

## Please welcome our NEW Personnel Office staff members

After a turbulent summer, the Personnel Office is back up to full staff and if you have not had the opportunity to interact with us recently, please welcome them when you do.

ALISA STAFFORD has transferred from the Recorder of Deeds office and is responsible for Applicant Services. This entails writing job postings, advertisements, and distribution to the newspaper, Department of Labor, area schools, Indeed, community organizations, and others to achieve the broadest possible number of applicants. Once jobs are posted she schedules any required examinations, order the tests, scores the tests, and notifies the applicants. If no test is required, she reviews the applications for minimum requirements and submits the qualified candidates to the Personnel Director for further review. After a final candidate selection is made, she notifies all the applicants in writing of the results. She also maintains an elaborate EEO tracking system. In addition, she greets customers, answers the phone, answers all HR related questions, makes identification cards for the Amish and County staff, maintains CONFIDENTIAL personnel files, images documents, manages the County's commercial driver license random drug testing compliance program, researches & writes Employee News blogs, maintains office supplies, completes the exit interview (off-boarding) process, inputs office payroll, manages discount movie ticket sales & morale building/community service opportunities, and so much more.



PAULA McPHAIL is new to the Personnel Office, but not to Kent County. She worked in the Finance Department as an Accounting Supervisor and Budget Supervisor from 1993-2003, but now has taken on the challenge of Benefits & Insurances. This entails onboarding new hires, completing e-verify and new hire reporting, enrolling staff in our various employee insurance options, researching & resolving unpaid health insurance claims for employees, dependents & retirees, resolving & reconciling paid or rejected dental claims, managing the FMLA notification procedure and tracking, verifying, and following-up on associated leave paperwork, issuing COBRA notices for dental coverage, terminating various benefits as part of the off-boarding process, and researching, developing, & presenting training sessions. In addition, she manages property & liability insurance claims, submits requests & tracks insurance payments for such claims, manages County vehicle title transactions, creates CONFIDENTIAL personnel files, insures completion of the County's new hire drug testing, MVR, and background investigation processes, researches & writes Employee News blogs, and so much more.



The Personnel Office is fully committed to compliance with all HIPAA regulations and maintaining confidentiality of employee records with personally identifiable information as required by law.

If you have a question about any County benefit or employment process, you can contact anyone in the Personnel Office for answers.

Please join Payroll Administrator Cat McLean, Personnel Director Allan Kujala, and our Department Head – County Administrator Mike Petit de Mange in welcoming Alisa and Paula to the awesome world of Human Resources.

Wondering what is ahead for HR and County staff in FY2020? Lots!

It is time for another pay study. The RFP has been issued, the consultant still has to be selected and then the data collection process begins which will require employee participation for the most accurate understanding of your individual job responsibilities. In addition, we are currently finalizing a consulting services agreement to review the performance and fees of the County's deferred compensation (457) provider, which could result in a new plan provider for participants. A new State law requires all new hires to receive sexual harassment prevention training within one year of hire, so all employees hired since January 1, 2019 will need to attend a yet to be confirmed November training session. The same law also requires all existing employees to receive training every two years, which means every County employee will have to attend sexual harassment prevention training in Calendar Year 2020. We are considering quarterly training to maximize efficiency and minimize work disruption. This is the final year of a two-year health insurance commitment to DVHT/Aetna, so lots of work will be necessary to evaluate how the DVHT program has performed, how much it has cost, and what cost saving tweaks can be achieved, or whether the County should do something else. Finally, the diversity & inclusion study completed last fiscal year contains numerous procedural and training recommendations that will begin to be implemented throughout FY2020. All this and much more will keep your HR staff fully engaged.

*(posted 09/06/19)*

*A word about Evelyn...*

*The Personnel Office staff genuinely appreciates the outpouring of love and support offered by Kent County employees and retirees to her family and to us. She was one of kind special and has secured an everlasting place in all of our hearts.*