

ISSUE

05

MAY
2015

The Personnel File

Galveston County Human Resources

Heads up...
A look at
things to come

May 7

Benefits Assistance Day
Justice Center Annex

May 10

Employee Engagement
Surveys Due

May 14

Benefits Assistance Day
League City Annex

May 20

Walk Across Texas
Kickoff Meeting

May 25

Memorial Day - County Holiday

May 29

Walk Across Texas
Team Captains Meeting



Walk[®] Across Texas!

Galveston County Walks Across Texas

Walk Across Texas is a program to help people start moving and establish physical activity as a lifetime habit. Doing Walk Across Texas with people you know (your co-workers) is a great way to help keep you motivated to reach your goal! To walk across the state in eight (8) weeks, everyone on an 8-person team must walk about 13 miles each week.

Participants create teams of eight people or you can choose to walk by yourself. Teams designate a Team Captain. If you are a by yourself walker you will be your own team captain. The team captain must register the team on the Walk Across Texas website and log their team members' mileage each week (by yourself walkers will register themselves). Each team member will aim to walk 12-14 miles per week or 30 minutes a day at least 5 times a week.

Kickoff and Program Information Meeting

Wednesday, May 20th 12:00 - 1:00pm
Galveston County Courthouse
Commissioners Courtroom, 1st Floor
722 Moody Avenue (21st Street)
Galveston, TX 77550

Team Captains Meeting

Friday, May 29 12:00 - 1:00pm
Galveston County Courthouse
HR Training Room, 3rd Floor
722 Moody Avenue (21st Street)
Galveston, TX 77550

Program Begins

Monday, June 1

For more information about Walk Across Texas including helpful tools like a mileage calculator, FAQs and videos visit <http://walkacrosstexas.tamu.edu/>

“Can I change my insurance/benefits in the middle of the year prior to open enrollment?”

The answer to that question is *maybe*. You may make changes to your coverage mid-year only if you have experienced a qualifying life event that allows you to do so. Some examples are as follows:

Type of Qualifying Event	Change(s) permitted	Deadline for Receipt of Required Paperwork	Documentation & Information Required	Effective Date of Change
Birth or Adoption	Add new dependent to existing coverage	31 days after date of birth or adoption	Birth certificate or copy of adoption agreement. Child's full legal name, date of birth and Social Security Number	Date of birth or adoption
Marriage	Add or drop coverage for a dependent	31 days after date of marriage	Copy of marriage certificate	Date of marriage
Divorce	Drop former spouse and any associated stepchildren from coverage or enroll self in coverage	31 days after date of divorce	Copy of the final divorce decree signed by judge	Date of divorce
Death	Drop deceased dependent from coverage or enroll self in coverage	31 days after date of death	Copy of death certificate or documentation of date of death	Date of death
Change in spouse's or dependent's employment or eligibility for benefits	Add or drop coverage for self and dependents	31 days after date of spouse's or dependent's change in employment or benefit eligibility	Copy of document from the employer or insurance carrier stating that a change in eligibility or employment has occurred and the date of the occurrence	First of the month following receipt of the paperwork or following the event, which-ever is later

This is not an all-inclusive list of allowable changes. If you have questions about other changes that may apply to you, please contact Corey Jannett in Human Resources.

MENTORS NEEDED

Do you or someone you know have a heart for helping others? Do you have an interest in becoming a part of the solution for kids struggling to make some of the most important life choices? If so, volunteering as a mentor with at-risk youth may be the perfect opportunity to put your values into action and your gifts to good use.

There are numerous risk factors that push teens and pre-teens towards delinquent behavior, substance abuse and criminal behaviors. Mentoring with an effective role model who can support, encourage and guide them can make all the difference in the life of a young person in need. Many of us can cite a family member, teacher, coach, or other caring individual that made a major impact on our lives, our personal values and aspirations. These mentors inspired us to go forward and achieve, to become the individuals we were destined to be. National research has shown that juveniles that commit to a mentorship program are 50% less likely to return to delinquent behavior and drug use.

Becoming a mentor is a big commitment! If you or someone you know is up to the challenge, please contact a **Teen Inc. Services** representative by calling Barrell Richardson at 832-326-3202 or George Dyson at 713-444-7992 or by emailing teenincservices@yahoo.com. -Glen Watson, *Juvenile Justice*

May "Benefits Assistance Day"

Whether you just have general questions, need help planning for the future or have a medical claim you just cannot figure out... we've got you covered! Come see your dedicated benefits advocate, Corey Jannett, with whatever you need. No appointment needed. Just stop by with your questions.

Justice Center Annex
600 59th Street, 2nd Fl. Conf. Room 2300
Galveston, Texas 77551
May 7th, 8:30am - 4:30pm

League City Annex
174 Calder Road, Room 118
League City, Texas 77573
May 14th, 8:30am - 4:30pm

Corey is also available most workdays at 722 Moody.

Diva Run Great Job!



Anna Brown with court services, Diana Gallardo with JP 4, Jill Cutchin with JP 4 and Maria Hogan with JP 4

Manager Tip of the Month

How to make your new employee's first 80 days successful: The real focus of the 30-60-80 Review

There are three benchmarks you as a manager should focus on during your new employee's first 80 days.

30 Day: The first review with the employee should focus on how they are adapting to the new role, co-workers and the County. Let them know it's fantastic to have them onboard. Make them feel welcome and part of the team.

60 Day: This review should focus on their familiarity with their role and the County. It's also important to find out how happy they are in their role. During this meeting don't forget to give kudos for a great job.

80 Day: This review will focus on the employee's success in their role. You should start seeing serious results from your new employee at this point. This is also a very crucial benchmark to act on if your new employee isn't meeting expectations. Managers should consult with HR to discuss a possible separation to avoid legal liability and unemployment benefits.

The **30-60-80** is a great management tool. The feedback and guidance that the review provides will benefit your new employee's progress. It also leads the employee to higher job satisfaction, commitment, loyalty, lower turnover, and higher performance levels. It shows the employee that their manager cares about their success and wants to see them succeed in their new role. If you would like more information on the **30-60-80** process please contact Kathy Branch at 409-770-5352.

Sneak a Peek in the File of...

Name: **Misty Cuellar**

Department: **Human Resources**

How long have you been with the County? **4 months.**

What is your favorite pastime or hobby and why? **As a kid, I use to love to go outside (I mean, who didn't?) I especially loved it because I used to tumble! Up until about 10th grade I'd be outside all day, every day just flipping all over the yard! Oh what I would do to be able to do that again.**

Yes, I confess, my nickname was/is: **Meme**

Care to elaborate? **Before I was married my last name used to be Ebert. So my initials were M.E. It just kind of stuck with my cousins and they would all call me Meme, and now ALL my cousins, small and big ones, call me it!**



What is something that everyone may not know about your department? **We are all a little addicted to chocolate. And we are a little obsessed with the color pink. (with the exception of Corey, in his case, it is light red!)**

What is your personal motto or what would you like it to be? **"Passion is passion. It's the excitement between the tedious spaces, and it doesn't matter where it's directed...It can be coins or sports or politics or horses or music or faith...the saddest people I've ever met in life are the ones who don't care deeply about anything at all."**

Best memory working for the county? **The umbrella parade! It was an absolute hit! We had so many people from the county join in. It was actually my first experience and event with the county, so it was better than I could have imagined!**



Name: **Mindi Ortiz**

Department: **Auditor's Office**

How long have you been with the County? **11 years**

What is your favorite pastime or hobby and why? **Love arts/crafts the reason why is because I love decorating things my imagination is limitless.**

Yes, I confess, my nickname was/is: **Mindi Mouse.**

Care to elaborate? **I used to be short boney skinny.**

What is something that everyone may not know about your department? **That we aren't all mean or strict as we seem to be deadlines must be met LOL.**

What is your personal motto or what would you like it to be? **My motto is to take things one step at time.**

Best memory working for the county? **I have lots of great memories here too many to count.**

2015 Online Tobacco Cessation Program

Programs will begin the first day of the month, beginning May 1 with the last course beginning on September 1. Completion of the 8-week course will be reported to the County. If you complete a 2015 Tobacco Cessation Course, you will pay the 2016 "Non-Tobacco User" rates (yet to be determined). The classroom-style tobacco cessation course will be announced at a later date.

Contact Corey Jannett in HR for more details

May 2015 Employee Birthdays

1	Huffstetler, Celeste L	10	Richardson, Setsuko	22	Perry, David C
2	Knapp, James L	10	Warfield Jr, Gregory L	22	Williams, Tracey M
3	Johnson, Patricia J	11	Fragoso, Shon C	23	Cook, Barry D
3	Powell, Trevor D	11	Stephenson, Mitchell	23	Herrmann, Pamela J
3	Prange, Jeffrey M	12	Burr, James A	23	Mejia, Andrew J
3	Taylor, Johnathan D	12	Chapman, Brandy S	23	Watson, Annye Michelle
4	Archer, Natalie A	12	Lindsey, Theodore N	24	Cazares Jr, Elias
4	Hernandez, Angel R	12	Olvera, Jennifer A	25	Comeaux, William D
4	Juarez, Yesenia L	13	Mendoza, Cristina	25	Edwards, Otha F
4	Valastro, Nicole	13	Olivares, James C	25	Lucas, Freda A
4	Vega, Sandra A	13	Ross, Travis K	25	Pimentel, Deborah E
5	Barnett, Cynthia Y	13	Sifuentes, Rosa I	26	Avalos-Corcoran, Dolores
5	Petermann, Tracy L	13	Wittman, Bonnie J	26	Davis, Peggy L
5	Young, Alyssa R	14	Elizondo, Pamela D	26	Ihde, Margo A
6	Ashton, Jarrett J	14	Moore, Joseph D	26	Jenkins, Sherita L
6	Bentley, Christopher L	16	Cunningham, Roderick M	26	Kahla, Terrie L
6	Bock, Cody W	16	Venable, Eric M	27	Crowder, Michael W
6	Dupuis, Latressa H	17	Braun, Marcy K	27	Holcombe, William C
6	Hernandez, Rebecca R	17	Kelly, Laneisha K	27	Morales Jr, Secundino M
6	Hurd, Jeffery R	17	Sharp, Rick L	28	Dalesandro, Erman D
7	Remmert Jr, Merle L	17	Thomas, Traci M	28	Griffin, Kerry L
7	Sanchez, Patrick D	19	Carson, Gaven M	28	Jalufka, Angelia G
7	Yearnd, Denise Y	19	Gilmore, Gina S	28	Watson, Glen R
8	Butler, Robert	20	Henson, Kay E	29	Evans, Erma L
8	Elizardo Jr, Guadalupe	20	Muraca, Michael A	29	Hyde, Andrew L
8	Fuentes, Brian L	21	Belany, Debra J	29	Popovich, Jonathan D
9	Washington, Tirrell P	21	Clark, Kenneth D	29	Reed, Jerry L
10	Cantrell, Trenton L	21	Collins, Joshua D	30	Swift, Lauren S
10	King, Elric M	21	Moran, Juan F	31	Stevens, Michael W

Happy Birthday!!!

Rights of Nursing Mothers

Federal law and Galveston County policy protects the rights of mothers who nurse

The Patient Protection and Affordable Care Act amended the Fair Labor Standards Act to require reasonable breaks for nursing mothers to express breast milk during the first year following the birth of a child.

The County will provide two – 15-30 minute paid breaks daily for nursing mothers. The nursing mother will be allowed whatever time is needed to express breast milk, however, if the break is longer than 15 – 30 minutes in duration, the break time will be unpaid time off.

The mother will be given a private location, other than a bathroom. The location will be shielded from view and free from intrusion and appropriate for expressing breast milk. The specific location will be determined on a case by case basis.

The County does not allow any retaliation against nursing mothers for asking for this break. Nursing mothers are entitled to this break for 1 year following the birth of their child.

All other employee breaks are determined by each department head and are not required to be given. If your department provides you with a break, they may not be accumulated or used for time off. The Fair Labor Standards Act does not require any breaks other than for nursing mothers, however if paid breaks are provided for employees, nursing mothers must be given the same amount of paid break time .

The Last Word...

Jumping Through **H** **ps!**

In Human Resources we have a philosophy that you may have seen on the postings we have in our office. In Organizational Health Class the HR department came up with our Core Purpose, our Strategies to achieve our purpose and our Core Values. *(all the departments who report to Commissioners' Court will go through this training and if you want to go through it in your department call HR for information)* One of our HR Strategies is what we call the **Hoops** Philosophy. When you think about jumping through **Hoops** you could think of it as a negative. For example: "Can you believe how many **Hoops** she had to jump through to get a new Social Security Card? What a waste of time!"

But in HR we look at it differently. We think of all the **Hoops** we can jump through for our customer so they don't have to waste time jumping through them themselves. And who is our customer? It is YOU! All of the County employees and the employees' family members are customers of the HR department. It isn't right for us to tell you what we won't do, but instead we try to focus on what we can do. In other words, what can we do to make your lives easier?

Jumping through **Hoops** is a PROACTIVE sport. Jumping through a **Hoop** because your boss told you too is ok, but it isn't what we look for in HR. We want push ourselves to think of what we can jump through before anyone even thinks of it.

If a vendor is serving the County, they do everything in their power to make our lives easier. That is how they get and keep our business. In HR we look at ourselves as YOUR vendor and so we want to proactively do everything we can think of for you and then try to even take it a step further.

If you call us and ask how to find a doctor, we won't just tell you to look online. We will send you the link and look ourselves and send you lists near your home and your work. **Hoops!** If you need help coaching an employee, we will offer coaching points, offer to give a manager word-tracks and even type it up for the manager in need. **Hoops!** If an employee needs help writing their self evaluation on the performance reviews, we will meet with you and walk you through each section as you write it and be a sounding board. **Hoops!**

We know that we aren't the only ones acting this way so we are starting a contest for all employees of the County: **The Golden Hoop Award!** You may have seen that the HR people have a Hula **Hoop** in their office to remind us of the **Hoops** Philosophy. If you know someone in the County who has gone out of his or her way for another employee, then send me an email or a letter nominating the employee and telling us **all the details** of the story. We know that there are many amazing folks in the County, but we are looking for **specific examples** of a person jumping through **Hoops**. We will publish the accepted nominations in the newsletter. At the end of 2015 the HR team will pick the best story of the year and that person will be given **The Golden Hoop Award.**

Criteria:

- jumped through **Hoops** for a fellow employee
- did it without being asked too, proactively, on their own
 - did it with a smile and a great attitude

BE the change you want to see in others,

Peri Bluemer 😊

CHRO

