

Courier

Inside this issue...

- ◆ Fire Safety - 4
- ◆ EAC News - 4
- ◆ Park Authority Award - 5
- ◆ Honor Guard Lays Wreath - 5
- ◆ Benefits News - 6
- ◆ Briefs - 7
- ◆ Public Hearing Notice - 7
- ◆ Tech Tip - 8

When viewing Courier online, use the marked links to get directly to stories, e-mail addresses and Web pages.

Employees Mark Milestones

More than 14,900 combined years of service by 645 county employees were celebrated and honored at the annual Length of Service Awards ceremony held in the Government Center's Board Auditorium on Friday, Feb. 23.

During the event, Board of Supervisors Chairman **Gerald E. Connolly**, Mason District Supervisor **Penelope A. Gross** and County Executive **Anthony H. Griffin** presented recognition certificates to employees who marked milestone anniversaries of 20 years and more (20, 25, 30, 35, 40 and 50 years) in 2006.

These employees, as well as employees with milestones of 10 and 15 years of



Florence Rowland proudly holds her recognition certificate for 50 years of service to the county. Congratulating her is (left to right) Supervisor Penelope A. Gross, Chairman Gerald E. Connolly and County Executive Anthony H. Griffin.

service are also recognized in a special Courier supplement that was distributed countywide last week, and is also available at <http://infoweb/hr>.

Milestones, see page 2

Compensation Recommendations

As part of the Advertised FY 2008 budget, County Executive **Anthony H. Griffin** has provided the Board of Supervisors with recommendations for implementation of the changes from the Compensation Study, which was concluded in November.

A summary of the proposed implementation strategies is provided below. The full report to the Board members, is available at <http://infoweb/cex/comptaskforce>.

1) Market Rate Adjustment (MRA)

The existing formula (70 percent Consumer Price Index, 20 percent Employ-

ment Cost Index and 10 percent Federal Wage Adjustment) will be used to adjust the pay scales for FY 2008.

During FY 2008, staff will review MRA calculation options with anticipated implementation of revisions in FY 2009. The changes will reflect the consultant's recommendations that the MRA focus less on the CPI and more on salaries of comparable jurisdictions.

2) **Promotion Policy** - Changes will be implemented in July 2007 for general county employees on the S-scale only.

Compensation, see page 3

Milestones, from page 1

At the head of the class, is **Florence Rowland**, Office of the County Executive, who celebrates 50 years with Fairfax County. When she began her career with the county, Dwight D. Eisenhower was president and there were approximately 200,000* residents. She applied for a position after a short tenure with the National Security Agency, which was relocating at the time to Fort Meade, Md.

"I applied to Fairfax County because it was close to home and the benefits that they offered were great," she explained. She worked for the Health Department for 48 years and was the secretary to all six of the agency directors during that time. Two years ago, she moved to the Office of the County Executive.

"I have enjoyed my work and have learned so much, but most of all I enjoy helping people," explained Rowland. "I have worked with so many nice people and have found it hard to leave those I enjoy working with. I was born in Fairfax County, graduated from Fairfax High School and all of my relatives live here, so this is home. I made it my goal to work 50 years and I have met that goal."

Rowland cites one of her biggest accomplishments as learning to use the county's computers. "When Fairfax County got their first computers I was so intimidated by them that I

said I was going to quit because I could not learn how to operate them. After 50 years I am still here and using the computer and enjoying it. I certainly would

not want to go back to manual typewriters and carbon paper!

"Another accomplishment I am proud of is that I was able to be a working mom and I now have two daughters and four grandchildren. I have been happily married to the same man for 52 years."

Here are why some other county milestone markers came to the county – and stayed:

"I came to the county for job security and the

benefits. [I stayed] because the benefits and the retirement system are very good, plus after being here for so many years it feels like the people I work with are a part of my family.

"I take a lot of pride in what I do and feel I have a 'do whatever it takes to get the job done' attitude. Hopefully I have passed this attitude on to the people I have worked with."

Dallas L. Dudding

Facilities Management Department

30 Years

"When I was home on summer breaks [from Virginia Tech] I volunteered at the Burke Volunteer Fire Department, and from that experience decided that I wanted to make the fire service my career. What made me stay was a combination of factors - the work, the people I work with and the county as an employer.

"In a broad sense, I am proud of the fact that I was able to help many of the people I came in contact with in their time of need."

Elliot Rubino

Fire and Rescue Department

30 Years

"My parents worked for the county and one day mom came home from work and said that there was a position open in her office (then called the Office of Finance) and told me to apply for it. I was 19 years old, living at home, going to a local college and I had no job! I met with Wayne Boles and we talked for a few minutes, he assisted me in filling out an application form and then he offered me a job. I started working for him a week later (June 15, 1981) and have been with the county ever since.

"Fairfax County is an awesome county to work for! This county is known internationally and has a reputation of excellence. I am very proud to be a part of this outstanding county. I also have stayed because the benefits are excellent."

Sandy K. Jones

Department of Purchasing and Supply Management

25 Years

** Based on an estimate of U.S. Census figures. The county did not keep its own census figures until the mid-1970s. Thank you to MaryAnn Sheehan, Information Central, for her assistance. ■*



Length of Service awardees and guests packed the Government Center Auditorium for the annual ceremony on Feb. 23.

Compensation, from page 1

There will be no change in promotion policy for employees on the other pay scales because they are either grade and step plans (C, F, O and P) or have structures that preclude these changes (E and L).

The county will replace the existing flat 10 percent increase for promotions with a graduated 5 percent for a one grade promotion, 10 percent for a two grade promotion and 15 percent for three or more grade promotions. In addition, a prorated review period adjustment will be applied to provide credit for time served in a review period prior to promotion.

The county executive will defer the provision of additional promotional pay flexibility to department heads until the county has had the opportunity to assess the impact of the above referenced changes to promotion policy.

3) **Pay for Performance** - Changes will be implemented beginning pay period 14 - June 23. The changes are anticipated to maintain the current distribution of ratings (roughly a 4.4 percent average increase) while correcting the current disconnect between an employee rated as "fully proficient" and a 1.7 percent pay raise.

The current five rating levels are expanded to seven rating levels to provide additional flexibility for supervisors and employees in the rating process. (See the table below for an example.) Please note that the rating ranges are still to be determined.

Example

Service Motivation – has commitment to serve the public and to meet the needs of customers, fellow employees, and the County. It means focusing one's effort on finding out and meeting the needs of others. Shares information openly.						
Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7
Currently not adequately demonstrating the behaviors described.	Performance did not consistently meet job requirements for this behavior. Employee shows potential for improvement with added effort and/ or additional guidance and/ or training.		Gives friendly service: Gives friendly, thorough and polite service and gives appropriate helpful information to others. Maintains clear communication with others regarding mutual expectations. Shows a commitment to public service.	Acts to Make Things Better: Provides the quality of service essential to high performance. Corrects service problems promptly and non-defensively.		Encourages others to Serve: Influences others toward a spirit of Service and contributing to the goals of the agency and the County mission.
0.0%			3.0%			6.0%

Table for 3) Pay for Performance. This is an example; the rating ranges are still to be determined.

4) **Classification and Compensation Benchmarking and Reclassifications** - The county will employ a consultant to undertake a review of all job classes with changes to be implemented by January 2009.

Classification benchmarking will compare the county salary range midpoint and the market median salary for each job class. The threshold for an adjustment to the pay grade will be 85 percent of market median salary. Compensation benchmarking will compare the county median salary and the market median salary for each job class using 90 percent of market median as the threshold. Pay adjustment methodology options are still under review and will be implemented with the results of the all job class study.

Reclassification requests (those instances where the actual duties of the position have substantially changed) will be reviewed as part of the existing Work Force Planning process.

If a reclassification is warranted, the incumbent will receive a pay adjustment equal to 5 percent of the midpoint of the salary range of the new pay grade. The new reclassification policy will be effective in FY 2008.

Additional information, including the schedule for the supervisor and employee training, will be provided as it becomes available.

For past articles on the Compensation Study that have appeared in Courier, go to the Compensation Study Web page <http://infoweb/cex/comptaskforce>. ■

For weather delay information call:
703-324-7669
703-246-7669
TTY 711

Important Steps for Fire Safety

There has been a recent marked increase in the number of fire-related fatalities across the United States, according to the International Association of Fire Chiefs (IAFC). Fairfax County has had one fire fatality to date in 2007, a 91-year-old woman in the Franconia area. There were four fire fatalities in 2006.

"The Fire and Rescue Department's Public In-

formation and Life Safety Education team

well." The IAFC recommends taking the following fire safety steps to keep you and your family safe:

- ◆ Check smoke and carbon monoxide alarms to be sure they are working properly.
 - ◆ Have an escape plan with a meeting place.
 - ◆ Once you exit your home, do not return.
- Too many people lose their lives going back into a burning home.
- ◆ Stoves are not made for heating homes.
 - ◆ Supplemental heating devices should be used and maintained in accordance with manufacturer recommendations. Keep combustibles clear. Do not leave supplemental heating devices unattended.
 - ◆ If you are burning wood in your fireplace, make sure your chimneys are properly maintained. That goes for your furnace, as well.
 - ◆ If candles are necessary, use them in a safe environment in a fireproof container and away from children. Do not leave them unattended.

◆ For the long term, consider getting a residential fire sprinkler. According to statistics, the risk of death by fire is reduced by 82 percent when smoke alarms are accompanied with residential fire sprinklers.

For more information on the Fire and Rescue Department, go to <http://www.fairfaxcounty.gov/fr/> ■

Ice Safety, Too



During the frigid temperatures in February, county firefighters practiced ice rescue training at several ponds and lakes throughout the county. "We were fortunate," noted Dan Schmidt, "several television crews covered the training, sending a valuable safety message throughout the metropolitan area."

Participating in a ice rescue training on Feb. 12 at a pond near Lake Braddock Road and Burke Road are (left to right) technicians Herbert Knerr and Brenden Petersburg with firefighter Christopher Gay. (Photo by Scotty Boatright)

provided fire safety and injury prevention education to approximately 14,300 residents last year," said **Dan Schmidt**, the Fire and Rescue Department's spokesperson. "Seniors and children are our high-risk groups, they are the ones most vulnerable. Our commitment is to promote awareness, education, and prevention in schools, senior centers and certainly to the general public as

EAC News

Nominations Deadline

The terms of five representatives to the Employees Advisory Council (EAC) will expire May 31. The nominating period is underway and concludes on March 16. The election will be held in April.

The members whose terms are expiring are: **Timothy Field** (Group 1), **Matthew Vaughan** (Group 6), **Randy Creller** (Group 7), and **Dori DeSpain** (Group 8). These elections will be for three-

year terms from June 1, 2007, to May 31, 2010. **Karen Conchar** (Group 3) has resigned effective May 31 and an election will be held to fill the remainder of her term that expires May 31, 2008.

To find out which group your agency is in, as well as your EAC representative, go to www.fceac.org/contact/.

For more information, contact **Margaret Savage** at 703-324-3357, TTY 703-222-7314, or margaret.savage@fairfaxcounty.gov. Find the EAC online at www.fceac.org.

Craft Bazaar - March 30

The EAC is sponsoring its twice yearly craft bazaar on March 30. Held on the first floor of the Government Center, the show is from 8 a.m. to 4 p.m. Crafters are limited to Fairfax County employees, retirees and their immediate families. The fee is \$30 per space. The money raised is used by the EAC for the benefit of county employees.

For more information and to access a booth application, go to www.fceac.org. ■

Park Authority Receives Honor

The Northern Virginia Soil and Water Conservation District recently named the Park Authority's Resource Management Division (RMD) as 2006 Cooperator of the Year. This designation acknowledges the strong partnership between the two entities and their successful programs, which are geared toward stewardship education and the protection of natural resources in Fairfax County.

During the past year, the organizations collaborated on significant projects, including low-impact development demonstration projects at four parks and the installation of two stream crossings at Turner Farm Park.

The partnership between the district's Neighborhood Ecological Stewardship Training and the Park Authority's Invasive Management Area initiative provided a unique combination of training for local volunteers. The joint effort included participation on numerous county-sponsored committees as well as teamwork on stream bank stabilization workshops.

"The Resource Management Division is very pleased to receive this recognition," said RMD Director **Cindy Messinger**. "This collaboration is virtually limitless. So long as there are natural resources to protect, we know that



Park Authority and Northern Virginia Soil and Water Conservation District staff and volunteers worked together on the rain garden at the Cub Run RECenter in Chantilly last November. (Photo provided by Park Authority)

there are others organizations out there, like the Northern Virginia Soil and Water Conservation District, who want to work hand-in-hand with us to protect our natural areas and to make Fairfax County an even better place to live."

For more information on the Northern Virginia Soil and Water Conservation District go to <http://www.fairfaxcounty.gov/nvswcd/> ■

Honor Guard Lays Wreath at Tomb

The Fairfax County Sheriff's Office Honor Guard proudly placed a red-and-yellow wreath at the Tomb of the Unknowns in Arlington Cemetery on Feb. 15 to honor the service and sacrifices of the U.S. Armed Forces.

The guard had the honor of participating in the ceremony following a presentation by a representative of the U.S. Army 3rd Infantry's Honor Guard, which has specially trained members guard the tomb round-the-clock, 365 days a year.

The Tomb stands above the grave of the Unknown Soldier of World War I. To the west of the Tomb, beneath three marble slabs that lie flush with the plaza, are the graves for the unidentified remains of an American soldier

from World War II and Korea, and the empty grave that once held the unidentified remains of a serviceman from the Vietnam War. ■



Participants in the ceremony included (clockwise from top) Major Buck Watkins, MDS Amy Gaisor, MDS George Hall and MDS John Simms. To the left of the county deputies is the relief commander for the Tomb of the Unknowns. (Photo by Andrea Ceisler)

Focus on Benefits



**HR Central
has benefit
information.
703-324-4900,
TTY 703-222-7314**

How to Use the New Flexible Spending EZ Reimburse® Card

Approximately 1,400 medical spending account participants are taking advantage of the new EZ Reimburse® debit card that provides for instant access to their account funds. The following are frequently asked questions on how to use the new EZ Reimburse card.

Q: What type of expenses can I pay for with the card?

A: You can use the card to pay for eligible medical expenses, such as:

- ♦ doctor visit co-pays
- ♦ prescription drug co-pays (at drug stores and through mail order)
- ♦ eligible over-the-counter drugs
- ♦ vision examination co-payments and other eligible medical services.

The EZ Reimburse card can be used at any drugstore, medical, dental or vision provider displaying the MasterCard® logo. Due to recent IRS guidance, the card also can be used at the pharmacy department of some grocery stores and/or discount retailers (such as Wal-Mart, Target, K-Mart and Costco).

Q: What expenses will require follow-up documentation?

A: Any charges for medical and/or prescription drug services that are co-insurance based (where you pay a percentage of the charge instead of a fixed co-payment) and any over-the-counter (OTC) medication not purchased at Walgreens, Wal-Mart or Sam's Club pharmacies will require follow-up substantiation of the claims expense. Most eyeglass expenses and contact expenses also will require documentation. The items requiring documentation will appear in blue on your monthly statement from FBMC.

Q: How do I send my documentation to FBMC?

A: Submit itemized statements and/or bills (e.g.: an explanations of benefits), along with an EZ Reimburse card transmittal sheet, to FBMC via fax to 1-800-524-7751 or via U.S. mail to: Fringe Benefits Management Company, P.O. Box 1800, Tallahassee, FL 32302-1800. The EZ Reimburse Card transmittal sheet can

be obtained from the Infoweb at http://infoweb/hr/benefits/Flex_Debit_Card_Claim_2007.pdf. Documentation must include: patient name, type of service, date of service, provider name and total amount. If the transaction is for a prescription or over-the-counter drug, remember to include the name of the medicine.

Q: What happens if I do not send my itemized receipts to FBMC?

A: If you fail to send in the requested documentation after two notifications on your monthly statement, the following actions will be taken in this order:

- 1) Your card will be suspended until documentation is provided and payment on an eligible future paper claim will be withheld to offset the non-documented card transaction.
- 2) If FBMC is unable to offset the card transaction against future paper claims, an after-tax salary deduction will be taken for the amount of any outstanding EZ Reimburse card transactions (as permitted by law).
- 3) As a last resort, the amount of any non-documented card transactions will be reported as income on your W-2 at the end of the tax year. ■

Reminders for 2006 Flexible Spending Participants:

- March 15 is the deadline to incur claims that can be reimbursed from your 2006 flexible spending accounts.
- EZ Reimburse® card transactions are not processed from 2006 account balances.
- March 31 is the deadline for submitting 2006 account reimbursement requests to FBMC. ■

Briefs

Briefs

Briefs

OD&T Self-Registration

Organizational Development and Training (OD&T) has announced that self-registration for new employee orientation classes Part 1 through Part 4 is now available through the Learning Management System (LMS). These classes are available for self-registration or through your agency training coordinator. To self-register for classes go to <http://infoweb/hr/training/SelfEnrollProcforClassesbyDHR.pdf>

Payroll contacts have been instructed on how to set up new employees in PRISM in order for their name to appear in the

LMS system. New employees should have access to register within two weeks after being set up in PRISM.

Since self registration is available for all Department of Human Resources classes, OD&T recommends that employees also self-register for new employee orientation classes.

In the event you have difficulty with self-registration, walk-ins will be accepted. However, please note that once the maximum room occupancy has been reached, it is required by law to turn away overflow.

For more information, contact **Sharon Hackett**, 703-324-3394, TTY 711.

Volunteer Tutors Needed

Volunteers are needed for day and evening hours to work one-to-one with adult learners in public libraries or in classrooms. The Volunteer Learning Program (VLP) is a joint community project sponsored by Fairfax County Public Schools (adult and community education) and the courts. For more information about volunteer opportunities and the upcoming training on March 27, call 703-246-2139, TTY 711, or e-mail VLP@fcps.edu.

Employee's Co-Ed Softball League

The employee co-ed softball league will hold an organizational meeting on Tuesday, April 24, from 1 to 2 p.m. at the Government Center in Conference Room 8. All teams wishing to participate must be represented at this meeting. New rules and regulations will be voted on and discussed. For players without teams, contact **Ed Cook** at 703-324-2773, TTY 711.

For more information or reasonable ADA accommodations, call the Fairfax Virginia Cooperative Extension at 703-324-5203, TTY 703-222-9693.

Public Hearing on Personnel Regulations

A public hearing has been scheduled for Wednesday, April 25 on proposed changes to Chapters 1, 2, 5, 6 and 17 of the Personnel Regulations. The hearing will be held at 7:30 p.m. in Conference Rooms 2/3 in the Government Center.

In response to a number of suggestions for improvement and requests for clarification, staff has proposed the following revisions to the Personnel Regulations. The proposed revisions were reviewed by the Employees Advisory Council.

The proposed revision to Chapter 1 permits the county executive to suspend rules in the Personnel Regulations as needed in the event of declaration of an emergency under the county's Comprehensive Emergency Management Program. This

change will ensure the flexibility needed to meet the county's human resources requirements to allow continued service and operations during an emergency.

Chapters 5 and 6 have been rewritten to reflect current county recruitment practices and to modernize language. As the Personnel Regulations are being updated the focus is on ensuring that they provide overall guidance for general situations that may arise instead of long lists of factors that may need to be addressed in a given situation and that often become obsolete in a dynamic recruiting environment.

Proposed revisions to Chapter 17 add discrimination based on veteran's status or disabled veteran's status to the list of grievable com-

plaints eligible to receive a binding decision from the Civil Service Commission. Additionally, language is added to Chapter 17 to include retaliation for using the pay for performance appeals procedure as eligible to receive a binding decision from the Civil Service Commission.

Employees wishing to speak at the public hearing can call the Civil Service Commission at 703-324-2930, TTY 711. Questions on the proposed revisions may be directed to the Employee Relations Division, Department of Human Resources, 703-324-3495, TTY 711.

For further information on the proposed revisions, visit the Department of Human Resources Web page at <http://infoweb/hr>. ■

Managing Your Outlook Mailbox, Part 3

This is the final tip in the three-part series on managing your Outlook mailbox.

Tech Tip # 108 in the Jan. 5 Courier provided some helpful tips on how to use your Outlook mailbox properties to keep the "Your mailbox is over its size limit" message from constantly popping up. Tech Tip #109 in the Feb. 2 issue provided several ways to help you manage Deleted Items, Sent Items and the Inbox. To read those Tech Tips, go to <http://infoweb/courier> and scroll to, then click on the issues noted above.

This Tech Tip explains how to relocate messages to your Personal Folder to save space in your Outlook mailbox storage capacity. You can keep, organize and manage your messages without deleting them.

The Folder List Panel should be displayed on the left side of the Outlook Window. If your Folder List Panel is not visible, on the tool bar select View, Folder List.

Your Personal Folder should display in the Folder List. You may have to scroll down to locate it. If you cannot locate it, contact the Technical Support Center at 703-222-3535, Option 1, TTY 711.

To begin utilizing your personal folder space, single left-click the plus sign (+) next to Personal Folder and an expanded list of available folders will display. By default there will be a Deleted Items folder. Create additional folders by:

Highlighting Personal Folder and then (1) right-click and select New Folder, or (2) Locate File on the Tool Bar and select Folder, then New Folder. Enter the desired folder name. The system will ask if you want to add the folder to your Outlook Bar; clicking No to this option

is recommended. If Yes is selected, Outlook will put the icon on the "My Shortcuts" bar.

You can create as many folders in your Personal Folder as you like.

After creating the folders, you will need to move (not copy) your selected messages from Outlook to your newly created folders. This can be done by right-clicking and dragging the selected message from your Inbox, Sent Items, etc. and then dropping them in the new folder. You can also highlight the message, right-click and select "Move to Folder" and select the appropriate folder. (The last folder you moved to will be selected.)

If you have created any subfolders in Outlook, you should move them to your Personal Folders.

Here are some tips on moving multiple messages:

- ◆ Left-click on the first message and with the shift key pressed, left-click on the last message of the group you wish to select. Everything between the first click and second click should become highlighted.
- ◆ If the items are scattered throughout the folder; left-click to highlight the first message while holding down the Control key, click on each additional message. Do not let go of the Control key until all desired messages are selected.
- ◆ To highlight all the messages in a folder, select any message in the folder and press Control-A. After making your selection, you can right-click, drag and move the messages to a specific folder in Personal folders, press Delete or Shift-Delete to permanently delete.
- ◆ When you delete items from the various folders (Sent Items, Inbox, Drafts, etc.), they will be placed in

Tech Tip # 110

Department of Information Technology
Technology Infrastructure Division
Technical Support Center
Fairfax County Government Center
12000 Government Center Parkway
Fairfax, VA 22035
Tel: 703-222-3535, option 1
Fax: 703-222-3396
TTY: 711

the Deleted Items folder. Items are not removed until you empty the Deleted Items folder.

Note - The Personal Folder is not available when you are using Outlook Web Access, <https://mail.fairfaxcounty.gov>. ■

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See *Courier* online at <http://infoweb/courier>.

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