

SPRING 2022



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Director's Message



Welcome 2022! Human Resources looks forward to another year working alongside employees to support Lee County operations. This Spring issue outlines an exciting new project that truly exemplifies our One Org concept – the “One Org Employee Recognition Program”. Departments have been instrumental in supporting

the One Org concept from inception and they continue to help guide the program through its evolution and development. For example, Solid Waste, Utilities and Fleet participated in a pilot of this new recognition program. Feedback helped HR's Learning and Development team (Victoria Abes, Bailey Tilton, Nicola Behr) develop the program into the version now being shared county-wide. This included designing recognition coins, developing a nomination system, marketing, and building interactive website pages. Animated videos were created to help explain the 5 PITCH principles and showcase how all County departments utilize them in their daily work. Let us know what you think...



CLICK HERE
TO WATCH THE PITCH VIDEOS


Erin Hailstone



EMPLOYEE RECOGNITION PROGRAM

As we kick off 2022, we are excited to introduce the new One Organization Employee Recognition program! We know that the success of our organization is incumbent on people working together and sharing their collective resources to provide services to each other, as well as the citizens and visitors of Lee County.

Our P.I.T.C.H. principles serve as guideposts for how we should conduct ourselves in the workplace.

PROFESSIONALISM

INNOVATION

TRUST

COLLABORATION

HONESTY

Our new, county-wide employee recognition program provides all county staff with the ability to quickly and easily acknowledge their colleagues' amazing contributions. You can submit a recognition form for coworkers, supervisors, managers or even county employees from different departments. The recognition forms should explain how the employee demonstrated "One Org" in action.

Recognition forms can be submitted electronically by going to the One Org intranet page -or- you can submit a paper form and drop it in one of the One Org boxes strategically located throughout various county facilities.

Each department director will receive the recognition forms for employees on their team. Recognized employees may be awarded a One Organization Recognition Certificate or a 2022 One Organization challenge coin as a token of appreciation for their commitment to our team and our community.

We look forward to sharing the many examples of excellence that Lee County employees deliver on a consistent basis. Please be sure to check out the back page of this newsletter to get a sneak peek at a few of the early submissions, as well as more information on how you can fill out a form for one of your own colleagues!

RECOGNIZE

your coworkers, supervisors, managers or even county employees from different departments!

ONLINE PORTAL

The screenshot shows a web form with the following fields: Name (with a sub-instruction 'Enter the name of the person being nominated'), Department (with a sub-instruction 'Enter the nominee's assigned department'), Nominated By (with a sub-instruction 'Enter the name of the person making the nomination'), Nominator's Department (with a sub-instruction 'Enter the nominator's assigned department'), Today's Date (with a calendar icon), Actions (with a sub-instruction 'Describe the actions of the individual and how those actions IMPACTED the County'), Supporting Documents (with a sub-instruction 'More information? Upload supporting documents regarding the nomination.' and a 'Browse Files' button), Entered By (with a sub-instruction 'Enter the name of the person entering the nomination form - if different than provided above.'), and a 'Submit' button at the bottom. A footer contains 'Privacy Notice | Report Abuse'.

Easily fill out the electronic recognition form on the Employee portal.

COMPLETE A RECOGNITION FORM
CLICK HERE

PAPER FORMS

The image shows a paper form titled 'RECOGNITION FORM' with the 'One Org' logo. It includes instructions: 'Describe the ACTIONS of the individual and how those actions IMPACTED the County.' and 'Provide as much detail as possible, attach additional sheets if necessary. Consider: Who, What, When, Why, How?'. There are lines for 'Person being recognized:', 'Actions:', and 'Recognized by:'. At the bottom, there is a color-coded bar with the words: PROFESSIONALISM (yellow), INNOVATION (red), TRUST (green), COLLABORATION (purple), and HONESTY (blue).

Or, fill out a paper recognition form and drop it in one of the recognition boxes in your department.



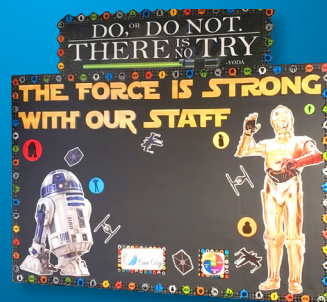
CERTIFICATE & CHALLENGE COIN

Recognized employees may be awarded a One Org Recognition Certificate or a 2022 One Org challenge coin as a token of appreciation for their commitment to our team and our community.



RECOGNITION BOARDS & NEWSLETTERS

Recognition forms can be publicly displayed in work locations on a bulletin board in a common area as well as in newsletters, e-blasts or highlighted on department intranet pages.



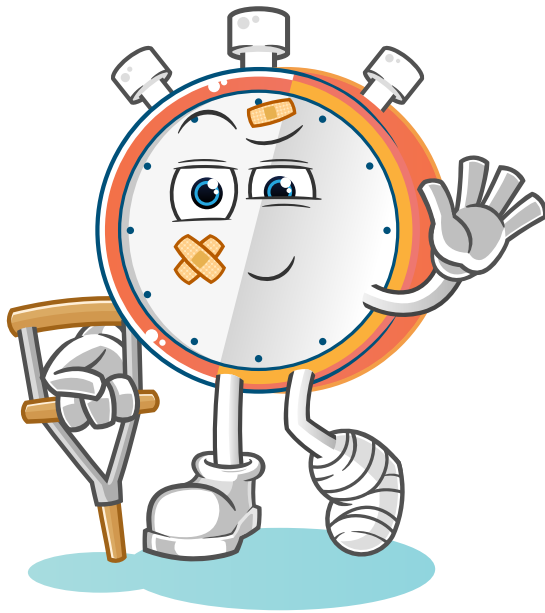
Benefits



LYNNE PETERSON
Manager, Benefits & Fiscal
(239) 533-0822
hpeterson@leegov.com



ROBIN LEARS
Manager, Benefits & Wellness
(239) 533-0846
rlears@leegov.com



What is the Sick Leave Pool?

A **voluntary** sick leave pool established to provide limited additional sick leave benefits, in case of your serious personal illness or injury. Lee County Policy #401:2

Why should I enroll?

- To enhance your Sick Leave Benefit – Lee County Policy #401:1
- Allows up to 12 weeks (480 hours) of time in a 10-year period paid at 100% of your compensation.
- Allows the employee to remain in a paid status and accruing paid time off.

How do I qualify for enrollment in the Pool?

Be a regular, benefits-eligible, full- or part time employee, have a sick leave balance of at least eighty (80) hours in combined Sick and Bank hours, at the time of initial pool enrollment. Once enrolled in the pool, you must make an annual donation of the equivalent of one day's sick leave hours. These hours are deducted in January or February, according to the clerk's payroll schedule.

How can I determine my sick hours?

Go to **Vista Self-Service** under **Leave Accrual**. There are two buckets of sick time:

- **Sick (Sickreg)** – this bucket is your regular sick time that you accrue every payday.
- **Bank time (Bank)** – this bucket is your unused Sick time accumulated during the fiscal year. Sick time is simply moved, in October of each year, into the Bank time (BANK) bucket. Your Sick bucket then resets; and time starts to accrue for the next fiscal year.

When can I enroll?

Sick Leave Pool enrollment happens during the Benefits Open Enrollment period every November.

Summary							Help Read-only	
Accrual	Frequency	Balance	Available	Taken	Current Accrued	Last Update	Active	
Bank Time (BANK)	Accrue Every Pay Period	20.00000	37.00000	17.00000	.00000	12/30/2021	Yes	
Sick (SICKREG)	Accrue Every Pay Period	16.00000	28.00000	12.00000	4.00000	12/30/2021	Yes	
Vacation - 80 HR (VACREG)	Accrue Every Pay Period	117.10000	203.10000	86.00000	3.70000	12/30/2021	Yes	

[CLICK HERE TO CONTACT THE BENEFITS TEAM](#)

OR CALL: (239) 533-2245



Electronic W2's are available

Here's how to access yours

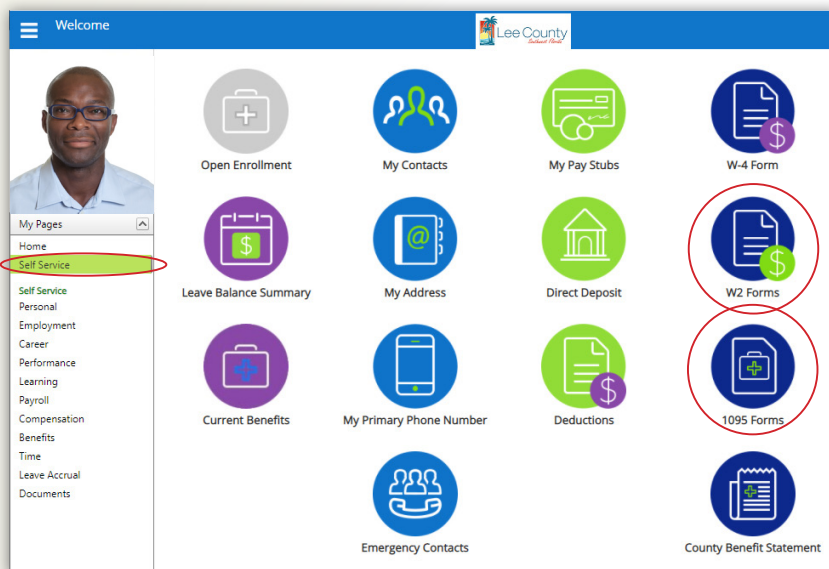
Did you elect the option for electronic W2 delivery? Employees who elect electronic W2 delivery will be able to download their W2 from PDS Vista Self Service by January 10th, 2022. Use the W2 button to access the W2 download window.

Employees who opted to receive their 2021 W2 by mail will have a paper W2 mailed on or before January 31, 2022, as

required by law. Once W2's are mailed, they will be available for download via PDS Vista Self Service.

Employees who opted to receive their 2021 1095-C by mail will have a paper 1095-C mailed on or before March 2, 2022. Once 1095-C's are mailed, they will be available for download to all current employees via PDS Vista Self Service.

How to download your W2 or 1095-C...



- 1** Sign on to PDS Vista. If you need your ID see your HR Rep.
- 2** Click **Self Service** on the left side rail below your picture, then click the round **W2 or 1095** button.
- 3** A new window will open with all of your W2's or 1095-C's for the years you have been employed with the County.
- 4** Click on the year you wish to download and print

Employees who leave county employment before January 1, 2022, will receive a paper W2 and 1095-C.

[CLICK HERE TO DOWNLOAD YOUR W2](#)



GOAL SETTING

Get a jump start on a successful 2022!



For many people, the start of a new year brings new things we'd like to try to accomplish over the coming months—both personally and professionally. One of the best ways to increase the likelihood of actually doing those new things is by having a plan of action centered around clearly defined goals.

Using the S.M.A.R.T. goal framework can assist with the details and cut down on procrastination.

For example, let's say someone wants to learn a new language this year. Sounds like a good goal, but we'll need to do some pre-work to increase the odds that we actually accomplish it.

SPECIFIC I want to learn beginner-level conversational French by my scheduled vacation to Paris in November of 2022.

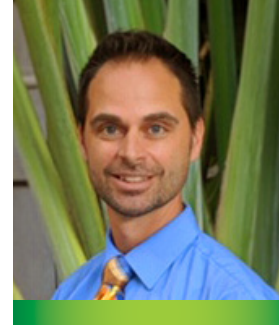
MEASURABLE I will know that I have achieved this goal when I am able to understand and verbally respond in French to my conversation partner.

ATTAINABLE I will study my Rosetta Stone Beginner's French course 5 days a week for an hour in the evenings after work and practice with my Duo Lingo app during my lunch break at work.

RELEVANT This goal aligns with my upcoming travel plans to France and may have other future applications beyond that point.

TIME-BASED I will be conversationally fluent in beginner-level French by November 1st, 2022 ahead of my trip later that month.

Some work-related goals you might consider working towards for 2022 may include: strengthening your active listening skills, improving your ability to have tough conversations with others or perhaps working on your mindfulness. You can apply the same S.M.A.R.T. goals format to any of these topics to assist with your professional development. Here's to a great year filled with many S.M.A.R.T. accomplishments!



Interviewing 101

New to the interviewing process? Looking for resources to help you refresh your existing process? HR can help!

Interviews are meant to help determine if the candidate is a good fit not only for the position, but also for your department and our organization as a whole. The questions asked during an interview should each be purposeful—and lawful!

What is a lawful question? One that focuses on the knowledge, skills, and abilities to successfully perform the job. Does the candidate have the requisite knowledge? Is a certain degree or certification required?

Behavioral and situational questions should also be included to help determine how the candidate may approach or handle specific challenges encountered at work. These types of questions are critical in determining if the candidate is the right “fit”.

YES - DO ASK QUESTIONS LIKE THESE!

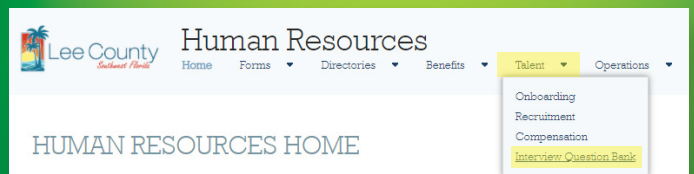
- What kind of people do you find it most difficult to work with?
- What would previous coworkers say about you?
- Tell us about your customer service experience.

Avoid unlawful questions. What makes a question unlawful? If it is asking a candidate to disclose personal information or focuses on a protected class, such as age, race, sex, disability, religion, etc.

NO - DO NOT ASK QUESTIONS LIKE THESE!

- How old are you?
- Are you married?
- Do you have any kids?

HR maintains a bank of sample interview questions on the Human Resources Intranet page to help take out some of the guesswork! You can find the Interview Question Bank on the top header under the Talent dropdown menu:



**CONTACT YOUR RECRUITER
CLICK HERE**

Remember – though every candidate should be asked the same core questions, you always have the ability to ask specific questions based on their specific credentials and experiences.

If you ever are in need of drafting additional interview questions, or would like your selected questions reviewed, please reach out to your assigned Talent Acquisition & Compensation Specialist!



Wellness

We're excited to welcome Robin Lears to our Human Resources team as Manager of Benefits and Wellness!



ROBIN LEARS
Manager, Benefits & Wellness
(239) 533-0846
rlears@leegov.com

Robin originally hails from Boulder, Colorado, but also grew up in New Orleans, Louisiana and Washington Township, New Jersey. She has spent the last 16 years as a resident of Lee County.

Robin earned a Bachelor's in Organizational Development from Regis University, where she is also completing a Master's in Human Resource Management. Robin brings over 16 years of professional Human Resources experience across a variety of industries, most recently as Human

Resource Director for a local Behavioral Health hospital. Robin is thrilled to join the Lee County BOCC Human Resources team and is passionate about serving our employees and plan participants with great customer service.

In her free time, Robin enjoys traveling, cooking, party planning, watching sports, spending time with her family and enjoying what our local environment has to offer including fishing and kayaking.



We are excited to formally introduce our new on-site Aetna representatives!



NICOLE MICHAELSON
*Aetna Wellness
Program Coordinator*
(239) 533-0830
nmichaelson@leegov.com

Nicole is happy to provide you with resources for your personal wellness goals, as well as coordinating wellness activities across the County departments. You can contact her directly via phone or email.



DENIS PEREZ ESPINA
*Aetna On-Site
Representative*
(239) 533-0829
DPerez Espina@leegov.com

Denis can assist you with questions about coverages within our medical and dental plans, help you find a care provider or help with questions with your medical, dental or pharmacy claims. You can contact him directly via phone or email.

CLICK HERE TO ACCESS WELLNESS

HAPPY Retirement!

Here's to
a job well
done!



Happy
Retirement,
Jan Smith!

Jan Smith

Senior Benefits Specialist with Lee County Human Resources, will be retiring in April of 2022 with
over 38 years of distinguished service!

Jan began her career with the Lee County Board of County Commissioners in July of 1983 as a Personnel, Benefits and Records Technician. Jan spent time in the 90's as the Personnel Specialist for the Department of Transportation before moving into a Human Resources Analyst position in 2000.

Jan has spent the majority of the last 20 years helping Lee County employees, employees with various local entities, as well as Lee County retirees with

questions they may have in the benefits area. She is well-known for her excellent customer service skills when assisting employees. Jan's knowledge of the benefit and FRS plans is only surpassed by her kindness and desire to help anyone in need.

Jan will be dearly missed by her coworkers in Human Resources, as well as by employees and retirees from across Lee County. We wish her all the best as she enjoys her well-earned retirement!



Check Out One Org in Action!

EMPLOYEE RECOGNITIONS FROM AROUND THE COUNTY

Do you work alongside a One Org super star? Did someone on another team go above and beyond to help you with a project? Give them the recognition they deserve by filling out a One Org form for them today! Check out some recent submissions that County employees received for delivering "One Org in Action"!

STUART SCHAAD

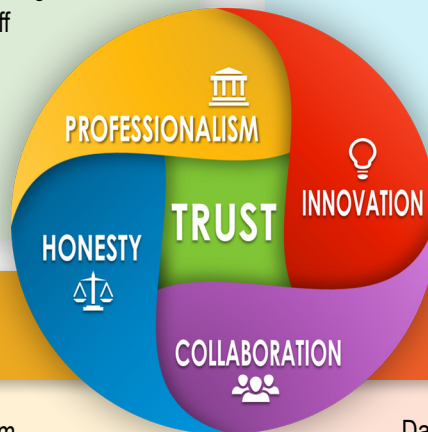
SOLID WASTE

Stuart has helped me understand so much about SW Fleet Department. He takes his time to explain in detail complicated issues with vendors and/or situations that arise with invoices/processes needed to make sure everything is correct. The depth of his knowledge is amazing. I'm so thankful for him. The staff he works with on a daily basis follow in his footsteps as well. He shows great leadership and never waivers from his morals. Great leader!

DEANNE ZARRIELLO

PARKS & RECREATION

Deanne is dedicated, dependable and truly a one of a kind employee. She could be the poster for PITCH! She never misses a shift and is willing to work wherever and whenever, She is the first to step in and support the customer, supervisors and her coworkers. Deanne is well known by participants that visit Wa-Ke Hatchee Recreation Center and even keeps in contact with seniors that can no longer visit with us to ensure they are doing well. She is a kind hearted and reliable employee and person.



AMY HOYT

IT

Amy has worked with our Public Safety team on our Computer Aided Dispatch solutions for five years. This current project, however, has engaged her skills more than ever. The systems, technology, and maps she is helping us bring to the hands of 911 operators, dispatchers, and first responders are beyond what we've seen in the past. One dispatcher last week saw the work she's done in OnCall CAD and said: "It's the map of my dreams!" Technological limitations have hampered us in the past, and now we can use the knowledge and abilities Amy brings to the table more than ever before. I can't wait to see where she takes this project next!

DAN VASILOFF

D.O.T.

Dan Vasiloff is a rock star and shining example of the power of One Org key principles to accomplish goals in record time! We reached out to DOT in need of a loading and unloading sign in one of the downtown parking lots to support VCB functions. In less than 48 hours the sign was fabricated and installed; a level of partnership and service that made us look like miracle workers to VCB. We greatly appreciate Dan's can-do attitude and accomplishing the task in record-setting time. This was the first time we've partnered with DOT for signs in our parking lots and Dan far exceeded our expectations.

CLICK HERE

TO FILL OUT A FORM FOR ONE OF YOUR COLLEAGUES NOW! BE SURE TO INCLUDE SPECIFIC EXAMPLES OF THINGS THAT THEY HAVE DONE THAT DEMONSTRATE OUR ONE ORG PHILOSOPHY IN ACTION!