/or Extended Illness~~ leave shall be substituted for the unpaid leave provided for by the FMLA. Leave under this policy will be designated and used concurrently with all other types of paid and unpaid leave including absences under Workers' Compensation and Short or Long Term Disability.

While on FMLA leave the County will continue to pay for its portion of the employee insurances. The employee will be responsible for paying the employee portion of the

employee premium as well as any dependent or voluntary coverages they wish to maintain.

An employee returning from leave under this policy will be restored to his or her original job, or to an equivalent job, in accordance with relevant law and Unified Personnel System Rules. **However, the taking of leave under this policy does not entitle the employee to any greater or lesser likelihood of being restored to the employee's position, or an equivalent position, than the rights the employee otherwise would have had if the leave were not taken.** If leave taken under this policy is exhausted and the employee requests and is granted an extension under another leave rule, the guarantees of reinstatement and benefit coverage will not extend to the leave provided pursuant to other leave rules. In addition, an employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to **before** using FMLA leave.

The remainder of this handbook details general provisions and procedural guidelines. Examples of common situations and how family and medical leave under this policy apply are provided in the last section. Should you need further assistance in working with FMLA, please contact Employee Benefits, Human Resources Department at (727) 464-4570.

GENERAL PROVISIONS

In accordance with the Family and Medical Leave Act of 1993 (FMLA), related Federal regulations and the provisions of this policy, family and medical leave will be granted up to a maximum of twelve (12) weeks per rolling 12 month look-back period to eligible employees for reasons numbered 1 - 5 stated below (**NOTE:** Up to twenty six (26) weeks in a 12 month period will be granted for Servicemember Family Leave):

1. The birth of the employee's child and in order to care for the child (this also includes leave for a pregnant employee who becomes unable to work and leave for prenatal care);
2. The placement of a child with the employee for adoption or foster care in order to care for the child;

Entitlement to leave for the birth/placement of a child, for adoption or foster care will expire one year from the date of birth or placement.

3. To care for a spouse, child or parent who has a serious health condition;
4. Because of a serious health condition that renders the employee unable to perform the function of the employee's job.
5. For one or more qualifying exigencies (as defined by statute and regulation) arising out of the fact that a spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

6. Servicemember Family Leave. Subject to Section 103 of the FMLA and DOL regulations, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the covered servicemember. The single 12-month period begins on the first day the employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date.

If both husband and wife work for the County, their combined leave for servicemember family leave is limited to 26 workweeks during a single 12-month period.

- A. **Definitions.** As used throughout this policy, the following terms will have the indicated meaning.

1. **Eligible employee.** Any exempt or classified status employee, provided they have been employed by the County for at least twelve (12) months (does not have to be consecutively) and have worked at least 1,250 hours during the twelve (12) months immediately preceding the commencement of the leave. For purposes of meeting the 1,250 hour requirement, exempt employees who have been actively at work the preceding 12 months will be deemed to have met this requirement.
2. **Spouse** means a husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides, including common law marriage in states where it is recognized law.
3. **Parent** means a biological parent or an individual who stands or stood *in loco parentis* to an employee when the employee was a son or daughter as defined below. This term does not include parents "in law".
4. **Son or daughter** means a biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing *in loco parentis*, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability".
5. **Incapable of self-care** means that the individual requires active assistance or supervision to provide daily self-care in three or more of the "activities of daily living" (ADLs) or "instrumental activities of daily living" (IADLs). Activities of daily living include adaptive activities such as caring appropriately for one's grooming and hygiene, bathing, dressing and eating. Instrumental activities of daily living include cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.
6. **Physical or mental disability** means a physical or mental impairment that substantially limits one or more of the major life activities of an individual. Regulations at 29 CFR §1630.2(h), (i) and (j), issued by the Equal

Employment Opportunity Commission under the Americans with Disabilities Act (ADA), 42 U.S.C. 12101 *et seq.*, define these terms.

7. ***Serious health condition*** means an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. Inpatient care means an overnight stay in a hospital, hospice, or residential medical care facility, including any period of incapacity as defined in the DOL regulations implementing the FMLA, or any subsequent treatment in connection with such inpatient care.

Continuing treatment includes any one or more of the following:

- Incapacity and treatment of more than three consecutive, full calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves treatment as defined in the DOL regulations implementing the FMLA.
- Pregnancy or prenatal care.
- Any period of incapacity or treatment for such incapacity due to a chronic serious health condition.
- Any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective (i.e. strokes, Alzheimer's).
- A period of absence to receive multiple treatments for an injury or condition which would result in incapacitation of more than three days if not treated such as cancer (chemotherapy), severe arthritis (physical therapy), and kidney disease (dialysis).

NOTE: Incapacity is defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom.

Treatment includes examination to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.

8. ***Health care provider:*** A doctor of medicine or osteopathy, or podiatrists, dentists, clinical psychologists, optometrists, chiropractors, nurse practitioners and nurse-mid-wives authorized to practice under state law and performing within the scope of their practice; or Christian Science practitioners listed with the First Church of Christ Scientist in Boston, Massachusetts.
9. ***Reduced leave schedule:*** A leave that reduces the usual number of hours per work week, or hours per workday of an employee.

10. **Intermittent leave:** Leave taken in separate blocks of time due to a single illness or injury.
11. **Active duty:** As the term is defined in the Family & Medical Leave Act and the United States Code, as either may be amended from time to time.
12. **Contingency Operation:** As the term is defined in the Family & Medical Leave Act and the United States Code, as either may be amended from time to time.
13. **Covered servicemember:** A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
14. **Outpatient Status:** With respect to a covered servicemember, the status of a member of the Armed Forces assigned to:
 - a. a military medical treatment facility as an outpatient; or
 - b. a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
15. **Next of Kin:** Used with respect to an individual, means the nearest blood relative of that individual.
16. **Serious injury or illness:** For purposes of Servicemember Family Leave only, in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

B. Applying for Leave

1. When advance notice is possible:

Employees requesting leave must complete and submit a Pinellas County Leave Request. The request must indicate the reason for the leave, the duration of the leave, and the starting and ending dates for the leave. In cases where the employee wishes to use paid leave he/she **MUST** comply with any departmental requirements for giving advance notice in order to use paid leave. In cases where he/she is required to use paid leave, an employee's lack of notice does not prevent required use of paid leave.

If an employee is taking unpaid FMLA leave because of a birth or placement, or because of planned medical treatment, the leave request must be submitted at least 30 days before the leave begins.

2. **When advance notice is not possible:**

In the case of a serious health condition, if it is not possible to give such advance notice, the employee must submit the request as soon as possible. Initial notification in this case may be verbal. A family member, health care provider, or any person designated by the employee may notify the supervisor if the employee is unable to do so. When the initial request is verbal the supervisor is responsible for making sufficient inquiry into the nature of the leave so as to determine if the absence might qualify as a "serious health condition" as defined in this policy and verbally inform the employee (or caller) of any requirements under this policy. If there is insufficient information the supervisor may designate the leave as "FMLA pending" and request sufficient information in writing on the leave request form or otherwise. A leave request will be completed by the supervisor if the employee is unavailable to complete one. If requested information or documentation is not timely provided as requested, the leave request form should be amended and the leave reclassified as Non-FMLA.

NOTE: An employee forfeits the protections provided in this policy if he or she does not give notice of the reason for the leave within two (2) days after his or her return to work. The employee's time away could be counted as unscheduled under the County's attendance policy. However, the leave will not count as FMLA leave in such case.

C. **Certification**

1. **Medical Certification:**

Employees requesting **unpaid leave** are required to provide certification supporting the need for leave. Such certification is required to be provided in a timely manner. Medical certification is not required for paid FMLA leave, with the exception of intermittent or reduced schedule leave unless it would be required under the relevant paid leave rules. Certifications supporting service-member family leave must state that the servicemember suffers a serious injury or illness as defined herein.

An employee who requests unpaid leave for their own serious health condition, or for the serious health condition of a spouse, son, daughter or parent, or only in the case of servicemember family leave, the next of kin, must submit an approved medical certification form from the applicable health care provider within 15 calendar days of the request for leave. Leave will be granted in a FMLA "pending" status until the certification is received. Failure to provide timely certification will result in a denial of FMLA, characterization of the leave as unscheduled leave and may be the basis for discipline.

The certification must sufficiently establish the need for leave. If for the employee's own serious health condition, it must also specifically state the employee is incapable of performing the functions of his/her job. The

medical certification will be maintained as confidential. The Appointing Authority may request recertification after 30 days. For FMLA leave due to chronic illness recertification may be requested every six (6) months, but only in connection with an absence related to that illness.

The Appointing Authority may require for leave taken for the employee's own serious health condition, at the County's expense, that the employee obtain a second medical opinion by a health care provider of the County's choosing. If the opinions differ, a third opinion may be required, again at the County's expense, from a health care provider mutually agreed upon. This third opinion is final and binding.

2. **Active Duty Certification:**

Certification establishing an entitlement to qualifying exigency leave is required to be provided in a timely manner. Failure to provide timely certification will result in a denial of Family Medical Leave, characterization of the leave as unscheduled and may be the basis for discipline.

D. Benefits During Leave

While on any type of paid leave the County continues to pay its portion of the premium for insurances in force in accordance with other County policies.

During **unpaid** FMLA leave, the County will also continue to pay its portion of the employee's insurance premiums. Employees are responsible for paying the employee portion of any premiums, if they wish to continue such coverage. Failure to do so may result in termination of coverage. The actual terms of payment of the premiums must be agreed upon and put in writing prior to commencement of leave or as soon thereafter as is reasonable if leave is unforeseeable.

If an employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the County for its payment of health insurance premiums during the leave, unless the employee's failure to return is due to his/her own serious health condition, or circumstances beyond his control. In order to be considered as having "returned to work," the employee must return to the workplace for at least thirty (30) calendar days.

An employee who fails to return to work under the above described circumstances and is terminated, may have any non-reimbursed County-paid health insurance premiums deducted from their final pay.

E. Fitness for Duty Certification for Employee's Own Illness

A statement from the employee's health care provider of the employee's ability to return to work and perform the essential functions of his or her job with or without an accommodation shall be obtained as part of an Appointing Authority's uniformly applied policy or practice that requires all similarly situated employees

who take leave shall be given to the employee at the time the leave is requested, as soon as the medical circumstances surrounding the need for leave are known or as soon as practicable. No second or third fitness for duty certifications may be required. An Appointing Authority may delay any reinstatement until the employee submits the required certification.

F. Returning from Leave

Employees must give at least two (2) working days notice of their intent to return to work when FMLA leave is taken for more than three consecutive weeks. Employees returning from leave under this policy shall be entitled to return to the position held at the time their leave commenced or to an equivalent position, in accordance with Federal law and Unified Personnel System Rules.

G. Failure to Return

If an employee fails to return to work at the expiration of their approved FMLA leave, they may be treated as having voluntarily resigned after three (3) days in accordance with [Unified Personnel Board Policy #8](#) unless an extension is granted by their Appointing Authority. A request for an extension of FMLA leave must be submitted to the employee's Appointing Authority prior to the expiration of the approved FMLA leave and medical certification may be required, as described in paragraph C. above, before granting such an extension. Such an extension may not be granted beyond twelve (12) weeks per calendar year (or 26 weeks in the case of servicemember family leave) available under this policy, however the Appointing Authority may grant additional Non-FMLA leave under any other applicable Rule. If the employee's request for an extension is denied and the employee fails to return to work, the employee will be subject to termination.

H. Intermittent or Reduced Work Schedule Leave

Employees may request intermittent leave or leave on a reduced leave schedule when it is medically necessary or, in the case of qualifying exigency leave, otherwise justified. **Intermittent leave or leave on a reduced leave schedule is not required to be granted when leave is for the birth or adoption of a child,** but may be granted at the discretion of the Appointing Authority.

The Appointing Authority may transfer an employee to an alternative position in order to accommodate the leave schedule providing the employee is qualified for the position and the transfer better accommodates the department's business needs.

I. Compensation During Leave

FMLA allows for up to 12 weeks of unpaid leave per rolling 12 month look-back period; or solely in the case of servicemember family leave, 26 weeks in a 12-month period. Unless paid leave is utilized as provided herein, or as provided in other UPS rules, FMLA shall be unpaid. **An employee who has accumulated**

Extended Illness (EI) leave must substitute the EI for unpaid FMLA leave because of a serious health condition that renders the employee unable to perform the functions of the employee's job. An employee who has exhausted all his/her EI but has accumulated Annual Leave (AL) must substitute AL for unpaid FMLA leave for any reason leave is granted under FMLA, except that an employee may elect to go without pay if he has 40 hours or less accumulated AL. Exempt and Classified Salaried employees (as described in the [Personnel Rules Definitions](#)) may not be paid for partial day absences covered by FMLA unless they exhaust all accumulated leave. Employees may substitute accrued compensatory leave for otherwise unpaid FMLA.



EMPLOYEE POLICIES & PROCEDURES

UNIFIED PERSONNEL BOARD POLICY #12

AFIN: A Friend in Need Program

Summary of Program:

This program is intended to be a fully voluntary program through which an employee may choose to assist fellow employees in times of need by permitting person-to-person leave donation as defined herein. The program will be administered by the Human Resources Benefits Manager or designee (“Administrator”) under the general direction of the Chief Human Resources Officer. The Administrator shall develop and implement the necessary guidelines to administer this program.

No employee or officer may use or attempt to use his or her official position or authority to influence, coerce or pressure an employee to make a donation to the program. Doing so will be considered a violation of UPS Rules and may be found to be a violation of state law. Discipline for such violation may include termination.

Any employee who feels he or she has been subjected to such coercion, pressure, or influence is encouraged to report this to the Administrator of the Program, the Chief Human Resources Officer or their Appointing Authority.

Requesting Leave:

Employees are eligible to receive leave in the following instances:

- If the employee has exhausted *all* available leave balances (includes compensatory time, floating holidays, personal day and leave with pay but does not include current pay period leave accrual at time of donation payment) *and* is not eligible to apply for, awaiting determination or receiving any county pay or supplemental pay including but not limited to: workers’ compensation indemnity, short term disability or long term disability, and will attest in writing that they are not receiving any state supplemental payments or federal social security disability.
- AFIN leave shall not be granted for waiting periods, as a supplement to, or replacement for, other means of compensation as defined above.
- If the employee can document a temporary inability to work due to **their own** serious health condition; or
- If the employee is needed to care for a spouse, child (of any age), parent, or legal dependent (as that term is defined for IRS purposes), who is suffering from a documented serious health condition; or
- If the employee is needed to care for grandparent or a grandchild who is suffering from a documented serious health condition AND if the employee is the sole responsible caregiver for that person.

An [AFIN Request for Leave Form](#) must be completed. The employee acknowledges that they have not tried to influence, coerce or pressure another employee to donate time, nor have they promised anything of value.

Donating Leave:

Any UPS employee with at least one year of permanent status service may make a donation to a designated person (subject to the limitations listed herein) as long as the donor has at least 80 hours of accumulated **annual** leave in the bank from which the donation is made (whether annual leave or extended illness leave) remaining after the donation is made. **Extended illness (EI) leave will be donated at ½ of face value. (Two EI hours = 1 donated leave hour.)** In the event that after the donation is requested, but before it is processed the leave bank falls below 80 hours the transaction *shall* be reversed. No compensatory leave is allowed to be donated or considered in reaching the threshold.

- Donations are voluntary.
- Donors are prohibited from making a donation to anyone in their chain of command, including their supervisors, their rating authority, any lead worker in their work group or anyone who has supervised, rated or been a lead worker in their work group within the 12 months immediately preceding the request. Supervisor means a supervisor who regularly supervises their work or who has regularly done so within the 12 months immediately preceding the request.
- Donors are prohibited from making a donation to anyone whom they supervise or rate, or have supervised or rated within the 12 months immediately preceding the request. Lead workers are prohibited from making a donation to anyone in their work group or anyone who was in a work group for which they were a lead worker within the 12 months immediately preceding the request.
- Donations may be made at any time, but are subject to the rules for requesting leave.
- Rules for the annual exchange program will apply, unless they conflict with the AFIN program.
- Donations are deducted from the donor's leave balance.
- Donations must be made in whole hour increments.
- Donations are irrevocable (except for administrative error).


An [AFIN Donation of Leave Form](#) must be completed. The employee acknowledges that no one has tried to influence, coerce or pressure them to donate time, nor have they been promised anything of value.

Approvals and Other Program Requirements:

- The Administrator shall be the final authority in determining eligibility, leave available based upon payroll records, and amount, if any to be donated to the employee. *No grievances shall be available to contest the decision.*
- Upon written request utilizing the designated forms, the Administrator shall determine eligibility and available leave and determine the amount to be donated to the employee
- Requests should be made in advance of need, whenever possible. The initial request must be a minimum of 8 hours
- Requests will be processed and grants of donations considered and made based on the time of receipt. Time of receipt means time of receipt of all forms required completed in their entirety.

- The Administrator may request additional information if necessary to determine eligibility or determine the quantity of leave to grant.
- In no event may an employee receive leave in excess of their normal scheduled workweek.
- An employee may receive leave up to 4 instances per fiscal year, but in no event may an employee receive leave in excess of 160 hours in any one fiscal year. Multiple periods of absence for the same cause are considered as a single instance for this purpose.
- FRS contributions will be made and credit given, in accordance with state laws and regulations as they may be changed from time to time, on behalf of the receiving employee.
- Donated leave will not be counted as hours worked for any reason, including determination of pay (overtime) or eligibility for other leaves including but not limited to FMLA leave. No leave accruals will be earned for donated leave used.
- All leave donated in excess of the employee's needs shall be returned to the donor(s).
- Donations shall be deducted from donor's leave balances upon approval of payment of leave to the receiving employee.
- Donations received shall be wages paid by the receiving employee's department for all purposes, including but not limited to withholding of deductions for benefits and tax purposes.
- The Administrator will provide authorization reflecting the donation and the receipt to the appropriate payroll department.

Human Resources
Unified Personnel System
Wade Childress
Chief Human Resources Officer

TO: The Honorable Chair and Members of the Unified Personnel Board
FROM: Wade Childress, Chief Human Resources Officer 
DATE: July 11, 2024
SUBJECT: Revisions to Personnel Rules Definitions

Recommendation:

I recommend adding two items to the Personnel Rules Definitions to clarify employee pay rates as suggested by the Vice Chair.

Background:

Personnel Rule 3: Compensation refers to overtime and regular rate of pay. To ensure clear understanding of these terms, I recommend adding the following definitions to the Personnel Rules Definitions:

Overtime Rate of Pay - 1.5 times the regular rate of pay.

Regular Rate of Pay – Base hourly pay.

Attachment:

- Personnel Rules Definitions Redline Version



Definitions

For the purpose of these Rules, the following words and terms shall have the meaning indicated unless the context clearly indicates otherwise:

Appointing Authority - The Appointing Authorities of the Unified Personnel System are: the Board of County Commissioners, the Clerk of the Circuit Court, the Property Appraiser, the Supervisor of Elections, the Tax Collector, the County Administrator, the County Attorney, the Executive Director of Forward Pinellas, the Human Rights Officer, and the Chief Human Resources Officer. They have the power to appoint the employees who shall hold some or all positions under their supervision.

Classified Excluded - Classified Service salaried employees certified by the Appointing Authorities through the County Attorney to the Chief Human Resources Officer as meeting an exemption from the overtime requirements of the Fair Labor Standards Act. These classifications are identified in the Classification Plan.

Classified Hourly - Classified Service employees who are eligible for and paid overtime in accordance with the Fair Labor Standards Act. These classifications are identified in the Classification Plan.

Class Specification - A written description of the essential characteristics of a job classification and the factors and work requirements that distinguish it from other job classifications. The class specification shall outline the nature of work involved; illustrative tasks performed; knowledge, abilities and skills needed; and the experience and training desired or mandatory for the job classifications.

Demotion - The change of an employee from one job classification to another job classification for which the maximum of the pay rate for the new position is lower than that of the employee's current pay grade.

Job Classification - A group of duties and responsibilities assigned by competent supervision requiring the full-time or part-time employment of one person. Each such job classification shall have a job title, a job description, and a pay grade and, where possible and practical, an appropriate test to determine the fitness of interested applicants.

Job Title - A definite descriptive designation for a job classification.

Lateral - The change of an employee from one job classification to another job classification with the same pay grade as that of the employee's current pay grade.

Members of the Classified Service - All personnel employed in the County Service, except those serving in a job classification which is specifically declared by the Pinellas County Unified Personnel Board to be an Exempt Service position.

Members of the County Service - All personnel employed by and under the jurisdiction of the Board of County Commissioners or a Constitutional Officer in one of the job

classifications set forth in the Pinellas County Unified Personnel System either as members of the Classified Service or as members of the Exempt Service.

Members of the Exempt Service - All personnel employed in the County Service in one of the Exempt Service positions, as set forth by the Pinellas County Unified Personnel Board.

Overtime Rate of Pay - 1.5 times the regular rate of pay.

Pay Grade - A salary range with a minimum and maximum pay bracket established to fairly and competitively compensate an employee for assigned work under the specific job classification.

Pay Grade Change - An increase or decrease in the pay grade established for a specific job classification, such changes being made for the purpose of ensuring that a fair, equitable, and competitive pay grade is currently in effect. This is also known as a reallocation.

Permanent Position - A position for which the duties and responsibilities are expected to occur on an ongoing basis and which is funded with recurring funds.

Position - An approved budgeted personnel allocation.

Position Reclassification - The change of a job classification due to a permanent change in or an increase or decrease in the assigned duties and responsibilities of the position, or to correct inequities created by the reclassification of other positions.

Probationary Period - That period of time beginning with a person's employment in the Classified Service and normally ending one year from the date of hire. Appointing Authorities may remove probationary hired employees from probation when deemed appropriate. Such decisions to remove or maintain the probationary period shall not be grievable.

Probationary Status Employee - A Classified Service employee currently serving a probationary period of service.

Promotion - The change of an employee from one job classification to another job classification for which the maximum of the pay rate for the new position is higher than that of the employee's current pay grade.

Provisional Employment - Employment in a Classified Service position in the absence of an eligible register, such employment not to exceed six months from the date of such employment nor more than 45 days following the establishment of an eligible register, whichever is less in length of time.

Regular Rate of Pay – Base hourly pay.


Regular Status Employee - A Classified Service employee who has satisfactorily completed a probationary period of service.

Temporary Employee - An employee within a position designated as temporary. A temporary position is one for which the duties and responsibilities are expected to occur for a short time frame or occur on a seasonal basis.

Transfer - The change of an employee from one position to another position within the same job classification and pay grade as the employee's current position.

Years of Service - Continuous employment in the Unified Personnel System from the employee's most recent date of hire. Prior periods of employment will not be counted toward current service.

TO: The Honorable Chair and Members of the Unified Personnel Board

FROM: Wade Childress, Chief Human Resources Officer 

DATE: July 11, 2024

SUBJECT: Human Resources Benefits Director Classification Recommendation

Recommendation:

I recommend that the members of the Unified Personnel Board approve the upward reclassification of Human Resources Supervisor to Benefits Director.

Background:

The position is currently classified as a Human Resources Supervisor at a pay grade E23. In order to best support the implementation of strategic benefits plans with the least cost to Pinellas County, it is necessary to add a strategic resource to the Benefits Team. This concept has been discussed with and is supported by the Appointing Authorities. Additionally, the budget for this role has already been set aside and is supported by the County Administrator. The new classification of Benefits Director will be in salary grade E35.

Attachments:

- Benefits Director Description
- Benefits Director Brochure
- Human Resources Organizational Chart



Benefits Director

Category: Exempt
Pay Grade: E35
Job Code: TBD

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs highly responsible executive work directing the various functions of the benefits team within the County. Leads, organizes, directs, and coordinates the day-to-day operations of the team, including responsibility for the resource allocation, budgeting, and personnel. Plans, directs, and supervises the work of the professional staff engaged in benefits activities. Responsible for designing, implementing, and managing comprehensive benefits programs for County employees. Collaborates with the County Administrators and elected officials, as well as other leadership staff to resolve complex issues related to the County's benefits programs. Work is performed under the general supervision of the Chief Human Resources Officer.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Develop and administer employee benefits programs, including health insurance, retirement plans, wellness initiatives, and other perks;
- Evaluate existing benefits offerings and recommend enhancements or changes to improve competitiveness and cost-effectiveness;
- Partner with internal leaders and employee groups to develop and maintain effective partnerships with all of the stakeholders;
- Partner with external vendors, brokers, and consultants to negotiate contracts, analyze plan performance, and stay informed about industry trends and best practices;
- Lead communication efforts to educate employees about their benefits options, enrollment processes, and related policies;
- Lead the operational delivery of benefits including the interaction of all databases and maintenance of records;
- Focus on creating and maintaining a positive employee experience and having the appropriate benefits in place to support employees at all life stages;
- Oversee compliance with federal and state regulations governing employee benefits, such as ERISA, ACA, and HIPAA;
- Provide guidance and support to HR team members and managers regarding benefits-related inquiries, issues, and escalations;
- Analyze data and metrics to assess the effectiveness of benefits programs and make data-driven decisions to optimize outcomes;
- Supervises the benefits manager which includes creating goals, objectives, and accountability, developing individual Personal Development Plans and contributing to performance management for employees;
- Directs the development and negotiation of contracts with service providers and develops performance and quality standards for same;
- Participates in key strategic business and action plans and executes for desired results;
- Provides and initiates recommendations, presentations, and reports on benefits-related functions;

- Directs, supports, and guides managers and subordinates in project development;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Ten (10) years of professional benefits administration experience that includes five (5) years of responsible management or supervisory experience; or a Bachelor's degree in a related field and six (6) years of experience as described above; or a Master's degree in a related field and four (4) years of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications:

- CEBS, SHRM-SCP, or other relevant HR certifications are strongly preferred.
- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.

Knowledge, Skills and Abilities:

- Knowledge of the principles, practices, and regulations of benefits administration and program oversight;
- Knowledge of budget and accounting principles, practices, and procedures, as applied in a large organization;
- Knowledge of policies, procedures, and practices of benefits programs including health insurance, retirement plans, wellness initiatives, and other perks;
- Knowledge of principles and techniques of effective communication;
- Knowledge of benefits administration principles and practices;
- Skill in advanced leadership techniques and practices to evaluate and determine organizational goals and objectives, maximizing effectiveness of benefit programs;
- Skill in team-building, developing a creative vision and strong communication;
- Ability to interpret data, identify trends, and develop actionable insights;
- Ability to communicate clearly and concisely, both orally and in writing to influence stakeholders at all levels of the organization;
- Ability to maintain effective relationships with vendors, public officials, employees, and the general public;
- Ability to exercise sound independent judgment and tact;
- Ability to maintain effective working relationships with others;
- Ability to present programs and ideas clearly and concisely, in writing and orally, to small and large groups;
- Ability to work independently on complex and confidential tasks.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.



Benefits Director

Pinellas County, Florida

Pinellas County Government is seeking a dynamic benefits leader to provide strategic direction and bring innovative concepts to support the administration of a benefits program that is utilized by over 5,000 employees and retirees.

Ideal Candidate

- The ideal candidate must be willing to work in a highly structured environment and find creative ways to allow that structure to work as an advantage. This role requires a proven record of implementing a culture of innovation and the drive to constantly improve the benefits options for our employees and retirees.
- You must be willing to try new ideas and evaluate their effectiveness based upon the engagement and the ROI of the project.
- Your passion for finding new ways to support employees and retirees while keeping costs at a reasonable level for the organization is what will make you successful in this role.

Your Partners

As the Benefits Director, you will support the Unified Personnel System by acting as a trusted business partner to a leadership team consisting of 10 organizations (Appointing Authorities) with diverse workforces including Business Technology Services, Clerk of the Circuit Court, County Administration, County Attorney, Human Rights, Human Resources, Forward Pinellas, Property Appraiser, Supervisor of Elections, and Tax Collector. You will collaborate with senior leadership throughout these Appointing Authorities

as well as partner with the Unified Personnel Board and Employees' Advisory Council (EAC) to create buy-in and support, and ensure overall satisfaction with the benefits initiatives and programs.

What You Will Do

- Create and execute a strategy for the forward progress of all County benefits plans including medical coverage, wellness, retirement, etc.
- Evaluate existing benefits offerings and recommend enhancements or changes to improve competitiveness and cost-effectiveness.
- Partner with external vendors, brokers, and consultants to negotiate contracts, analyze plan performance, and stay informed about industry trends and best practices.
- Lead communication efforts to educate employees and retirees about their benefits options, enrollment processes, and related policies.
- Review the design of all benefit plans and recommend well thought out and modern opportunities to enhance those plans.
- Oversee compliance with federal and state regulations governing employee benefits, such as ERISA, ACA, and HIPAA.
- Provide guidance and support to employees and managers regarding benefits-related inquiries, issues, and escalations.
- Analyze data and metrics to assess the effectiveness of benefits programs and make data-driven decisions to optimize outcomes.

What You Should Have

- Ten (10) years of professional experience that includes five (5) years of responsible management or supervisory experience; or a Bachelor's degree in a related field and six (6) years of experience as described above; or a Master's degree in a related field and four (4) years of experience as described above; or an equivalent combination of education, training, and/or experience.
- In-depth knowledge of employee benefits principles, practices, and regulations.
- Strong analytical skills with the ability to interpret data, identify trends, and develop actionable insights.
- Excellent communication and interpersonal skills, with the ability to engage and influence stakeholders at all levels of the organization.
- Demonstrated leadership abilities, including the ability to mentor and develop team members.
- CEBS, SHRM-CP, SHRM-SCP, or other relevant HR certifications are a plus.

Compensation and Benefits

The County is proud to provide comprehensive benefits that include health benefits, life insurance, disability insurance, and Florida Retirement system (FRS) retirement plans. The Benefits Director reports to the Chief Human Resources Officer. The starting salary range is \$000,000 to \$000,000 with an excellent benefits package. To learn more, visit www.pinellas.gov/what-we-offer.

About Pinellas County

Pinellas County is located in the heart of Florida's beautiful Gulf Coast, just a short drive away from Tampa Bay. Known for its pristine beaches, charming coastal towns, and stunning natural landscapes, Pinellas County is a premier destination for outdoor enthusiasts, families, and retirees.

As a leader in local government, Pinellas County offers a unique and exciting opportunity for experienced professionals to make a real impact on the lives of residents and visitors alike. Home to over one million people, Pinellas County is committed to promoting a thriving, safe, and healthy community through innovative policies, programs, and services.

How to Apply

Apply online by Month 00, 2024.

PINELLAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

EOE/AA/ADA/DFW/VP: Certain servicemembers and veterans, and the spouses and family members of the servicemembers and veterans, receive preference and priority in employment by the state and are encouraged to apply for the positions being filled. 6/27/24

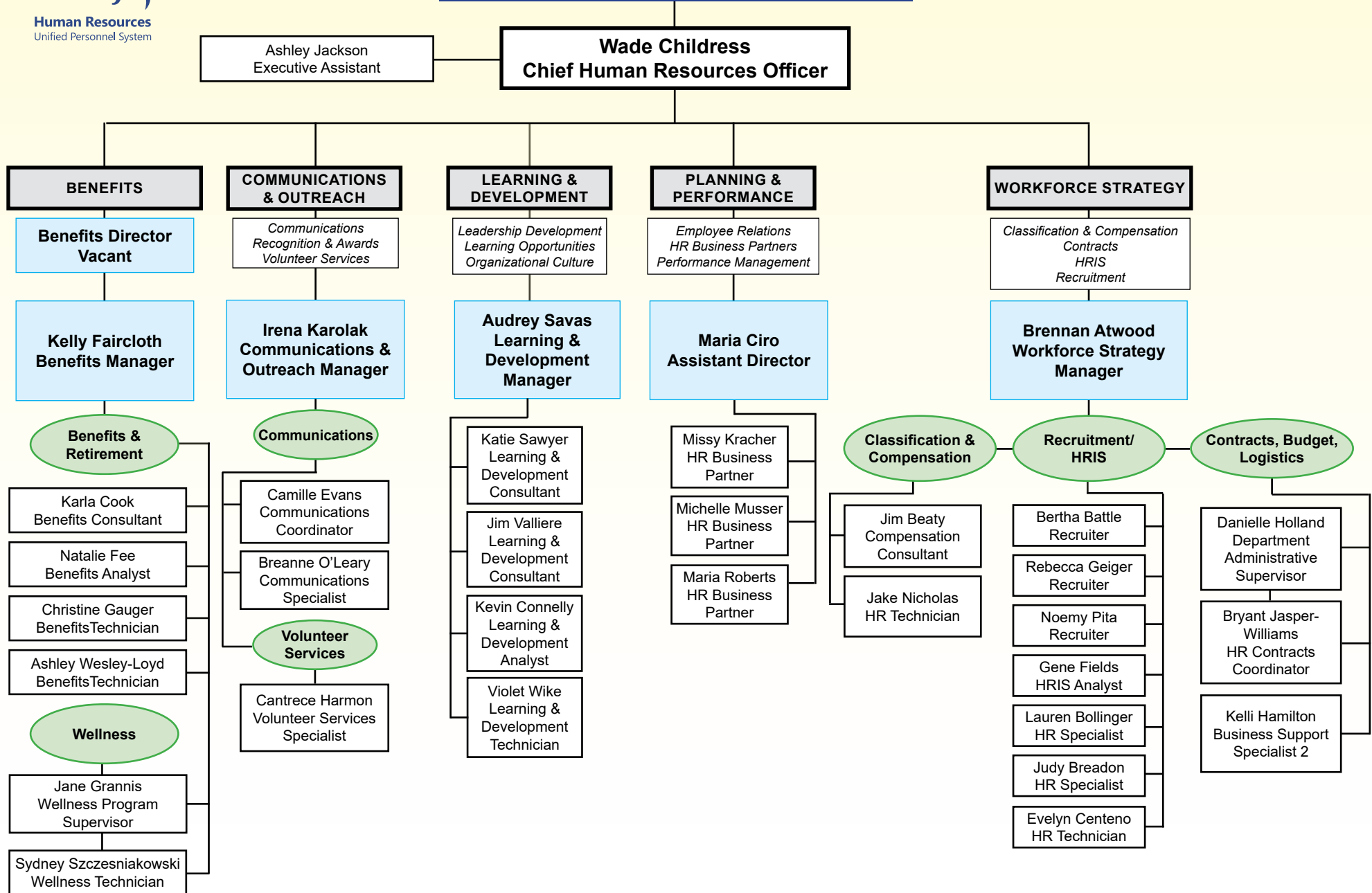
WORK.
GROW.
MATTER.

www.pinellas.gov/opportunities



Human Resources Organization Chart

UNIFIED PERSONNEL SYSTEM BOARD



Human Resources Organization Chart

Unified Personnel System Board

Administration

Wade Childress, Chief Human Resources Officer
Ashley Jackson, Executive Assistant

Benefits, Retirement, & Wellness

Benefits & Retirement

Benefits Director, Vacant
Kelly Faircloth, Benefits Manager
Karla Cook, Benefits Consultant
Natalie Fee, Benefits Analyst
Christine Gauger, Benefits Technician
Ashley Wesley-Loyd, Benefits Technician

Wellness

Jane Grannis, Wellness Program Supervisor
Sydney Szczesniakowski, Wellness Technician

Communications & Outreach

Communications, Recognition & Awards, Volunteer Services
Irena Karolak, Communications & Outreach Manager

Communications

Camille Evans, Communications Coordinator
Breanne O'Leary, Communications Specialist

Volunteer Services

Cantrece Harmon, Volunteer Services Specialist

Learning & Development

Leadership Development, Learning Opportunities, Organizational Culture

Audrey Savas, Learning & Development Manager
Katie Sawyer, Learning & Development Consultant
Jim Valliere, Learning & Development Consultant
Kevin Connelly, Learning & Development Analyst
Violet Wike, Learning & Development Technician

Planning & Performance

Employee Relations, HR Business Partners, Performance Management

Maria Ciro, Assistant Director
Missy Kracher, HR Business Partner
Michelle Musser, HR Business Partner
Maria Roberts, HR Business Partner

Workforce Strategy

Classification & Compensation, Contracts, HRIS, Recruitment
Brennan Atwood, Workforce Strategy Manager

Classification & Compensation

Jim Beaty, Compensation Consultant
Jake Nicholas, HR Technician

Recruitment & HRIS


Bertha Battle, Recruiter
Rebecca Geiger, Recruiter
Noemy Pita, Recruiter
Gene Fields, HRIS Analyst
Lauren Bollinger, HR Specialist
Judy Breadon, HR Specialist
Evelyn Centeno, HR Technician

Contracts, Budget, Logistics

Danielle Holland, Department Administrative Supervisor
Bryant Jasper-Williams, HR Contracts Coordinator
Kelli Hamilton, Business Support Specialist 2

Human Resources
Unified Personnel System
Wade Childress
Chief Human Resources Officer

TO: The Honorable Chair and Members of the Unified Personnel Board

FROM: Wade Childress, Chief Human Resources Officer 

DATE: July 11, 2024

SUBJECT: Human Resources Reclassification Recommendation

I recommend that the members of the Unified Personnel Board approve the upward reclassification of Human Resources position HRD/C14 to Human Resources Specialist, effective July 11, 2024.

The position is currently classified as a Human Resources Technician at a pay grade C20. Based on an analysis of duties and responsibilities that need to be performed by the position to support our customers in Classification and Compensation, I recommend that the position be reclassified to Human Resources Specialist, C22. The incumbent in this position is responsible for supporting the classification and compensation of positions, employee onboarding, HRIS entry, and new employee orientation training. Work is performed with considerable independent judgment and initiative under the general supervision.

This action by the Board is necessary since the Chief Human Resources Officer's delegated authority does not apply to actions within the Human Resources Department.

Attachment:

- Human Resources Specialist Description



Human Resources Specialist

Category: Classified
Pay Grade: C22
Job Code: 20130

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs technical and administrative tasks relating to implementation and maintenance of the Unified Personnel System; may be responsible for one or more specialized human resources programs.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Advises administrators and managers regarding the position and employee lifecycle;
- Offers guidance to employees through human resources procedures and answers questions about policies, programs, regulations, and procedures;
- Initiates and responds to inquiries in area of specialization typically requiring further research of the issue, complete analysis and responds with answers to questions and/or recommendations;
- Provides technical support in the administration of a broad range of human resources functions (employee benefits, communications, recruitment, onboarding, learning and development, human resources information systems, etc.);
- Plans, implements, and provides employee education for various human resources programs;
- Counsels supervisors, employees, and their dependents on a wide variety of laws, rules, and policies;
- Perform information processing duties including data entry and retrieval;
- Assists in the coordination of specialized programs such as recruitment, compensation, benefits, communications and employee development;
- Provides information in written form, email, in person or by telephone;
- Creates and edits various employee communication tools;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Five (5) years of professional experience that includes one (1) year of professional experience in the job's specialized field or assignment or; a Bachelor's degree in human resources management, personnel administration, business, public administration, or related field; and one (1) year of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate

meets the minimum qualification to an in-line career ladder position within the same organization or department.

- Candidate to demonstrate competence, possess specialized training, or certifications in one or more specific human resources programs and functions.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities(examples, may vary depending on area of assignment):

- Knowledge of the principles and procedures of public sector human resources administration;
- Knowledge of the principles of management, education, career development, and statistics;
- Knowledge of principles, practices, and techniques relevant to recruiting qualified, employment applicants;
- Knowledge of principles, methods, and techniques relevant to classification and compensation;
- Knowledge of benefits programs, laws, and regulations;
- Knowledge of the Family Medical Leave Act, the Americans with Disability Act, and other benefits related to federal, state, and local laws;
- Knowledge of analytical concepts and methods used in benefits, compensation, classification or testing determination;
- Knowledge of publication principles and methods including desktop and web publishing.
- Skill in the use of publishing software;
- Skill in public speaking;
- Skill in the use of a personal computer including word processing, spreadsheet and database applications.
- Ability to perform technical computations and statistical tabulations, and prepare reports based upon the findings;
- Ability to interact with community resource organizations;
- Ability to write and prepare documents for distribution including design and layout;
- Ability to express oneself clearly and concisely, orally and in writing;
- Ability to analyze facts, prepare reports, and maintain filing systems;
- Ability to deliver accurate and understandable information in response to inquiries and complaints;
- Ability to establish and maintain effective working relationships with customers, superiors, fellow employees, and others;
- Ability to actively listen giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times;
- Ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem;
- Ability to think critically by using logic and reasoning to identify strengths and weaknesses of alternate solutions, conclusions or approaches to problems;
- Ability to develop constructive and cooperative working relationships with others, and maintain them over time.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.

- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.



HR Update for July (June 2024 Updates)

Benefits & Wellness

- Employees enjoyed a fun night out on June 15 at the Threshers ballpark at a discounted rate.
- OnSpot Dermatology provided mobile dermatology events at three locations.
- Jet Dental provided mobile dental clinics at Public Works and Planning in Clearwater.
- June webinars and onsite classes included Investment Fundamentals, Pollinator Gardens, Crafting Your Mobility Routine, Cook Along Kitchen: Rainbow Chopped Salad, Diversity: Let's Talk About It, High Blood Pressure: Fight the Silent Killer, How Financially Savvy Are You?, and Getting Ready for Retirement.
- We are offering a 4-week Summer Self-Care Challenge in July to prioritize healthy routines and seasonal mindfulness.
- Biometric screening and health assessment reminder postcards will be mailed to eligible employees in July.

Communications & Outreach

- Volunteer Services is working with BTS to move our volunteer database system to a new platform by GivePulse. Due to additional migration steps, we are launching implementation in August. Our volunteers will be notified ahead of the implementation and will receive guides to help navigate the system.
- Staff continues to assist the Supervisor of Elections with their recruitment of County employees to assist during the Primary and General Elections. So far, 64 employees have registered to assist.
- Employee Communications is partnering with the Employees' Advisory Council (EAC) to enhance promotion of the Employee Advocate Program via various communications platforms.

Learning & Development

- Boot Camp: Leadership Essentials Cohort 8 comes to a close with 96 supervisors and managers completing the program thus far in 2024.
- The County's new Learning Management System (LMS), MyLearning, launched on June 17 and staff is receiving positive feedback, such as the feedback shown below:
 - *Very easy to use.*
 - *Excited to use this when enrolling and browsing courses!*
 - *Everything is organized by subject area and in one place! Love it!*
 - *Like the view of course progress and visual of certifications being revoked or valid.*
 - *The site looks very nicely put together!*
 - *Keep up the great work!*
- MyLearning webinars were provided for learners and managers to navigate the course catalog and dashboards.
- A Learning Burst was held for the Learning Heroes on How to Prepare and Support Teams Through Change.

- Room 429 in the Annex was upgraded to a Teams capability space.

Planning & Performance

- Human Resources Business Partners are conducting customer service touch base meetings with their partners to assess needs.
- Working with County Administration on discipline approval workflow via a Sharepoint site.

Workforce Strategy – Recruitment / HRMS / Classification & Compensation

- Countywide Job Fair was a success with 255 candidates in attendance.
- The time to fill in May was 53.6 days.
 - 52 new hires in May.
 - 37 promotions occurred in May.
- Year-to-date annualized turnover was 14.82% with 53 separations in May. Rolling 12-month turnover is 14.6%.
 - 6 terminations
 - 10 retirements
 - 37 resignations



Human Resources Director Action Taken Under Authority Delegated by the Unified Personnel Board

The Human Resources Director, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following actions from **June 3 through July 5, 2024**.

REVISIONS

Spec No.	Title	PG
12160	Building Inspector 1	C20
16801	Engineer 2	E26

REALLOCATION

Spec No.	Title	Old PG	New PG
02200	Automotive Equipment Operator 1	C14	C15

ADDITION

Spec No.	Title	EEO4 Code	OT Code	PG
23304	EMS Training Program Coordinator	Technicians	Classified	C27

DELETION

Spec No.	Title	PG
16364	NPDES Coordinator	E19

REVISION & TITLE CHANGE

Spec No.	Old Title	New Title	PG
18776	Senior Board Reporter	Board Records Specialist, Senior	C23