



HR NEWS

AUGUST 2016



TRAININGS!!

We are excited to announce a variety of upcoming, low cost instructor led trainings available to you. Below are the classes offered through December 2016.

Contact Amy Alexander at aalexander@co.genesee.mi.us to register.

- ◆ 9/1/16—Effectively Leading Change Initiatives
- ◆ 9/7/16—Understanding Personality Type in the Workplace
- ◆ 9/20/16—Leading Productive Meetings
- ◆ 10/4/16—Making Effective Presentations *
- ◆ 10/5/16—Exploring Diversity and Individual Differences*
- ◆ 10/6/16— Managing Conflict Using Personality Type * (pre-requisite required)
- ◆ 10/13/16—Assisting the Difficult Client
- ◆ 11/1/16— Managing Conflict and Working Relationships Effectively
- ◆ 11/3/16— Effective Communication Skills
- ◆ 11/15/16—Write On! Effective Email, Letters and Reports*
- ◆ 11/22/16—Mastering Change
- ◆ 12/1/16—Customer Service Excellence for Diverse Populations
- ◆ 12/13/16—Write On! Grammar and Punctuation Made Easy *

Half day classes cost \$40. Full day classes (*) cost \$75.

Additional subjects are also available via webinar. If you are looking for something that is not listed above, contact Amy to help find a class for you! All upcoming trainings are also listed on our webpage under the "TRAININGS" tab at www.gc4me.com/Departments/Human Resources

PLANNING RETIREMENT?

When you make plans to meet with the Retirement Office, don't forget to make an appointment with HR to take care of your medical insurance and beneficiary information.

Our HR Representative Jennifer Draheim will make sure that you are set up in the proper medical insurance plan, and because your beneficiary form changes status, you will need to update that as well.

Contact Jennifer at: 810-237-6120 or jdraheim@co.genesee.mi.us.

You can contact Human Resources via email at:

hr@co.genesee.mi.us

for any questions regarding:

Job Vacancies

Benefits Information

Employee Training

Employee Assistance Programs

Change of Address

Employee ID / Park cards

Genesee County Human Resources

hr@co.genesee.mi.us

Phone: 810 257-3034

Fax: 810 768-7097



New Employees!!

Patricia Harley—Health Department

Letha Curtin—District Court

Colleen Tinnin—Health Department

Michelle Reese—Health Department

Irenda Vandekaar—Controllers

David Stamm—Sheriff's Office

Troy Mitchell—Sheriff's Office

Sheila Moore—Health Department

Peggy West—Clerk's Office

Tiara Gibbs—Health Department

Kelli Stokes—Health Department

Anna Carlson—Health Department

Eileen Guilford—Health Department

Tamika Dukes—Health Department

Katina Blackburn—Treasurer

Samantha Bysko-FOC

McKall Mayner—Health Department

Jennifer Doolin—FOC

Dana Entrekin—District Court

Logan Rariden—Sheriff's Office

Andrea Cobb—Family Division

Ashley Norfleet—Register of Deeds

Francis Cannell—Probate Court

Jared Bayley—Sheriff's Office

Joshua Coon—Sheriff's Office

Eric Sordyl—Sheriff's Office

Carrie Burns—Veterans

Rachel Kanuszewski—Prosecutor's Office

Debora Thompson—Prosecutor's Office

Lamonica Nelson—Health Department

Matthew Peter—Health Department

Alycia Hyde—District Court

Shari Forster—FOC

Larrie Bierman—FOC

Estella Simpkins—FOC

Jason Aitkens—Animal Control

Patrick Hansma—Medical Examiners

Arianna Heath—Circuit Court

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Dependent Eligibility

Qualifying Children:

Your qualifying children include children up to age 26 that are born to you, your stepchildren, children legally adopted by you (including those children during any waiting period before the finalization of their adoption), children up to age 18 for whom you are the permanent legal guardian, and children you support as a result of a valid court order.

Qualifying Relative:

Qualifying relatives who are eligible for medical, dental, and vision coverage are limited to your spouse (and qualifying children).

Parents, grandparents, grandchildren, common-law spouses, divorced spouses, roommates, and relatives other than those listed above are not eligible for County-sponsored medical, dental, and vision plans.

Tips on Minimizing your Medical Expenses

One of the biggest questions for the benefit office is “how can I make a difference in my health care cost?”

A good place to start is knowing that your premiums are based on previous year(s) claims. Therefore, use your insurance wisely. Take advantage of wellness visits and maintain a healthy lifestyle.

Prescription costs are on the rise and knowing the cost of medication can help save you money. Price compare by using one of the numerous websites or phone apps. You can also take advantage of savings through Express Scripts mail order.

Contact **Jennifer Draheim** at jdraheim@co.genesee.mi.us for more information.



VACATION CASH-IN

Vacation Cash-in reminders will be distributed with paychecks in August.

CASH-IN PROVISIONS

- ✓ Eligible employees (check your bargaining agreement) may cash-in up to 200 accumulated vacation hours, provided the remaining accumulated vacation hours do not fall below 80.
- ✓ Payment shall be 55% or 60% of the total amount based on contract language.
- ✓ Payment will be by separate check, considered regular wages for tax purposes only and is not subject to retirement contributions nor count as final average compensation.

PROCEDURE

- ✓ Vacation Cash-In Forms are available on the HR website in the *Forms* link .
- ✓ The **deadline** to submit requests for vacation cash-in is **September 15, 2016**.
- ✓ The Human Resources Department will verify your accumulated vacation hours and determine your eligibility. You will be notified by October 16, 2016 if you do not you meet the provisions for the Vacation Cash-In program.
- ✓ **Payment** will be made no later than **November 15th**.

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