

# MEET WITH HR

MAR 2023 - DEC 2023  
EMPLOYEE OUTREACH  
MADISON COUNTY COMMISSON - HUMAN RESOURCES

# HEALTH AND WELLNESS

## WHAT

In an effort to help our employees become healthier, and to identify areas where they may be at risk, the LGHIB established the Worksite Wellness Program. Employees and non-Medicare retirees who are enrolled in the Local Government Health Insurance Plan (Group 3000), along with their covered spouses, are eligible to participate in one wellness screening annually during the wellness qualifying period.

The health coaches performing the screenings are trained and experienced in assessing risk factors, providing education, and making recommendations to help members reach their wellness goals.

## WHAT'S MEASURED

Comprehensive Lipid Profile

Blood Glucose Check

Body Mass Index (BMI)

**Participation in the Annual Wellness Screenings is REQUIRED by Madison County in order to keep the Employee's current preferred healthcare rates.**

## WHEN

Throughout the year, screenings will be hosted at various locations within the County. Employees will be notified via email, timeclock flyers, and portal messages regarding times and dates. Covered spouses are eligible to participate in one wellness screening annually during the wellness qualifying period.

## WEBSITE

[www.madisoncountyhr.org/wellness](http://www.madisoncountyhr.org/wellness)

# RETIREMENT

## **RSA**

MSO (Member Service Online) with RSA has all personal information regarding your RSA retirement account. You must have your PID (Personal ID) number to set up an account. You can click on the link on the website to have your PID number mailed to you- which you should receive in about a week.

*If you were employed before 2021, you can contact our office for your number. We do not have a list of any numbers with hire dates after that.*

The Home Page lets you enter information to get benefit estimates. The My Account section lets you view account statements, view beneficiaries, and schedule seminars. You can also view account details, update contact information, make requests to RSA, and check the status of your requests.

## **RSA-1 / NATIONWIDE**

A 457(b) Deferred Compensation plan is a retirement plan that allows public employees to put aside money from each paycheck toward retirement

Employees can contribute up to \$19,500 annually to 457 Deferred Compensation plans. Employees over fifty qualify for catch-up contributions (up to \$25,500 annually), and employees within three years of normal retirement age, may contribute Special 457 catch-up provisions (up to \$39,000)

## **WEBSITE**

MSO.rsa-al.gov

madisoncountyhr.org/benefits

# BENEFITS & DISCOUNTS

## FSA (MUST BE AN EXISTING MEMBER)

### FLEXIBLE SPENDING ACCOUNT

Set up an account under Individual login and select new user – You can order replacement cards, add a bank account for reimbursement and view balance and claims. Up to \$610 can be rolled over into the next year. Sign up during Open Enrollment

#### WEBSITE

[www.benstrat.com](http://www.benstrat.com) - Main account site

[www.fsastore.com](http://www.fsastore.com) - FSA Store Site to Spend Excess Amounts

#### MOBILE APP

BenStrat Reimbursements (Voya)

## OPTUM RX

Register for an account in the middle of the page.

You can order an ID card and print off a copy of one, view the Formulary, start a prior authorization request, view drug pricing and info on your medication list, and submit a claim form online for faster refunds.

#### WEBSITE

[www.optumrx.com](http://www.optumrx.com)

#### MOBILE APP

Optumrx



# BENEFITS & DISCOUNTS

## SICK LEAVE BANK

For employees who have exhausted all of their leave the Sick Leave Bank may provide income for Madison County employees who have personal medical problems, or medical problems within their immediate family, but are not eligible for Workers' Compensation, Retirements Benefits, or other forms of assistance.

Any full-time, non-probationary employee who is entitled to accrue leave benefits may join the Sick Leave Bank and will be eligible to request sick leave benefits.

New employees may elect to join either within 30 days at the end of their probationary period or the next open enrollment. Existing employees may join the Sick Leave Bank during open enrollment each November, and the effective date will be January of the next calendar year.

**To participate in the Sick Leave Bank, each employee will be required to contribute 8 hours of accumulated leave to the Sick Leave Bank.**

Any member of the Sick Leave Bank may make a written application for such benefits by completing a Leave Recipient Application Form. The absence from duty because of a medical emergency should be expected to be at least 2 weeks. All annual leave and sick leave accrued must be depleted before requesting donated time.

## MORE INFO / REQUIREMENTS

See Sick Leave Bank Policy in the Madison County Employee Handbook

# BENEFITS & DISCOUNTS

## BCBS

You can set up an online account by registering in the top right-hand corner. You can order new cards, send your ID card digitally to your doctor or download an image of your card. You can also view your account summary and print a proof of coverage letter.

## WEBSITE

[www.bcbsal.org](http://www.bcbsal.org)

## MOBILE APP

Alabama Blue

Under “My Health” Blue 365 has ongoing discounts ranging from 30%-60% for hearing aids, medical items, and various wellness materials.

## BCBS DISCOUNTS

The Discounts include: Apparel & Footwear, Fitness, Hearing & Vision, Home & Family, Nutrition, Personal Care, Travel (Discounts on Travel Benefits – Hotels) Rental Car Discounts, Gym Discounts, Disney World discounts, and International Travel Health Insurance, 10% off Pet Insurance and discounts at Pet Pharmacy

## DID YOU KNOW?

Children up to the age of 26 are covered! (Only if the child is your biological son or daughter, a child legally adopted by you or your spouse, or your stepchild.)

# BENEFITS & DISCOUNTS

## HUNTSVILLE HOSPITAL SYSTEM GYM

We are part of the "Wellness Partners 2" program at the Huntsville Hospital Wellness Centers. All you have to do is go to a Wellness Center, show your Madison County badge, and you are eligible for the following discounts:

Employee: \$39/month for full membership (regular rate is \$49/month)  
2nd person: \$15/month for full membership  
Family membership (3+ people): \$59/month for the 3+ together (regular rate is \$74)  
\$19 Sign-up Fee for all members

No contracts and kids can be part of the family plan from age 12-25 (this ends at their 26th birthday). 75-foot heated swimming pool, Whirlpool, steam room and dry sauna, group exercise room, large selection of cardiovascular machines and strength equipment, free weight area, variety of classes for every fitness level

- Medical Mall – 1963 Memorial Parkway
- Jones Valley – 1345 Four Mile Post Rd.
- Madison Hospital – 8391 U.S. Hwy. 72 W

## WEBSITE

<https://tinyurl.com/HHWellnessCenter>

# BENEFITS & DISCOUNTS

## TUITION DISCOUNTS

Columbia Southern University offers an Online Degree Program, and discounts on Credit Hours as follows:

\$23/hr - Undergraduate Courses

\$31.50/hr - Graduate Courses

\$37.50/hr - Doctoral Courses

### WEBSITE

[www.columbiasouthern.edu/partner](http://www.columbiasouthern.edu/partner)

## TELADOC

Teladoc gives you convenient access to a doctor through LGHIP for FREE in 10 minutes or less using video call through phone or computer. 24/7 access to doctors, including pediatricians. They can prescribe treatment for non-emergency conditions like the flu, allergies, bronchitis and more.

### WEBSITE

<https://member.teladoc.com/alabama>



# BENEFITS & DISCOUNTS

## EAP

Provides counseling services to employees for issues such as:

- Marital/Family
- Eating Disorders
- Depression
- Anxiety
- Grief and Loss
- Financial/Legal
- Substance Abuse
- And more!

Coverage includes an initial assessment and two subsequent visits.

To utilize the EAP, employees do not have to be enrolled in the LGHIP.

All full-time employees and their dependents may use this service.

## WEBSITE

[www.behavioralhealthsystems.com](http://www.behavioralhealthsystems.com)

## PHONE

800-245-1150

# DRUG TESTING

## WHO

### Safety Sensitive Employees

All employees in safety-sensitive positions may be subjected to drug and/or alcohol testing to determine violations of this Policy. The County has determined that safety-sensitive positions involve employees who are authorized to carry firearms as part of their duties, who regularly operate or maintain County vehicles or on or off-road equipment or machinery of any kind, the misuse of which may pose a threat to the employees' safety or the safety of others; positions that involve duties, functions or situations that have the potential of causing serious injury or death to an employee or general public, who have regular and direct contact with persons confined in the County Jail or the Juvenile Detention Facility, or who dispatch or direct law enforcement vehicles.

## WHY

Madison County is committed to providing a safe working environment for all employees while serving the citizens of Madison County. Madison County recognizes that any employee who improperly uses intoxicating substances, including drugs and alcohol, poses a serious threat to his or herself, co-workers, and the public in general. Even small quantities of narcotics abused prescription or over-the-counter drugs, or alcohol can impair judgment and reflexes. This impairment can have dire results, particularly for employees operating vehicles or potentially dangerous equipment.

It is therefore the policy of Madison County that all employees or any person performing any kind of work for Madison County must report to work completely free from alcohol, illegal or unauthorized drugs, or any other substances that may have a mind-altering or intoxicating effect or otherwise impair the employee's judgment, reaction times, or functioning.

# DRUG TESTING

## WHAT

Pursuant to Madison County's policy and procedures, employees are subject to drug and/or alcohol testing as directed below. Any employee who refuses to consent to or is unable to complete an alcohol and/or drug test will violate the drug and alcohol policy and will be subject to termination of employment.

Pool 1: Employees who hold positions that, due to the nature of the job duties, require a Commercial Driver's License (CDL) and are therefore subject to the testing rates, policies, and procedures of the Federal Motor Carrier Safety Administration (FMCSA)

Pool 2: Employees who hold positions or regularly perform duties that meet the policy criteria as being safety sensitive. Madison County will follow the annual testing rates established for Pool 1 for random drug testing and random alcohol testing for safety-sensitive positions.

## OTHER FORMS OF TESTING

- Random Testing: Employees holding positions designated for Pool 1 and Pool 2 will be subject to testing on a random basis without advance notice to them. Employees will be required to report to the designated collection site for testing as soon as possible, but in no case later than two (2) hours following notification.



# DRUG TESTING

- Reasonable Cause Drug and Alcohol Testing: Any employee who is reasonably suspected of using alcohol, illegal drugs, or abusing controlled substances in the workplace or performing official duties while under the influence of alcohol, illegal drugs, or controlled substances will be required to undergo an alcohol and/or drug test.
- Employees Arrested or Convicted: Employees arrested or convicted for off-the-job use or possession of illegal or controlled substances will be required to comply with drug and/or alcohol testing in order to assist Madison County in determining fitness for duty.
- Work-Related Accident or Injury Testing: All employees are required to immediately report work-related injuries or accidents to their immediate supervisor and submit to a post-accident drug test as set out in this policy regardless of how minor the injury or accident.

## **IMPORTANT NOTE REGARDING CBD, DELTA 8, AND OTHER HEMP-DERIVED CANNABIDIOL PRODUCTS**

It remains unacceptable for any safety-sensitive employee subject to the Department of Transportation's drug testing regulations to use marijuana. Since the use of CBD products could lead to a positive drug test result, Department of Transportation-regulated safety-sensitive employees should exercise caution when considering whether to use CBD products.



# MVR

## HOW OFTEN

MVRs are obtained when an employee is hired or transferred into a safety-sensitive position. Otherwise, an annual MVR is conducted on all drivers who drive a county vehicle once a year.

## ACCIDENTS INFORMATION

Employees & Elected Officials may not qualify to operate a County vehicle if, during the last two years, the employees have had at-fault accidents.

Employees or Elected Officials may be required to provide copies of accident reports at their own expense. This is applied, to new hires, internal promotions, and annual MVR checks.

## MORE INFO

Page 32 in handbook

# JOB POSTINGS

## HOW TO VIEW/SIGN UP FOR ALERTS

Access to that can be found once you have signed into your government jobs portal under the menu tab you will see the option 'Get Job Alerts" you can subscribe for a 12-month period for different categories of jobs to be sent to your email once they are posted.

## INTERNAL JOB POSTINGS

Can be accessed through your Madison County HR Portal account which is provided to you on your first date of hire.

## WEBSITE

[madisoncountyhr.org/employees](https://madisoncountyhr.org/employees)

Scroll down and click on "View Internal Job Postings"

Listings can be viewed and applications submitted.

# UPCOMING HR PROJECTS

## LMS

HR is currently researching the use of an LMS (Learning Management System) for all County Employees.

This system would be a one-stop computer-based training platform where Employees can take safety, wellness, and regulatory courses, as well as view and sign annual refreshers, documents, and certifications.

These platforms have several training options which include the following:

- Pre-onboarding/onboarding training
- Workplace skills training
- Technical training
- Safety and Compliance training
- General workplace training
- Supervisory Training
- and much more!

The LMS will update automatically with new or expired courses, and you can easily view upcoming tasks as well as view previously completed tasks.

## TIMELINE

We hope to start this in FY2024

# WORKPLACE ISSUES

Employees who have complaints or concerns relating to their employment are encouraged to follow these resolution procedures:

- The first step to be taken by employees is to discuss the complaint with his or their immediate supervisor. If the complaint or concern is related to the employee's supervisor, the employee may take their complaint or concern to the person at the next higher supervisory level.
- If a satisfactory resolution is not achieved at this level, the employee may take their complaint or concern to the person at the next higher supervisory level.
- If a satisfactory resolution is not achieved at this level, the employee may take their complaint or concern upward through successive levels of authority. Upon reaching the highest level of authority, the complaint or concern will be reviewed, and a final decision and resolution shall be rendered.

Complaints involving allegations of unlawful discrimination which may include race, color, sex, national origin, religion, age, disability, or status as a disabled or veteran status should be directed to the Human Resources Department.

## **MADISONCOUNTYHR.ORG/SPEAKUP**

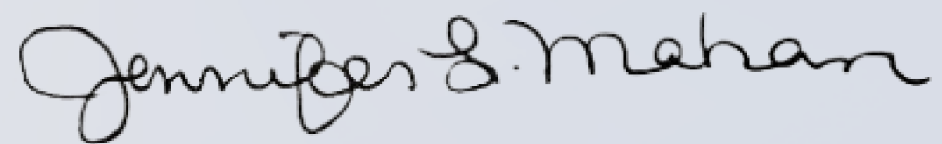
SpeakUp! is a 24/7 online reporting service that provides an opportunity for Madison County employees to report discrimination, harassment, and any activity that violates Madison County policies or Code of Conduct.

Upon receipt of the report, the HR Director will begin investigating the claim immediately. Madison County's policy and Code of Conduct protects employees from retaliation who in good faith raise true and accurate concerns.



# NOTE FROM HR DIRECTOR

The Madison County Human Resources Department is a Team of dedicated professionals committed to meeting and exceeding the expectations of our workforce. We are committed to communicating respectfully, openly, and honestly while being a trusted and impartial resource. Our mission is to serve the employees of Madison County with quality, compassion, and integrity. In turn we observe Madison County employees demonstrating daily that they are motivated and engaged by the challenging and stimulating work they do, no matter their role. We are committed to attracting, developing, training, motivating, and retaining a talented workforce that provides timely and accurate services to the residents of Madison County. We value and belong to a community where respect, teamwork, collaboration, diversity, and inclusion matter.

A handwritten signature in black ink that reads "Jennifer L. Mahan". The script is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

JENNIFER L. MAHAN  
DIRECTOR OF HUMAN RESOURCES