



sHaRe

...more than just a newsletter

Presented by : Lee County Human Resources December 2011

What exactly are we sharing...?

Welcome to the third edition of **sHaRe**. The purpose of this publication is to help employees “take stock” of useful and relevant information “marketed” by Human Resources. **sHaRe...more than just a newsletter**, will be distributed quarterly. If you have ideas or suggestions please pass them along through share@leegov.com.

Shareholders

ITEMS OF INTEREST TO ALL LEE COUNTY EMPLOYEES



Tell us who you believe has gone above and beyond.

Lee County strives for all of its employees to provide cost-effective and efficient services to residents and visitors every day. When an employee goes above and beyond his or her assigned duties to make an outstanding contribution to the community, we want to recognize that effort through our new "Together We Mean Community" program. But we need your help. [Submit your nomination.](#)

United we were a success!!!

The United Way campaign was an amazing success. We have raised **\$53,469** so far and that isn't even all of it! Look for the final donation amount, as well as highlights from the events, to be sent out via broadcast e-mail soon..



American Heart Association Heart Walk

Please join us on Saturday, December 10th as we show our support for the American Heart Association's Heart Walk. This is Lee County BoCC's third year of participation in the event and we look forward to increasing the number of Lee County Employee participants. We will meet on the front steps of the old County Courthouse for pictures first at 8:00a.m. and then walk to *Centennial Park* to enjoy the festivities and participate in the walk.

Keep in mind, there is no registration required and, although we would love to have you join a team, this is also not necessary. Just show up and enjoy.

If you have questions about the American Heart Association's Heart Walk, please contact Rosanna Music at rmusic@leegov.com or go directly to the American Heart Association's website, www.leeheartwalk.org.

Wellness Update

The 2011 Health and Wellness Fair on October 20th brought over 290 employees together from Lee County BoCC, Elections, Property Appraiser, Clerk of Courts, Tax Collector, and other local government entities. The theme this year was *"Fall into Wellness; assemble your year-end survival tool kit"*. It's not too late to check out the participating vendor's information and discounts. The Virtual Health fair can be found at the following link: [Virtual Health Fair](#).

If you are looking for additional tools in preparation for your new year's wellness initiatives, discounts are available through Aetna and Minnesota Life. More information can be found at the following link: [Wellness Discounts](#).

Medicare Advantage Plan for Lee County Retirees

Effective January 1, 2012, Lee County BoCC will offer Medicare eligible retirees a NEW exclusively designed medical plan option. United Health Care® Medicare Advantage PPO Plan has been selected to provide medical benefits to include Part D drugs. The prescription plan will include full coverage in the coverage gap; therefore, only the co-pay is paid throughout the year.

Some of the plan highlights include: a high level of coverage with no deductibles; a national Medicare Advantage PPO plan where you can access benefits in all 50 states; comparable level of benefits; same level of benefits in and out-of-network, "Silver Sneakers" health club membership.

When you get ready to retire, this may be an option you would be interested in choosing. Contact Human Resources at 533-2363 for more information or to set up an appointment to discuss your options.

2011 W-2's

Now is a good time to verify your address is correct for the distribution of W-2's this January 2012. Please take a look at your pay stub, if the address is incorrect please contact HR at 533-2245 or submit the [Change of Address Form](#).

2011 CLOSING OUT YOUR AETNA 2011 FLEXIBLE SPENDING ACCOUNT

- Starting 01/01/2012, Aetna Streamline Auto-Debit will be suspended; therefore, all FSA claims for your remaining **2011** balance must be submitted to Aetna using their paper claim form.
- Services or goods must be rendered/purchased by March 15, 2012.
- Claim forms must be received by Aetna by April 15, 2012.
- Balances not used are subject to the 'Use It or Lose It' rule.

2012 NEW VENDOR FOR FLEXIBLE SPENDING ACCOUNT (FSA)

Beginning January 1, 2012, EBS Atlanta will begin administering the FSA program for medical and dependent care. With this program your claims can be reimbursed by using the Take Care Debit Card or by submitting the EBS Atlanta claim form. EBS Atlanta will send quarterly statements to you. You may also access your account on line 24-hours a day, 365 days a year at www.ebsatlanta.com.

The claim form can be found at <http://www.lee-county.com/gov/dept/HumanResources/Pages/FormsAll.aspx>

Insider Trading

RELEVANT NEWS FROM PROFESSIONAL HR ORGANIZATIONS, FEDERAL, OR STATE GOVERNMENT

Are your Labor Posters current???



The FL Department of Revenue Poster has been updated to reflect the new Agency Name for unemployment processing. The new Agency name is Department of Economic Opportunity.



The Florida Minimum Wage poster has been updated to reflect the new minimum wage. The new minimum wage will go into effect January 1, 2012 and will be \$7.67.

Please make sure you have the most current poster on your employee bulletin board.

You may find these updated posters, as well as all other required Labor Law Posters, on the H. R. Intranet site [Labor Law Posters](#), OR you may visit the website for Florida Department of Economic Opportunity. [FL Labor Law Posters](#)

Dividends

ONGOING PROJECTS THAT WILL PAYOFF!

Doctor In The House!



Now fast approaching the one-year mark since we've made the diagnosis to main-line our Position DR web application, our position physician is proud to report that the county-wide prognosis looks...great!

A quick glance at his latest charts shows that the physical requirements and position descriptions of six full departments have been issued a clean bill of health and another six departments are currently in the out-patient review stage.

With another fourteen departments quarantined as active patients, symptoms of inaccuracies and inconsistencies are being clearly identified and the initial prognosis of the project remains on schedule to be in remission and hopefully cured by early 2012.

For more information and access to all related project tools, apparatus, and paraphernalia, please visit the [Position DR](#) page on the Human Resources intranet site. Thank you for your continued effort and cooperation with this project!

Policy Review Committee

Lee County Policies are reviewed on a regular basis to assure that they are current with ever changing laws and reflect the vision and goals of the County.

We will be making a few changes to streamline the process and make it easier for you to provide input and suggestions.

A committee, consisting of representatives from each team in Human Resources, has been formed. The committee members are: Stephanie Figueroa, Jan Smith, Jen Posey, Dylan Drake, Elaine Schultz, and Rosanna Music. This committee is working on a project plan to include timeline, sections of policy to be revised as priority, etc.

For your convenience, an intranet page dedicated to the upcoming changes to policies will be created. You may submit suggestions and/or comments via this page as well as see existing suggestions/comments along with the ability to view actual draft revisions.

Keep your eyes open, more information will be coming soon.

Florida Sunshine

A new project has kicked off that will call for input from county departments; the Public Records project. The project team will document the responsibilities, process, and technology relating to public records requests. This information will be used to develop a global method to track requests. Look for more information on this project in the next issue of sHaRe. In the meantime questions can be directed to share@leegov.com

Share-Points

QUICK ANNOUNCEMENTS



Is a holiday vacation on your mind???

Now is the time to start making your plans, if you haven't already.

You have until the last day of the first full pay period in January, 2012 (January 25, 2012) to use vacation accrual in excess of six (6) normally scheduled workweeks.

Only six (6) normally scheduled workweeks of vacation accrual may be rolled over to 2012.



Through the years.....

Length of Service Awards dates in 2012 are:

January 24th	4th quarter 2011
April 17th	1st quarter 2012
August 21st	2nd quarter 2012
October 23rd	3rd quarter 2012
Award date TBD	4th quarter 2012

For more information please contact Elaine Schultz at 533-2002.

Deferred Compensation Providers – 457 Retirement Plans

Throughout the year both of our deferred compensation providers will hold informational meetings. Please check the [HR Benefits website](#) for the upcoming visits; the 2012 schedule will be posted in the near future.



Nationwide®
Retirement Solutions

On Your Side™

Nationwide; Ron LeClair



ICMA – RC; Gabriel Alba

Upcoming dates to remember...

- December 8, 2011 Blood Drive
- December 10, 2011 Heart Walk
- December 23 & 26, 2011 Christmas Observance
- December 30, 2011 & January 2, 2012 New Year Observance
- January 11, 2012 Wear Your Sneakers to Work Day



For the complete list of Holiday for 2012, please visit the [HR Intranet Page](#)

Who do you know???

A request for nominations for the **Candy Pittro Award** will be sent out soon.

Start thinking about County employees you know who have continued to provide outstanding customer service to the community and their co-workers even as they have gone or are going through their own difficult times.

Contact Elaine Schultz, 533-2002, or Rosanna Music, 533-2015 if you have any questions.

Holiday Help

As the holiday season approaches, even under the best conditions, it can be a time of stress. Many are struggling with making ends meet or helping our family and friends during their troubled times. The United Way of Lee County is a confidential resource for seeking help and assistance.

If you know someone in need and would like to get help for them anonymously, you can contact the United Way by dialing in Lee County 211 or 433-3900.

Lee County employees should contact Crystal at 433-3900 ext. 235 to qualify for benefits using the Employee Resource Program.

County Policy on Gifts

Lee County Policy 206, Code of Ethics, details information regarding employees and gifts. No County employee to include the statutorily defined Local Officers, or member of their families shall accept a gift of any type, price, or size from any person or firm doing business with Lee County Government, or any person that intends to do business with Lee County Government, that if accepted, could reasonably be construed to influence the Local Officer or employee in the discharge of the employee's official duties.

No person, business or organization shall be allowed to give, nor shall any Local Officer or County employee accept a gift with a value in excess of \$100 unless such a gift is accepted on behalf of the County, and which is approved by the supervising Contract Employee prior to its receipt.

For a complete definition of a gift and specific information related to gifts, please contact Employee Relations at 533-2002 or 533-2015. You may also find the Lee County Policy and Procedures manual:

<http://www.lee-county.com/gov/dept/HumanResources/Pages/EmployeeRelations.aspx>

Are you viewing a printed version? The web site URLs for all hyperlinks is available here:
http://www.lee-county.com/gov/dept/HumanResources/Pages/share_December2011_links.aspx

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Lee County BoCC Department of Human Resources 239-533-2245 share@leegov.com
