



Courier

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Sharon Bulova Elected Chairman of Board of Supervisors



Sharon Bulova is new chairman.

Sharon Bulova, who was the Braddock District supervisor and Board of Supervisors vice chairman, was elected chairman of the Board of Supervisors in a special election held on Tuesday, Feb. 3.

A swearing-in ceremony was held in the Government Center Forum on Friday, Feb. 6.

There will be a special election on Tuesday, March 10 to fill the vacancy for the Braddock District supervisor. Board members are currently in the second year of their four-year terms. For more information on the Board of Supervisors visit www.fairfaxcounty.gov/government/board.

Board members and the districts they serve are:

- ▶ Sharon Bulova, chairman, at-large.
- ▶ Penelope A. Gross, vice chairman, Mason District.
- ▶ Vacant, Braddock District.
- ▶ John W. Foust, Dranesville District.
- ▶ Catherine M. Hudgins, Hunter Mill District.
- ▶ Jeffrey C. McKay, Lee District.
- ▶ Gerald W. Hyland, Mount Vernon District.
- ▶ Linda Q. Smyth, Providence District.
- ▶ Pat Herryty, Springfield District.
- ▶ Michael R. Frey, Sully District. ■

Findings and Next Steps

The Classification and Compensation Review Project

A key finding by the Segal Company in the Classification and Compensation Review Project's final report is that overall the county's current pay ranges and actual salaries are market competitive.

The Segal Company is a county vendor with extensive experience working with local government organizations.

The review project included a market salary study of 115 job classifications.

These job classifications were chosen because of the large number of employees in these classifications and because these job classifications are also found in other organizations (for comparison purposes).

The salary ranges for a majority of the 115 classes were found to be market competitive. However, 7 percent were found to be below market average.

These job classifications will be regraded within the next month.

The Segal Company also worked with staff in the Department of Human Resources (DHR) to develop a tool and a process to assist in the review of job classifications not included in the market study. This new process may result in

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recommendations for additional regrades of job classifications.

However, given the current fiscal environment, implementation of any additional regrades and related pay increases may have to be deferred for consideration until, at the earliest, next year's FY 2011 budget process.

The county began a review of the job class structure and the methods that are used to evaluate job classes in September 2007. This review was a recommendation from the 2007 Compensation Study (<http://infoweb/cex/comptaskforce>), and County Executive **Anthony H. Griffin** directed DHR to coordinate the project.

The purpose of the project was to ensure that job classes are evaluated through an objective and fair process. The review covered the structure of the job classes; the methods used to determine job classes and pay grades; the process used to determine how the county establishes and maintains competitive salary ranges; the types and number of job surveys that the county participates in each year; and the frequency that the county reviews its job classes.

Information was gathered by the Segal Company from several sources, including

a DHR project team, the Employees Advisory Council, agency directors, the Job Class Review Project Employee Advisory Group and agency human resources representatives. In addition, 3,269 employees in 250 job classifications completed questionnaires providing specific information on the work that they perform.

The Segal Company's recommendations outlined in the report to the county include:

- ▶ Document county pay philosophy to help communicate approach to compensation.
- ▶ Regularly confirm that hiring range minimums are market competitive and monitor pay compression and pay progression for S-plan employees.
- ▶ Educate employees about the full value of their total compensation package and ensure that salary negotiations are informed and complete.
- ▶ Consider increasing rewards for top performers or adopting a hybrid approach to pay progression.
- ▶ Maintain the Market Rate Adjustment approach, which is working as intended. The county's pay plans and actual salaries are market competitive.
- ▶ Adopt an approach that is easy to communicate and understand when pay increases are being calculated for grade

changes.

In addition, although the original scope of the Classification and Compensation Review Project did not include uniformed public safety positions, the county asked the Segal Company to focus on key areas related to public safety pay. These included:

- ▶ Calculation methodology for firefighter pay comparisons.
- ▶ Lack of incentives to move up to management classes.
- ▶ Elimination of step 1 for entry level police and sheriff job classes.
- ▶ Addition of a step 12 for police, sheriff and fire and rescue pay plans.

Segal found that generally the pay structures and pay practices for public safety are reasonable and acceptable within the scope of best practices of other organizations. They did recommend that the county obtain more detailed information and data as part of the FY 2011 public safety pay review process to determine if the pay structure and practices are competitive within the market environment.

- ▶ The Classification and Compensation Review Project final report and related information can be found at <http://infoweb/cex/classreview>. ■

From Live Well – Managing Stress Through Nutrition

The foods you eat can increase your stress level and cause fatigue, sugar cravings, poor digestion, insomnia, headaches and mood swings.

The Live Well program is hosting a workshop series on stress and nutrition, which includes an overview of how good nutrition can reduce stress and lead to optimal health. The workshops also will include information on how stress affects the body; an overview of high stress foods; and how to eat for high function.

The instructor is Melissa Bosslet, a registered dietitian and a former gymnast and avid runner.



Register at <http://infoweb/employeeu>, click on "Ready to Register?" and use the code LIVWELL306. The workshop will be held:

- ▶ **March 3**, 11 a.m. to noon
Falls Church Conference Center
Room A
- ▶ **March 9**, 12:30-1:30 p.m.
Government Center
Conference Room 120C
(inside cafeteria)

- ▶ **March 13**, noon to 1 p.m.
Judicial Center
Jury Assembly Room

- ▶ **March 18**, noon to 1 p.m.
South County Center
Room 221C

- ▶ **March 26**, noon to 1 p.m.
Pennino Building
Room 206A

- ▶ For more information on Live Well and Live Well programs, go to <http://infoweb/LiveWell>. ■

Budget Rumor Busters – FCPS and County Budget Presentations

The school system already has released its proposed budget for FY 2010, including a freeze on school employee salaries. Why has this information been made public and we haven't heard anything yet about the county's proposed budget, including what impact it will have on county government salaries and jobs?

The Fairfax County Public Schools (FCPS) budget accounts for more than 50 percent of the county budget. Superintendent Jack D. Dale presented his proposed budget on Jan. 8 and the School Board adopted the FY 2010 Advertised Budget on Feb. 5.

County Executive **Anthony H. Griffin** presents his proposed county budget after these FCPS actions. His presentation takes place at the Feb. 23 Board of Supervisors meeting.

Dale proposed a school system budget of \$2.2 billion for FY 2010, a decrease of \$10.3 million, or 0.5 percent, from the FY 2009 approved budget. The

Employee Q&A Meetings With the County Executive

County Executive **Anthony H. Griffin** and other senior managers will be meeting with employees to answer questions and concerns about the proposed FY 2010 Budget, which will be presented to the Board of Supervisors on Feb. 23. Registration is not required.

► **Tuesday, Feb. 24**

Mason Governmental Center
6507 Columbia Pike, Annandale
Main Community Room
2-4 p.m.

► **Friday, March 6**

Mason Governmental Center
6507 Columbia Pike, Annandale
Main Community Room
9-11 a.m.

► **Tuesday, March 10**

Newington Maintenance Facility
6900 Newington Road, Lorton
1:30-3:30 p.m.

► **Wednesday, March 11**

Government Center
12000 Government Center Parkway
Fairfax
Conference Rooms 9/10
1:30-3:30 p.m.

► **Thursday, March 12**

South County Government Center
8350 Richmond Highway, Alexandria
Large Conference Room 221
1:30-3:30 p.m.

► **Friday, March 13**

Burke Station Road
4001 Burke Station Road, Fairfax
Carpenter Shop - main building
9:30-11:30 a.m.

► **Friday, March 13**

Massey Building
4100 Chain Bridge Road, Fairfax
A-Level Conference Room
1:30-3:30 p.m.

► **Friday, March 20**

Government Center
12000 Government Center Parkway
Fairfax
Conference Rooms 9/10
9-11 a.m.

► **Monday, March 23**

Reston Library
11925 Bowman Towne Drive, Reston
Main Conference Room
9-11 a.m.

► **Thursday, March 26**

Massey Building
4100 Chain Bridge Road, Fairfax
A-Level Conference Room
9:30-11:30 a.m. ■

Budget and Lines of Business Resources

FY 2009 Budget:

<http://infoweb/opa/budget/fy09.htm>

FY 2010 Budget and Lines of Business:

<http://infoweb/opa/budget>

County Executive E-Mails

<http://infoweb/CEX/messages>

Reduction in Force (For informational purposes):

RIF Reference Guide <http://infoweb/RIF>,

or go to <http://infoweb/hr/chapter9.pdf>

or <http://infoweb/hr/rifsummary.pdf>.

E-mail questions to [HRExpress@](mailto:HRExpress@fairfaxcounty.gov)

fairfaxcounty.gov

proposed budget: increases class size for general education and the minimum class-size ratio for special education by 0.5 students; provides no salary or cost-of-living increases for school employees; reduces many programs and services;

Budget Rumor Buster Column Archive

<http://infoweb/opa/budget>

Employee Assistance Program (EAP)

www.inovaeap.com

The EAP provides assistance with stress, legal, financial and family concerns. To access, log in with user name: FAIRFAX and password: County1

Now through Aug. 31, this service also is available to exempt limited-term and exempt part-time employees because a number of them will be impacted by the budget reductions.

and does not include any new programs or program expansions.

► More information on the advertised FY 2010 FCPS Budget is available at www.fcps.edu/news/fy2010.htm. ■

People Like Us...

Meet Karen Walz-Fuentes, Office of Public Private Partnerships

Karen Walz-Fuentes is the partnership development manager in the Office of Public Private Partnerships. She is responsible for developing new partnerships to address the changing needs of Fairfax County by identifying potential partners among county agencies, businesses, organizations and residents. She helps organizations to develop and maintain partnerships; coordinate with county agencies and entities that are doing similar work; and identify opportunities.

Walz-Fuentes started with the county in 1985 and until 2000 worked for the Office for Children, School Age Child Care program. She then moved to the Office of Public Private Partnerships, where she was previously the program manager for the Computer Learning Centers Partnership program.

Favorite part of your job...

... I truly enjoy working with and supporting the efforts of others in the county who are providing services to the public.

Favorite spot in Fairfax County...

... My family and I particularly enjoy Wakefield Park because of the Skate Park, the Cross County Trail and the Audrey Moore RECenter.

Favorite food...

... There are many, many choices. That's one of the reasons I love living here in Fairfax County – the very diverse selection of ethnic restaurants. But if I had to narrow it down to one, I would have to say Vietnamese Pho soup.

Work colleagues would be surprised to learn...

... That I love to go camping and that I used to do synchronized swimming when I was in college.

If I could be a superhero or cartoon character, I would be...

... Jiminy Cricket - He serves as the conscience to Pinocchio and is a huge advocate for wishing upon a star; both traits that I greatly admire.

When I was a child, I thought I would grow up to be...

... A teacher.

Who has had the biggest influence in your career with the county?



Karen Walz-Fuentes
Photo provided by Walz-Fuentes.

... There are too many people to name. Fairfax County has many talented public servants, and I have learned valuable lessons from many of them.

Words of wisdom you would pass on to someone thinking of pursuing your career path.

Be passionate about what you do; be willing to serve and be of value wherever you are. ■

Library Employees Knit for Residents in Need



Members of the knitting group, (left to right) Ping Li, Linda Prante and Patti Usowski, with creations for the Hunter Mill Coat Closet. Photo provided by the Tysons-Pimmit Regional Library.

Tysons-Pimmit Regional Library staff **Linda Prante, Ping Li, Patti Usowski, Sailaja Vedula** and **Ellen Bottiny** have spent several months knitting items for the Hunter Mill District Winter Coat Closet. The group was encouraged by co-workers, who provided them with donations of yarn.

After displaying their creations at the library to inspire others, they recently delivered 28 scarves, two hats and seven pairs of mittens to the Coat Closet for distribution to residents in need.

The five women plan to continue these efforts and expand their inventory to items such as baby blankets for other local charities.

The Hunter Mill District Winter Coat Closet, sponsored by Hunter Mill District Supervisor **Catherine Hudgins** and Reston Interfaith, collects new and gently used winter coats, hats, scarves and gloves for distribution to those in need beginning in December and continuing through mid-March. Last year, the Coat Closet distributed more than 5,000 winter coats to adults and children.

► The Winter Coat Closet is open for dropping off or picking out a new coat on Tuesdays 10 a.m. to noon, Thursdays 5:30-8:30 p.m., and Saturdays 10 a.m. to 1 p.m. at the North County Governmental Center, 12000 Bowman Towne Drive, Reston. ■

EAC Honors the 2008 Don Smith Award Winners

The Employees Advisory Council (EAC) presented the 2008 Don Smith Awards to three county employees at the Board of Supervisors meeting on Jan. 26.

The award recognizes employees who have contributed in an outstanding manner to the well-being of fellow employees. The 2008 Don Smith EAC Award recipients are:

Vicki Dawson, administrative assistant III, Fire and Rescue Department, for her numerous contributions to fellow employees, family members and the community. She has spent many hours of personal time planning and coordinating events on behalf of the Firefighters Fund of Fairfax County. She also created the "News for Retirees" e-mail and database to keep retirees informed.

Kathleen Sebek, social work supervisor, Department of Family Services, Adult and Aging Services, whose expertise, advice and support makes her the go-to person for many employees. Her positive attitude, humor and unlimited support add to the work atmosphere and contribute to the overall

morale of employees both in and outside the workplace. She also recognizes the strengths of other employees in Adult and Aging Services by nominating them for various county awards.

Violet Wheeler, human services assistant, Department of Family Services, Office for Children School Age Child Care (SACC) Program, for always taking the extra step to help someone on the phone or in person. Her dedication and commitment to her co-workers and to the SACC program are an inspiration to all who come in contact with her. She is known to work the days before and after holidays so that others can take time off to be with their families.

The Don Smith EAC Award was established by the Employees Advisory Council in 1991 to honor Donald D.



Don Smith Award winners (left to right) Violet Wheeler, Kathleen Sebek and Vicki Dawson with EAC Chair Anita Baker at the reception held before the awards presentation at the Board of Supervisors meeting.

Smith, a longtime employee of the Office of Comprehensive Planning, who was a mainstay of the EAC for 17 years, retiring from his EAC position in 1987. This award was established after his 1990 retirement from the county. ■

Upcoming EAC Elections

The terms of four representatives to the Employees Advisory Council (EAC) will expire May 31. The nomination period for EAC candidates is now open and will close Friday, March 13. An election is planned for April.

The members whose terms are expiring are: **Will Bailey** (Group 2), **Anita Baker** (Group 5), **Victoria Collado** (Group 9) and **Stella Norman** (Group 10).

Employees should give careful consideration in nominating worthy candidates. Those deciding to run for office should understand the responsibility, time commitment and the expectations in being part of a team of EAC representatives.

Those elected represent employees by acting as a liaison between management and employees and in some cases representing an employee in a grievance. Additionally, they are part of a team of EAC representatives that work together in advocating for a better workplace.

Nominators should follow the instructions on the petition carefully.

Only merit or benefit-eligible exempt employees can sign the petition, and they must be in the same group as the nominee.

It is recommended that each nominee provide more than the required amount of signatures to ensure there are no errors when names are confirmed as eligible for

your specific group. Names should be both signed and printed so petitions can be verified.

Make sure to attach the candidate's 100-word statement to the petition. The statement will be printed on the ballot.

► For more information, contact **Valarie Johnson**, Department of Human Resources, at 703-324-3854, TTY 703-222-7314, or e-mail valarie.johnson@fairfaxcounty.gov.

► Learn more about the EAC at www.fceac.org and call any representative with questions. A list of contact information is available on the Web site. ■

Focus on Benefits

Saving Money on Prescription Drugs: The Benefits of Generic and Mail Order

Everyone is being challenged to stretch dollars further these days. The county's prescription drug plans offer two ways to save money – generic medications and mail order pharmacy.

Benefits of Generics

Generic medications offer the opportunity to save up to 90 percent over the cost of brand name drugs.

These medications are made with the same active ingredients and are generally available in the same strength and dosage as their more expensive brand name counterparts.

Generics are also subject to the same Food and Drug Administration (FDA) testing and quality standards as brand drugs and provide the same therapeutic effects. As always, however, the decision to use generic medications is one made by you with guidance from your doctor.

Under the county's prescription drug plans, employees can save from \$10 to \$30 a month on retail co-pays and from \$20 to \$50 for a 90-day supply of medications under the mail order program.

In addition to saving money, using generic medications also can help the county in its efforts to keep health plan costs low. Using a generic instead of a brand name drug could save the plan more than \$100 for a 30-day supply. Considering the thousands of prescriptions used by plan participants each year, the potential cost savings are significant.

In addition to the county's prescription drug plans, many retailers offer savings on generic drugs. Merchants such as Giant, Target and Walmart offer certain generic medications for as little as \$4 a month or \$10 for a 90-day supply. To find

out more about these generic medication programs and to get a list of medications available, call or visit retailers' pharmacy departments or visit the Web sites.

Saving by Using Pharmacy Mail Order Programs

CareFirst, CIGNA and Kaiser Permanente all offer a mail order option for maintenance medications – prescriptions that are to be taken on an ongoing basis over an extended period of time. Under the program, medications are delivered to your door by mail at a reduced out-of-pocket cost for a 90-day supply. By using this option, you not only save money on co-pays, but also save on trips to your local pharmacy.

Although high blood pressure or diabetes medications are the most common types of prescriptions filled through mail order, many other medications taken on an ongoing basis may qualify. Before you change your prescription from retail to mail order, contact your health plan to find out if your prescription qualifies as a maintenance medication that can be filled through their mail order program. You can also check your health plan's Web site for more information.

Following are the customer service numbers contacts to find out more about your health plan's mail order pharmacy program:

▶ CareFirst: Call 800-241-3371 or go to www.carefirst.com. Once you have verified that your prescription can be filled through mail order, you will order your prescription through Walgreen's Mail Service. To find out how to submit your prescription, go to www.carefirst.com, click on "Prescription Drug Information," then "Order Drugs Online."

HR Central

HR Central has benefit information.

- ▶ Call 703-324-3311
- TTY 703-222-7314
- ▶ Visit <http://infoweb/hr/benefits>

▶ CIGNA: Call CIGNA TelDrug at 800-835-3784 and ask the customer service rep for a "quick switch." With the quick switch program, CIGNA will contact your provider's office and coordinate the switch to mail order for you. You also can sign up for TelDrug by visiting www.mycigna.com. If you have not yet registered for myCIGNA.com, you will need to click the "register now" link.

▶ Kaiser: Call 301-468-6000 or go to www.kaiserpermanente.org – you will need your member ID and password to log in. ■

2008 Flexible Spending Claims March 31 Deadline Reminder

▶ Reimbursement request forms are available on the Infoweb at http://infoweb/hr/benefits/FBMC_Claim_form.pdf.

▶ Reimbursement requests can be submitted to Fringe Benefits Management Company (FBMC) by fax to 800-524-7751 or mail to FBMC, P.O. Box 1800, Tallahassee, FL 32302-1800.

▶ Remember to keep copies of your reimbursement request documents for your records.

▶ FBMC Customer Service can be reached at 800-342-8017. ■

Chrisinger in National Law Enforcement Torch Run



Lt. John Chrisinger. Photo provided by the Sheriff's Office

Lt. John Chrisinger, Sheriff's Office, was selected by the Virginia Law Enforcement Torch Run Committee to represent the commonwealth in the Torch Run Final Leg for the 2009 Special Olympics Winter World Games.

Law enforcement officials from every state participated in the Torch Run through Idaho from Jan. 28 to Feb. 6, completing the Flame of Hope's journey from Athens, Greece, to the site of the Winter Games in Boise, Idaho.

TAC Seeks Employee Award Nominations

The Fairfax County Transportation Advisory Commission (TAC) is accepting nominations until Feb. 27 for its annual Transportation Achievement Award to recognize outstanding performance by a Fairfax County employee.

Nominations should be made based on exceptional performance within the scope of assigned duties, contributions that advance or support the objectives of the County Transportation Plan, or original contributions toward enhancing the quality of transportation in Fairfax County.

► For more information, contact

your district TAC commissioner (go to www.fairfaxcounty.gov/fcdot/tac), call 703-324-1143, TTY 703-324-1102, or e-mail calvin.lam@fairfaxcounty.gov. Nominations should be forwarded to Janyce Hedetniemi, chair, Transportation Advisory Commission, c/o Department of Transportation, 12055 Government Center Parkway, Suite 1034, 10th Floor, Fairfax, Va. 22035-5511.

► Nominations must be postmarked by Feb. 27.

2008 Onthank Nominations

Nominations for the 2008 A. Heath Onthank Memorial Award are now being accepted through Feb. 27.

The award, named for A. Heath Onthank, the first chairman of the Civil Service Commission, recognizes accomplishments of outstanding worth in advancing and improving public service in county government during 2008. Recipients will be recognized at a Board of Supervisors meeting in June and will receive a plaque and a cash award.

The award is open to merit employees of Fairfax County Government and to unified scale and food service employees of the Fairfax County Public Schools. Nominees must have completed their initial probationary period. Nominations may be made by fellow employees or county residents.

► Nomination forms are available from members of the Board of Supervisors, department heads and the Department of Human Resources. The form is available online at <http://infoweb/hr/relate/forms/onthankaward.doc>.

► For further information, contact **Dianne Wimbish** at 703-324-3365, TTY 703-222-7314, or dianne.wimbish@fairfaxcounty.gov.

Length of Service Ceremony and Supplement

The 2008 Employee Length of Service Ceremony will be held on Feb. 20 at 8:30 a.m. in the Government Center Board Auditorium. The ceremony will recognize those employees who reached the milestones of 20, 25, 30, 35, 40 and 45 years of service in 2008.

Announcements have been distributed to the 775 employees to be recognized at the ceremony.

The Length of Service Courier supplement, which in the past has been distributed to all county employees, will have a limited distribution at the ceremony and through HR Central, Suite 270 in the Government Center. The supplement also will be available online after the ceremony at <http://infoweb/HR> and <http://infoweb/courier>.

► For more information, contact **Dianne Wimbish** at 703-324-3365, TTY 703-222-7314, or dianne.wimbish@fairfaxcounty.gov.

Don't be Caught in the Dark Again – Update Your EAN Information

The Feb. 6 extended power outage at the Government Center complex is a good reminder for county employees to check their Emergency Alert Network (EAN) subscription and make sure all contact information is entered into the system – especially your work location.

Many employees in the Government Center did not receive the initial EAN notice that was sent because they had not identified their work location.

► To update your account or register if you are not on the EAN – logon at: <http://infoweb/emergency/ean>.

► Online assistance for EAN registration is available at <http://ean.fairfaxcounty.gov/faq.php>, or e-mail the Office of Emergency Management Watch Office at WatchCenter@fairfaxcounty.gov.

Safety & Security Matters

In 2008, there were four pedestrian fatalities and numerous pedestrian injuries in Fairfax County, according to the Department of Transportation. Walking is healthy and beneficial, but it should be done in a safe manner. Pedestrian safety tips to keep in mind include:

- ▶ Practice pedestrian safety with young children, who require constant adult supervision around traffic. Children under 10 should not cross the street alone.
- ▶ If walking near traffic, wear light colors to be visible to motorists.
- ▶ Cross the street at marked

crosswalks and intersections.

- ▶ At intersections, begin crossing the street on the "Walk" signal. Never try to outrun a vehicle.
- ▶ Before crossing a street, always look left, look right and look left again.
- ▶ Dusk and dawn are often the most dangerous times of the day for pedestrians. When walking early morning or at night, always wear reflective clothing or carry a flashlight.
- ▶ Always walk on a sidewalk or away from the road whenever possible. If you plan to walk in an area where there is

vehicle traffic, always walk in the direction facing traffic, and stay close to the side of the road.

- ▶ Be alert and always watch for on-coming traffic.
- ▶ For more information on pedestrian safety, go to www.fairfaxcounty.gov/fcdot/pedestrian.
- ▶ Contact **Robert Johnson**, Risk Management Division, Department of Finance, at 703-324-3043, or e-mail robert.johnson@fairfaxcounty.gov, with safety-related questions. ■

Employee Learning Center Debuts Feb. 17

The new Employee Learning Center (ELC) launches on Tuesday, Feb. 17. The ELC replaces the Learning Management System.

What new benefits will ELC offer employees?

The ELC is easily accessible through EmployeeU at <http://infoweb/employeeu> and through the Internet at <http://fxcounty.plateau.com/plateau/user/login.jsp>. ELC makes it easier to find and enroll in training and development classes. It also helps you and your supervisor identify and plan how to achieve professional goals to support the agency's strategic objectives.

For managers and supervisors, ELC supports better management of employee skill development and tracks the achievement of countywide and agency-specific competencies, as well as monitoring training resources.

How can I learn how to use the new features of ELC?

Starting this month and throughout the spring there will be several ways you can learn to use ELC.

- ▶ Attend an optional two-hour hands-



on training session.

- ▶ Download self-study training materials, job aids and quick reference guides on EmployeeU.
- ▶ Agency training coordinators are required to attend training to gain administrative access to

the system.

- ▶ Managers and supervisors can attend optional hands-on two-hour training sessions to learn how to use the system and create learning plans that support employees' professional development and growth.

ELC is a joint effort of the Department of Information Technology's Business Application Resource Services and the Department of Human Resources Organizational Development and Training Division.

- ▶ For questions and more information, contact your agency training coordinator; or **Steve Malo** at steve.malo@fairfaxcounty.gov or 703-324-4328; or **Tana Suter** at tana.suter@fairfaxcounty.gov or 703-324-3643.

- ▶ More details also are available at <http://infoweb/employeeu>. ■

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