



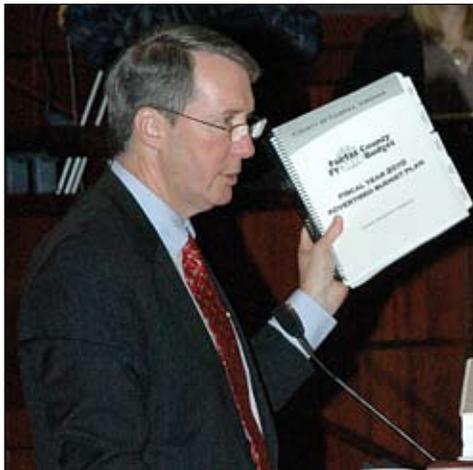
Courier

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Still Time to Provide Feedback on Proposed FY 2010 Budget

County Executive **Anthony H. Griffin** and senior managers are holding meetings with employees to discuss questions and concerns about the



County Executive Anthony H. Griffin presented his proposed FY 2010 Budget to the Board of Supervisors on Feb. 23.

proposed FY 2010 Budget, which was presented to the Board of Supervisors on Feb. 23. Listed below are the remaining scheduled meeting dates. Registration is not required.

Employees also can provide feedback online at www.fairfaxcounty.gov/budget, or through the budget hotline at 703-324-9400. More resources are on page 3.

▶ **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. ■

Preventing Discrimination Is Focus of OHREP

By Latonya Austin,
Office of Public Affairs

An average of 350 to 400 discrimination cases related to race, national origin, sex, disability and a number of other issues are handled each year by the county's Office of Human Rights and Equity Programs (OHREP).

Led by OHREP Director **Ken Saunders**, the agency's 25 employees:

- ▶ Investigate discrimination complaints from employees and residents.
- ▶ Coordinate mediations, trainings and counseling.
- ▶ Provide annual statistical reports on the county's work force diversity.

Prevention is a key component of the

agency's work. "I really believe that we need to be proactive in the work that we do," explained Saunders. "We're strong proponents of education and are looking for ways to provide helpful training to employees."

Last July, OHREP underwent a major transition by combining two agencies,

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Courier is available online at <http://infoweb/courier>

the Office of Human Rights and the Office of Equity Programs. This was a natural fit because of the similar missions, according to Saunders.

The Human Rights Division supports the Human Rights Commission (HRC), which generally consists of 12 commissioners who receive and hear complaints and make determinations regarding discrimination in employment, housing, public accommodations, education and credit.

The Equity Programs Division investigates the county government's internal discrimination complaints, as well as claims by residents about discriminatory treatment by county agencies. Several Equity Program Division services and outreach programs support county employees through mediations and trainings. In addition, the Equity Programs Division examines county employment trends; monitors compliance with antidiscrimination policies, including



OHREP senior staff includes Annie Carroll, Martha Villanigro-Santiago, Kenneth L. Saunders, Dorothy Davis, Debra Blankenship and Al Santiago.

sexual harassment; and oversees the administration of the Americans with Disabilities Act.

▶ For more information on programs and services for employees, go to <http://infoweb/OEP/homepage.htm>.

▶ To contact the Equity Programs Division for information or to file a complaint of discrimination, call

703-324-2207 (TTY 703-222-5494).

▶ For information on the Human Rights Commission, go to www.fairfaxcounty.gov/HRC. ■

Millennium Forum – The Spirit of Public Service

By Pat Bangs, Library

“There is great honor in being a public servant in a free country,” former civil rights activist Roger Wilkins told the Millennium Forum audience on Feb. 25.

Wilkins recently retired as the Clarence J. Robinson professor of history and American culture at George Mason University and in 1972 shared a Pulitzer Prize for coverage of the Watergate scandal. He explained that as a child growing up in a middle-class black family in the 1930s and 1940s, he was taught by his parents that he had an obligation to give back; an obligation to serve.

“The call to do service – as you are as public employees,” Wilkins said, “is to understand that the gifts of the past that we received as part of our American birthright should not be regarded as free gifts, but as gifts for which we should

pay by returning the best service to our country that we can devise, consonant with our own talents and our own circumstances.”

For those drawn to public service, Wilkins believes that to give back means making government work effectively, efficiently, generously and wisely.

“The best service that I know of is government service,” he explained, “where you make people’s lives better, where people can participate in the framing of the issues that concern them ... [where you are] wise with people’s money, tell them the truth as you know the truth and make it possible for their children to prosper.”

In concluding, Wilkins recalled an anecdote about Benjamin Franklin. Just after the three-month Constitutional Convention ended in 1787, Franklin was

walking down a Philadelphia street when a woman asked “Well, Dr. Franklin, what have you made for us?” He responded, “A republic, madam, if you can keep it.” For Wilkins, Franklin was referring to the concept of active citizenship. “He meant it was up to us to run our country.”

Recalling his many decades in public service, both in government and teaching, Wilkins said, “I will always be glad that I was an active citizen in this country.”

▶ To borrow a videotape or DVD of Wilkins’ presentation, call 703-324-8318 (TTY 703-324-8365), or e-mail John.Kiefman@fairfaxcounty.gov. For more information on Millennium Forum events, see <http://infoweb/mfs>.

▶ The next forum is scheduled for April 22, when Anya Kamenetz, a staff writer for Fast Company and Yahoo! Finance expert, will discuss “Generation Debt.” ■

Budget Rumor Busters



I only started working for the county six months ago. Is it true that because I am a probationary employee that I will automatically lose my job when the county executive declares a Reduction in Force (RIF) this spring?

You will not automatically lose your job, but it depends on the positions being reduced in your agency. The RIF procedure requires that before a non-probationary merit employee in a specific job class can be included in a RIF, probationary employees in that job class in that department must be terminated first.

For example, there are two management analyst II positions in an agency and one management analyst II position is being abolished. If one of the positions is held by a probationary management analyst II, the probationary employee will lose their job. That will eliminate the need for a formal RIF in the

management analyst II job class in that department.

► For more information on the RIF procedure, go to <http://infoweb/RIF>.

The last time the county had a RIF, employees who lost their jobs received a subsidy to assist with continuing their health insurance. Will that be done this time?

After analysis, staff will be presenting options to the Board of Supervisors for consideration. There are provisions in the American Recovery and Reinvestment Act of 2009 (federal stimulus bill) that also provide options in this area. Final decisions will be made in conjunction with the budget adoption by the Board of Supervisors on April 27.

How were the budget cuts determined?

Several months ago, each county agency identified 15 percent in reductions as part of its Lines of Business presentation, in order to meet the expected shortfall in the FY 2010 Budget. There was no mandate on what was to be included in the reductions. All reduction proposals were reviewed and evaluated. They represented creative and innovative approaches to make service delivery more efficient and sought to preserve core county services and those services that protect the health and welfare of residents.

It is important to note that the recommended spending cuts outlined in the proposed budget were not made equally across agencies, recognizing that some services are fundamental to the county's core mission. ■

For Employees: Budget Resources

FY 2010 Budget and Lines of Business:

<http://infoweb/opa/budget>

County Executive E-Mails

<http://infoweb/CEX/messages>

Reduction in Force

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@fairfaxcounty.gov

FY 2009 Budget:

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

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

NOTE: 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.

Calendar For Advertised Budget Plan – What's Next

Now to March 26: The county executive is hosting question-and-answer sessions with employees on the proposed FY 2010 Budget. Topics addressed may include: the fiscal outlook; budget timeline; county programs and services; employee compensation; and Reduction

in Force (RIF) procedures. Remaining dates, times and locations of the sessions are listed on page 1.

March 30, 31 and April 1: Public hearings will be held in the Government Center Board Auditorium on March 30 at 7 p.m. and March 31 and April 1 at 3 p.m. To be placed on the list of speakers, contact the Office of the Clerk to the Board of Supervisors at 703-324-3151. The public hearings will be televised live on Fairfax County Government Channel 16.

April 20: The Board of Supervisors marks up the budget, 10 a.m.

April 27: The Board of Supervisors formally adopts the budget. ■

2008 Governor's Fire Service Award



The Board of Supervisors recognized representatives from the Fire and Rescue Department on Feb. 23.

The Board of Supervisors at its Feb. 23 meeting recognized Fire Chief **Ronald L. Mastin** and representatives of the Fire and Rescue Department for receiving the 2008 Governor's Fire Service Award.

The department was honored for its Fire Alarm and Sprinkler System Training Laboratory (FASST). The FASST facility, which opened last fall, provides firefighters and fire inspectors with hands-on training opportunities on various types of sprinkler systems used throughout the county and region. The 850-square-foot modular space on Page Avenue in Fairfax can accommodate 24 fire inspectors per class. The training includes inspection and operation of fire protection detection systems, sprinkler systems, fire and heat alarms reporting systems, operational stand pipe systems and simulated fire command center systems.

FASST was created through a public-private partnership at no cost to the county. ■

Sergeant Darrell Nichols Receives Award



Sergeant Darrell Nichols. Photo provided by Police Department.

Fairfax County Police Sergeant **Darrell Nichols** was recently presented with the Outstanding Mentor Award from the Virginia Mentoring Partnership for his work with Fairfax County Public Schools (FCPS) students for nearly a decade.

A 12-year veteran of the Police Department, Nichols works with students at Parklawn Elementary School and has been instrumental in recruiting other police officers to mentor FCPS

students, as well as helping establish mentoring programs at Annandale Terrace, Braddock and Cherry Run elementary schools.

Nichols has spoken on behalf of the FCPS mentor program to the Fairfax County School Board and has spoken to mentoring coordinators at a mentoring conference. He also has contributed to the FCPS Boys Leadership Conference. ■

New Sidewalk Will Improve Safety for Students

A groundbreaking ceremony was held last month for a new sidewalk to be built on Quander Road between Beacon Hill Road and Stokes Lane in Alexandria.

The sidewalk will make it easier for students to walk to and from West Potomac High School. They currently walk along Quander Road next to passing traffic.

“This sidewalk will go a long way toward protecting our students who now compete with school buses for space on their way home from school,” said Mount Vernon District Supervisor **Gerald W. Hyland**.

Ceremony participants included Hyland, School Board Chairman Daniel G. Storck, U.S. Rep. Gerry E. Connolly and members of the community.

The project includes 500 feet of concrete sidewalk, curb, gutter and storm



Participants at the groundbreaking ceremony on Quander Road. Photo by Brian Worthy.

drainage on the west side of Quander Road. Construction is scheduled to be completed later this summer. ■

Wingo Honored for 45 Years of Service to County

Edwyna Wingo, Health Department, was honored for her 45 years of service to Fairfax County on Feb. 20 at the Employee Length of Service awards held in the Government Center Board Auditorium.

Wingo was among more than 1,400 merit employees who reached service milestones in 2008. Employees who reach service milestones of 20 years and more were recognized at the ceremony.

The awards were presented by Mason District Supervisor **Penelope A. Gross**, Springfield District Supervisor **Pat Herrity** and County Executive **Anthony H. Griffin**.

To read the Courier Length of Service supplement, go to <http://infoweb/Courier>. ■



Attending the Length of Service awards were (left to right) Supervisor Herrity, Edwyna Wingo, Supervisor Gross and Anthony Griffin.

Focus on Benefits

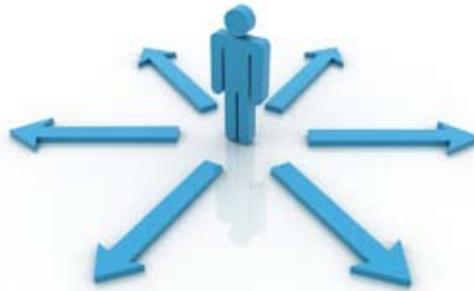
Job Seekers Network Group

The Department of Human Resources (DHR) is starting a Job Seekers Network Group. This group is designed to help employees who may be impacted by a Reduction in Force (RIF) and in search of information, resources and support to find a new job, change jobs or seek a new career direction.

A Job Seekers Networking Group is an integral part of the job search process as it provides a supportive setting that will keep participants motivated, connected to current resources and aware of current trends in the job search process.

The format of meetings will focus on opportunities to:

- ▶ Explore new resources for your job search.
- ▶ Share ideas and hear what others find helpful during a job/career change.
- ▶ Offer and receive support in a



comfortable environment.

The sessions will be facilitated by members of the Employment Division and Organizational Development and Training staff and will last approximately 1.5 hours. The weekly meetings will have a new focal point each week concentrating on job search techniques.

The first Job Seekers Networking Group begins March 19 and will meet every Thursday at 11:30 a.m. until June 25. The group will meet at the

HR Central

HR Central has benefit information.

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

Government Center, Suite 170, Small Training Room.

▶ For more information and to register, contact **Judy Lynch**, OD&T at 703-324-3645 at judith.lynch@fairfaxcounty.gov.

NOTE: This group is intended for individuals actively seeking other employment not a forum for employees seeking information on RIF policies and procedures.

▶ Employees seeking RIF information can access the RIF page on the Infoweb at <http://infoweb/RIF> or direct your questions by e-mail to HRExpress@fairfaxcounty.gov. A DHR representative will respond to your questions. ■

What Is Unscheduled Leave?

During bad weather, when county facilities are open employees may be granted unscheduled leave by the county executive. Employees can use compensatory, annual or leave without pay for unscheduled leave. Prior approval from supervisors isn't required, but

employees must contact supervisors to let them know. Employees designated as emergency service personnel must report for work.

▶ Further information on leave for inclement weather or other emergencies is in Procedural Memorandum No. 31 at

<http://infoweb/hr/Promem/31.pdf>.

▶ More information is available in the Weather-Related Emergency Closings Guide at http://infoweb/opa/guide_for_agencies.htm. ■

HIPAA Privacy Notices Available

Fairfax County is committed to ensuring the privacy of protected health information for employees and their dependents enrolled in county health plans.

Under the terms of the Health Insurance Portability and Accountability Act (HIPAA), employees must be notified every three years on how to obtain copies of the county health plans Notice of Privacy Practices.

To review or obtain a copy:

- ▶ Call HR Central at 703-324-3311.

▶ Go online at http://infoweb/hr/benefits/hipaa_main2008.htm or at www.fairfaxcounty.gov/hr/pdf/benefits.pdf.

▶ Review in the Employee Handbook provided by the Department of Human Resources to all employees (also available from HR Central).

For more information about HIPAA, call HR Central at 703-324-3311. ■

Briefs

DOT and Parts of DPWES Move

The Department of Transportation (DOT) and the Transportation Design Branch, Planning and Design Division, Department of Public Works and Environmental Services (DPWES), have moved from the Government Center complex to nearby Centerpointe I. The majority of county transportation programs, services, operations and projects are now overseen from this new location.

► DOT's new contact information is Fairfax County Department of Transportation, 4050 Legato Road, Suite 400, Fairfax, VA 22033, telephone: 703-877-5600 and fax: 703-877-5723.

Join the Earth Day Expo on April 24

The Employee Recycling Committee (ERC) will hold its Sixth Annual Earth Day Expo on Friday, April 24, at the Government Center.

The expo gives employees a unique opportunity to explore the work of county agencies involved in environmental issues. Last year, the Stormwater, Wastewater Management and Urban Forestry divisions of the Department of Public Works and Environmental Services and the Park Authority were some of the participating agencies. If your agency would like to participate this year and for more information, e-mail erc@fairfaxcounty.gov.

Prom Dress Drive



The Reston Community Center is holding a prom dress drive until March 28, Mondays to Saturdays, 9 a.m. to 5 p.m. Drop off gently used dresses (circa 2004), shoes, jewelry, handbags and other accessories for teens in Fairfax County and surrounding areas who cannot afford to buy prom

dresses. Donations are tax deductible.

For more information, visit RCC or call 703-476-4500, (TTY 800-828-1120).

Park Authority Summer Camps

Registration for Park Authority summer camps is underway. Register before May 29 and save \$10 on camp registration.

There are a variety of half and full-day camps available for kids of all ages, including:

- ◆ Variety camps.
 - ◆ Sports camps.
 - ◆ Performing arts camps.
 - ◆ Adventure/excursion camps.
 - ◆ Nature camps.
 - ◆ Specialty camps.
 - ◆ Computer/tech camps.
- Look for more information in the Parktakes magazine or visit www.fairfaxcounty.gov/parks/rec/rec_camps.htm.

EAC Spring Bazaar



The Employees Advisory Council (EAC) is sponsoring its Spring Craft Bazaar on Friday, March 27, at the Government Center's first floor both the north and south sides.

► For more information, visit www.fceac.org.

Employees Disability Awareness and Action Network (DAAN)

The Office of Human Rights and Equity Programs, Equity Programs Division, in conjunction with the Fairfax Area Disability Services Board, invites employees who have a disability, work with people with disabilities or have experience regarding the rights and needs of people with disabilities to its bi-monthly



meeting to discuss employment-related topics and services for people with disabilities. This meeting will be held on Wednesday, April 1, 12:30 - 2:30 p.m., at the Government Center in Conference Rooms 2/3.

For more information about the mission of DAAN go to <http://ffxdweb01/dsb/employment.htm>.
► For questions and to request reasonable accommodations, contact the Equity Programs Division, 703-324-2207, TTY 703-222-5494.

Outstanding Performance Awards

Employees are invited to support their outstanding colleagues at the Outstanding Performance Awards ceremony on Friday, March 27, 10:30 a.m., in the Government Center Forum.

Coordinated by the Department of Human Resources, this award provides recognition to employees who perform the duties and responsibilities of their positions in an outstanding manner, and whose work is generally well above expectations.

► Note - due to budget constraints, the cash award is now suspended for this program.

Fairfax Teleworks Resources

To Apply:

► <http://infoweb/telework>

New Citrix Portal:

► <https://ffxremote.fairfaxcounty.gov>

Instructions - Installation and use of FFXremote:

► <http://infoweb/ffxremoteinstructions>

Questions?

Contact IT Service Desk

- Call 703-324-HELP (4357), Option 1
- E-Mail: ITservicedesk@fairfaxcounty.gov
- Online at <http://ITSD>

Green Tips From the Employee Recycling Committee

Printer Cartridge Recycling

An easy green choice that Fairfax County employees can make is to recycle used printer cartridges. Most manufacturers and sellers of printer cartridges allow customers to return eligible printing supplies for recycling. To facilitate printer cartridge recycling within a department, county employees should follow these steps:

1. Designate a central location in the office for the collection of used printer cartridges and ensure that all employees know where to drop off used cartridges.

2. After a new printer cartridge is installed, save the box it was shipped in. Once the cartridge has been completely used, store it back in its box, affix the enclosed prepaid return label to the box and follow the return instructions included with the cartridge.

3. If the printer cartridge does not include a prepaid return label or envelope, visit the manufacturer's or seller's Web site to find out how to obtain free shipping materials. For example, the Hewlett-Packard (HP) Planet Partners program allows customers to order free, postage-paid return envelopes, bulk-collection

boxes and printable labels at www.hp.com/recycle. Xerox and Office Depot also offer printing supplies recycling.

4. Keep track of the number of printer cartridges that are recycled during the year. Use these statistics to demonstrate the success rate of the recycling program.

A cost-saving and environmentally friendly measure when replacing printer cartridges is to purchase remanufactured toner cartridges. For instance, Office Depot offers a remanufactured toner program in which county buyers can purchase recycled toners at a substantially discounted price. Not only does this save the county money, it also reduces the need for new materials and overall greenhouse gas emissions. Research also has shown that the quality, appearance, performance and compatibility of remanufactured toner cartridges are comparable to new cartridges.

Note: Remanufactured toner cartridges cannot be recycled a second time. They must be thrown away after use.

To learn more about Xerox, HP and Office Depot printer cartridge recycling,



File photo.

Green Resources

- ▶ <http://infoweb/green>
Employee Recycling Committee
- ▶ Online at <http://infoweb/dpwes/msw/erc.htm>
- ▶ E-mail erc@fairfaxcounty.gov

visit <http://infoweb/dpwes/msw/erc.htm>. Click on "Printer Cartridge Recycling" on the left-side menu. Links are provided there to the recycling pages for all three county vendors. ■

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