Business Services News

1st Quarter 2010

BSB Contacts

Business Services

Chief Administrative Officer:
Larry Davis 708-6377
Business Services Specialist:
Matthew Davies 859-4381

Finance

Chief Financial Officer:
Debbie Martin 859-4510
Purchasing Agent:
Mark Jones 859-4517
Payroll:
Dale Jones 859-4516
Debbie Kelly 859-4515

Human Resources

A/C Human Resources Director:
Mark Wells 859-4530
Workers' Comp:
Marilyn Guinn 859-4531
FMLA:
Melisa Maddux 859-4533
Benefits:
Olesya Melnichuk 859-4534

Information Technology

IT Manager:
Mathew Roseberry 859-4340

Help Line-IT 566-4357
Help Line-Comm 566-4477

From the Desk of Mark Wells, Human Resources Director

As most of you already know, the Human Resources Division has recently moved our operation to the Business Services building at 3121 Gold Canal in Rancho Cordova. Our offices are located in the north/east corner of the building. In addition to the move, we have reorganized the division bringing workers' compensation, and benefits administration into the Human Resources Division. The intent of the reorganization was to provide an efficient customer service model to facilitate your needs in all aspects of our service from hiring to retirement and beyond. The mission of the Human Resources Division is "To serve our customers with fairness, compassion and professionalism while ensuring high legal, ethical and fiscal standards." We take this statement very seriously, and will demonstrate our commitment while earning your trust.

The HR Division is actively working on the spring Engineer and Battalion Chief Exams, and is looking forward to facilitating the Benefits/Wellness Fair in the fall. Additionally, we are working on several of the strategic teams to develop strategies and processes that will directly benefit the district and the community.

The HR staff includes Mark Wells (AC/HR Director), Marilyn Guinn (Workers' Compensation), Melisa Maddux (Human Resources Technician), Olesya Melnichuk (Human Resources Technician), and Julie Cole (Office Technician). We have a cohesive team that is here to serve your HR needs, and are very open to answering questions or clarifying concerns. We are generally available from 8-5 Monday-Friday. Calling ahead to ensure we can appropriately serve you is preferred, or if you are in the area stop in and say hello.

- - *IT Update from Manager Mathew Roseberry* - -

The Information Technology Division is in the process of deploying a new Voice Over IP phone system throughout the district. The Administration, Business Services, Support Services, Communications, and Fleet buildings will be receiving new phone sets. The fire stations will keep their existing phone sets; however, all stations will eventually have 2 lines.

When the new system is deployed all district land line phone numbers will change. The master phone list will be updated as we move forward. The estimated completion date is May 31st.

FMLA vs. Sick Leave

You may be wondering what the difference is between the District's Sick Leave Policy #136.01 and the FMLA (Family Medical Leave Act) Policy #390.01, and why you need to request FMLA leave if you have plenty of sick leave hours. The Sick Leave Policy is designed to provide position and salary continuation in the event of personal or family illness. Under FMLA, a qualified employee may receive up to 12 weeks of unpaid leave during a 12 month period for a qualified Family or Medical condition. You may use your Sick Leave or PTO to support your time off on FMLA. Requesting FMLA leave is important because under the District's Sick Leave Policy, you will not get an "occurrence" towards your Sick Leave usage if you are protected by FMLA. FMLA also provides job protection and health benefit continuation while you're out on leave. You can visit the Department of Labor's website http://www.dol.gov/whd/fmla/index.htm for more information or call Melisa Maddux in Human Resources at 859-4533 if you have additional questions or need to request FMLA leave.

Purchasing News from Mark Jones, Purchasing Agent

This fiscal year will be coming to an end very soon. In order to process any Formal Bids and Proposals, all completed documentation must be in no later than April 15th to come out of this budget year.

▶▶▶ ***Are you a CalPERS Blue Shield of CA Member?*** If so, here are 5 easy steps to earn $200 cash rewards annually by participating in an online wellness program for you and every member of your plan age 18 and older.

1. Register at www.blueshieldca.com/hlr.
2. Take the Wellness Assessment
3. Explore programs, tools, and resources
4. Participate to earn rewards
   - Take the wellness assessment and get $50 right away
   - Earn additional $50 for every 12 weeks of participation
5. Redeem your credits for cash on a debit card

This is your chance to make progress toward your personal wellness goals, and get rewarded for doing it.

Worried about privacy? Rest assured – your personal wellness information is confidential, and your employer will not see it.

Questions? If you need help with registering or logging into the program, please call (877) 932-3375.

Human Resources

Mark Wells 859-4530
A/C Human Resources Director

Marilyn Guinn 859-4531
Workers Compensation
Vehicle and General Liability
District Insurance Programs
Intra-Office Bulletins
Maintain Policies Manual
Business Cards
District Stationery

Melisa Maddux 859-4533
FMLA (Family Medical Leave Act)
DMV Pull Program
Recruitment
Promotional Testing
Workers Comp - Backup
Background Investigations
Retirement - Notices/Address Change

Olesya Melnichuk 859-4534
Benefits
Correspondence
Organization Charts
Seniority Lists
Budget/Invoices
MOU's

If you have suggestions, or questions you would like to see addressed in our next newsletter please email Julie Cole at cole.julie@smfd.ca.gov

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▶▶ *When Life Changes - Benefits Can Change* ◀◀

For all of us, life is a continuing process of change—marriage, birth, adoption, a new job, divorce and death. Should one of these events occur in your life, you may need to rethink, and more than likely, make changes to your enrollment in certain benefit programs, such as: Medical, Dental, Vision, Flexible Spending Accounts or changing your Beneficiaries. Any time during plan year, you can change your benefit coverage if a qualified change in status affects you or your dependents' eligibility under your plans. Here are the situations that qualify as a change in status:

Your legal marital status changes:

- Marriage
- Divorce, legal separation, or annulment
- Death of your spouse

The number of your eligible children changes:

- Birth or adoption of a child
- Marriage of a child
- Child enters military service
- Over age (23 years old)
- Change in custody of child
- Death of a child

Your family member's benefits eligibility changes because of a change in his or her eligibility or coverage under another employer's plans:

- Change in work schedule or status causing him or her to gain or lose eligibility
- He or she enrolls in a CalPERS sponsored health plan
- He or she enters military service
- He or she gains a benefit option or loses coverage
- He or she makes new coverage choices during his or her employer's annual enrollment
- Your or your family member's COBRA coverage from another employer expires

When the above mentioned events occur, you must make the change within **sixty (60) days** of the qualifying event. New coverage can be retroactive to your wedding date, or child's birth date, etc. Please contact Olesya Melnichuk in HR at 859-4534 or melnichuk.olesya@smfd.ca.gov.