



PAC Prosecuting
Attorneys'
Council of Georgia

OFFICE MANAGERS' CONFERENCE

OCTOBER 19-20, 2016

PAC Conference Center

WELCOME

Todd Ashley
Deputy Director



MEET OUR FISCAL TEAM

“Where EXCELLENCE IS THE STANDARD, NOT THE GOAL”

- Mark Williams, Chief Financial Officer
- Chantalia Cooper, Human Resources Director
- Tawanda Anderson, Senior Human Resources Generalist
- Darien Watson, Human Resources Generalist
- Brittany Foxworth, Fiscal Services Manager
- Latoria Smith, Financial Operations Specialist
- Trang Le, Financial Analyst
- Andrew Theus, Procurement Manager
- Shenandra Usher, Accounting Director
- Cheryl Cason, Payroll Administrator
- Gera Walker, Accountant



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MIND SHIFT-MOTIVATIONAL VIDEO

<https://www.youtube.com/watch?v=fviFNrWKzZ8>



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NEW HR ELECTRONIC FORMS

Darien Watson
HR Generalist

New HR Electronic Forms

Overview

- ✓ Job Requisition Form
- ✓ Job Application Form
- ✓ What's To Come: Employee On-Boarding
- ✓ Case Scenario



Job Requisition Form

- ✓ What is a Job Announcement?
- ✓ Components of a Job Announcement
 - ✓ SHOULD list the essential functions of the job
 - ✓ SHOULD state the job qualifications and pre-requisites
 - ✓ SHOULD include “Equal Opportunity Employer”
 - ✓ SHOULD BE MINDFUL of preferred qualifications



Case Scenario

- PAC is hiring a Assistant District Attorney for the Mickey Mouse Circuit.
 - DA Donald Duck wants us to Post the Job Announcement for One Day. He needs someone immediately.
 - You will need to:
 - Post the position to PAC website
 - Request a salary placement
 - Get all the New Hire Paperwork completed

Job Application Form

<http://lf.pacga.org/Forms/jobapplication>

- ✓ Form used two ways:
 - ✓ Request Salary placement
 - ✓ Hired applicant need to fill out application
- ✓ Components of the Job Application
- ✓ Case Scenario

Application for Employment

We provide accommodations for persons with disabilities in the hiring process. If your disability prevents you from completing this application, please let us know, and we will provide assistance.

Yes No

First Name _____ Date of Application _____ Middle Initial _____

City _____

Are you 18 years of age or over?
 Yes No If No, Date of Birth _____

Education _____

What's To Come: Employee Onboarding

- ✓ What is Employee Onboarding?
- ✓ Components of Employee Onboarding
- ✓ Benefits of the New Process
- ✓ Case Scenario



Wrap-Up

- ✓ Job Requisition Form
- ✓ Job Application Form
- ✓ What's to Come: Employee On-Boarding
- ✓ Case Scenario
- ✓ Questions





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FAMILY MEDICAL LEAVE ACT

Tawanda Anderson

FAMILY MEDICAL LEAVE ACT



The Family and Medical Leave Act

The Family Medical Leave Act (FMLA) was passed in 1993. It requires employers to grant leave for family and medical circumstances, including leave for families of members of the Armed Forces.

FAMILY MEDICAL LEAVE ACT

Employee Eligibility



- ✓ Worked at least 12 months
- ✓ Have at least 1,250 hours of service during the 12 months before leave begins
- ✓ Employed at a work site with 50 employees within 75 miles

FAMILY MEDICAL LEAVE ACT

Qualifying Reasons:



- ✓ Childbirth or placement with employee for adoption/foster care.
- ✓ Employee's serious health condition
- ✓ Care of an employee's child, spouse or parent who has "a serious health condition"
- ✓ Qualifying Exigency

FAMILY MEDICAL LEAVE ACT



FMLA Military Leave

This act was established in 2008 to provide FMLA protection specifically to the needs of military families. This leave provides up to 26 weeks of time off from work.

FAMILY MEDICAL LEAVE ACT

- Qualifying Exigency Leave

- ✓ Up to 12 weeks of Leave
- ✓ Arrange Power of Attorney
- ✓ Arrange day care
- ✓ Attend official military ceremonies

- Military Caregiver Leave

- ✓ Up to 26 weeks of Leave
- ✓ Care of a spouse, child, parent or next of kin covered service member with a serious illness or injury incurred in the line of duty while on active duty.



FAMILY MEDICAL LEAVE ACT

- FMLA Example

An Employee's spouse gives birth to a child in June 2015, at which time the employee had worked only 6 months.

Can the employee use FMLA leave (for the birth of a child) in January 2016 once he has met the 12 month/1250 hour requirements?

Yes

FAMILY MEDICAL LEAVE ACT

- FMLA Scenario

Employee Mary Jane just found out that her husband has been called to active duty for a year. He has to leave in two weeks. She has to make arrangements for their finances and day care for their children before her husband is deployed.

What type of leave is the Mary Jane eligible for:

- A. Sick Leave
- B. Qualifying Exigency Leave
- C. FMLA
- D. Military Caregiver Leave

B. Qualifying Exigency Leave

FAMILY MEDICAL LEAVE ACT

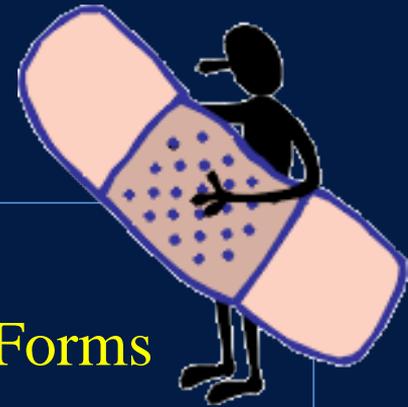
FMLA Scenario

Suzy tells her supervisor that she needs 2 weeks off from work to care for her child that was in a car accident and is hospitalized. She asks to use her accrued sick leave provided for in her employer's policies. You mention the possibility of FMLA for her, but she said she is not interested in applying.

- A. Allow employee to use sick leave
- B. Refer employee to PAC HR
- C. Allow employee to use annual leave
- D. You contact PAC HR

- B. Refer employee to PAC HR
- D. You contact PAC HR

FMLA FORM



Located at www.pacga.org

Resources > Forms > Family and Medical Leave Act Forms

- ✓ FMLA Form
- ✓ Medical Certification

Family and Medical Leave Act Forms

[FMLA Form](#)

[Certification of Health Care Provider for Employee's Serious Health Condition](#)

[Certification of Health Care Provider for Family Member's Serious Health Condition](#)

[Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave](#)

[Certification for Serious Injury of a Current Servicemember](#)

[Certification of Qualifying Exigency for Military Family Leave](#)

[Standard Disability Benefit Claim Form](#)



FMLA REMINDERS

- ✓ ALWAYS provide timely notice to employees about their rights under FMLA
- ✓ ALWAYS require written notice and medical documentation regardless of the leave balances
- ✓ ALWAYS notify human resources if the absence will be at least 5 days
- ✓ ALWAYS be extremely cautious about terminating employees on FMLA and make sure the termination is lawful

QUESTIONS





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2017 OPEN ENROLLMENT FLEXIBLE BENEFITS

Tawanda Anderson

PRE-ANNUAL ENROLLMENT

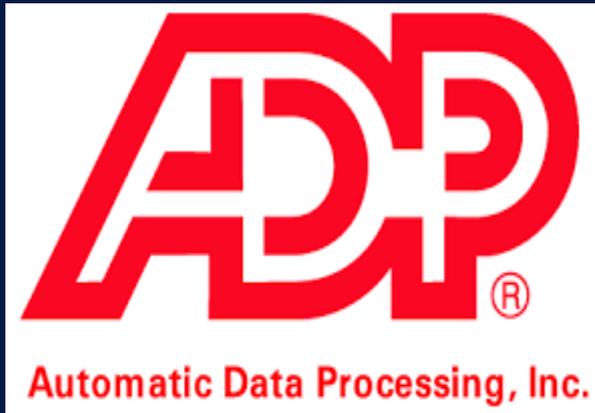


ANNUAL ENROLLMENT

What To Do Before Annual Enrollment:

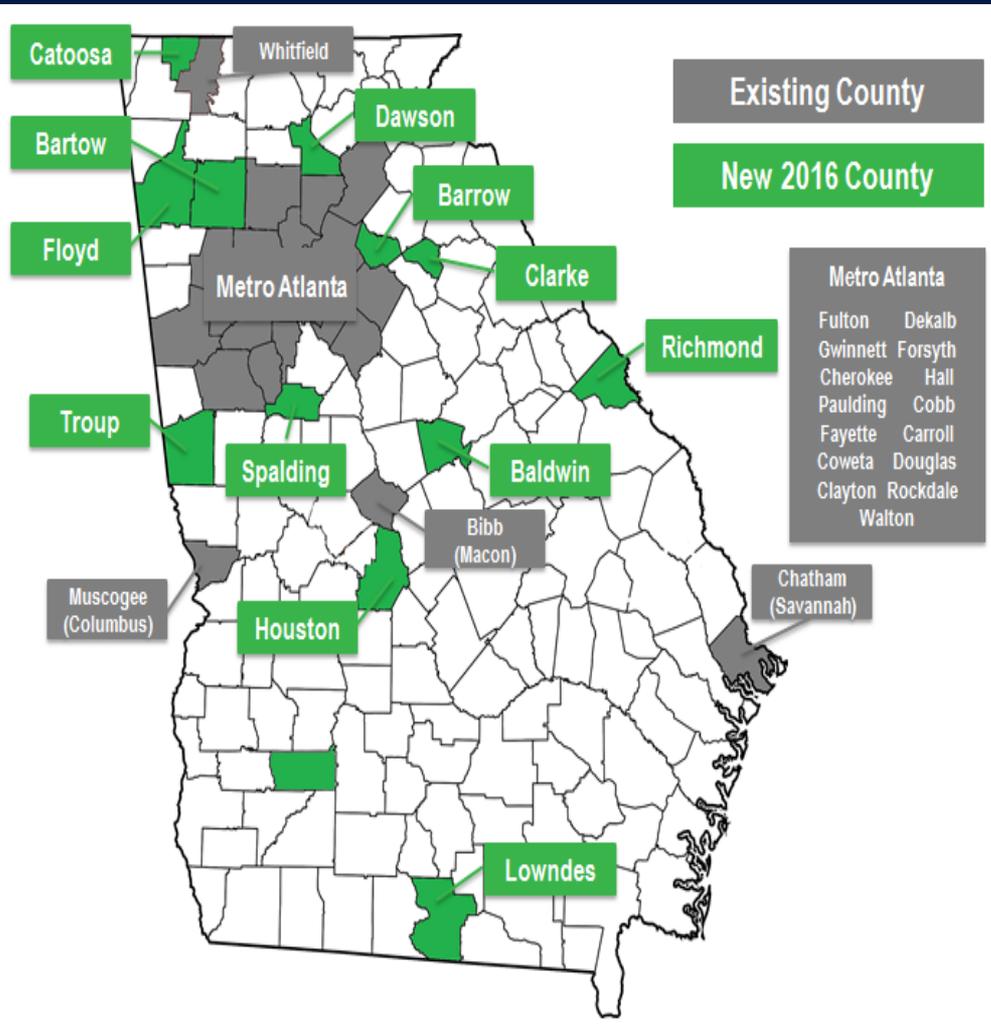
- ✓ Verify and/or reset passwords
- ✓ Add or update email address
- ✓ Verify mailing address

GABREEZE PLAN ENCHANCEMENT



- ✓ New look for Spending Account Website
- ✓ Internet Explorer 8 or lower will not support this website
- ✓ Added an additional layer of security for first time web users
- ✓ Stat of Georgia's security code is STATEOFGE-10029

GABREEZE PLAN MODIFICATION



- ✓ Added 13 additional counties across the state
- ✓ 4% rate increase with no changes to the plan

GA BREEZE PLAN ENHANCEMENT



- ✓ **True “OneUp” Special Enrollment**
- ✓ *Allows employees to either enroll or increase their life insurance plan by one level of coverage without a Statement of Health (SOH).*
- ✓ “OneUp” will only be available for the 2017 plan year.

GA BREEZE REMINDERS



New Hires During Annual Enrollment

- Employees hired by November 1, 2016
 - ✓ PY 2016: Current Plan Year for benefits effective December 1st
 - ✓ PY 2017: New Plan Year for benefits effective January 1st
- 2016 elected coverage will rollover for the plan year 2017, excluding Spending Accounts

GA BREEZE REMINDERS

- **Employees returning from Leave of Absence Without Pay (LOA)**
 - ✓ Will be given an enrollment opportunity upon return to Active status
 - ✓ Failed to pay premiums while on LOA, may be subject to applicable penalties for the coverage they select
 - ✓ Paid premiums while on LOA, benefits will rollover into the new plan year with the exception of Spending Accounts



GA BREEZE REMINDERS

- ✓ Confirmation Number will be provided upon successful completion of the online Enrollment

- ✓ Go online numerous times during the Annual Enrollment period
 - ✓ Will retain the same Confirmation Number
 - ✓ Date/Time Stamp will reflect the most recent completion

- ✓ Print the Confirmation page for records

GA BREEZE REMINDERS

- **Annual Enrollment materials are available on the GaBreeze website and the PAC website**
 - ✓ You Decide! Booklet
 - ✓ Benefits At-a-Glance Brochure
 - ✓ What's new for 2017?

GA BREEZE REMINDERS

GaBreeze Website

www.gabreeze.ga.gov

Opens at 12:00 a.m. EST (October 17th)
Closes at 11:59 p.m. EST (November 4th)

Link on Team Georgia Flexible Benefits tab

Benefits Call Center

1-877-342-7339

Monday – Friday, 8:00 am – 5:00 pm ET
excluding holidays

QUESTIONS





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STATE HEALTH BENEFIT PLAN

Tawanda Anderson

SHBP VENDORS & PLAN OPTIONS



- **Health Reimbursement Arrangement (HRA)**
 - No Copays
 - SHBP funded HRA account
 - Gold, Silver, or Bronze Plans
- **Statewide Health Maintenance Organization (HMO)**
 - Co Pays



- **High Deductible Health Plan (HDHP)**
 - No Copays
 - Deductible has to be met before claims are paid
 - Health Savings Account (HSA)
- **Statewide Health Maintenance Organization (HMO)**
 - Co Pays



- **Regional Health Maintenance Organization (HMO)**
 - Must live or work in one of the 27 counties service area
 - Co Pays/No Deductibles
 - Administers the benefits for pharmacy and wellness

ADDITIONAL OPTIONS

- **TRICARE Supplement**

- ✓ Eligible Military Retirees
- ✓ www.dch.Georgia.gov/shbp



- **PeachCare for Kids**

- ✓ www.peachcare.org or call 877-427-3224



PLAN OPTIONS



Express Scripts

- Prescription drug pharmacy benefits for Blue Cross Blue Shield of Georgia and United Healthcare Participants

Healthways

- Well-being resources and incentive programs for Blue Cross Blue Shield of Georgia and United Healthcare Participants

CONTINUOUS BENEFITS

- ✓ **Telemedicine/Virtual Visits**
- ✓ **Well-Being Incentive Credit Rollover Between Plan Options and Vendors**
- ✓ **Children's Hearing Aids Benefit Increase**



HEALTH AND WELLNESS REQUIREMENTS

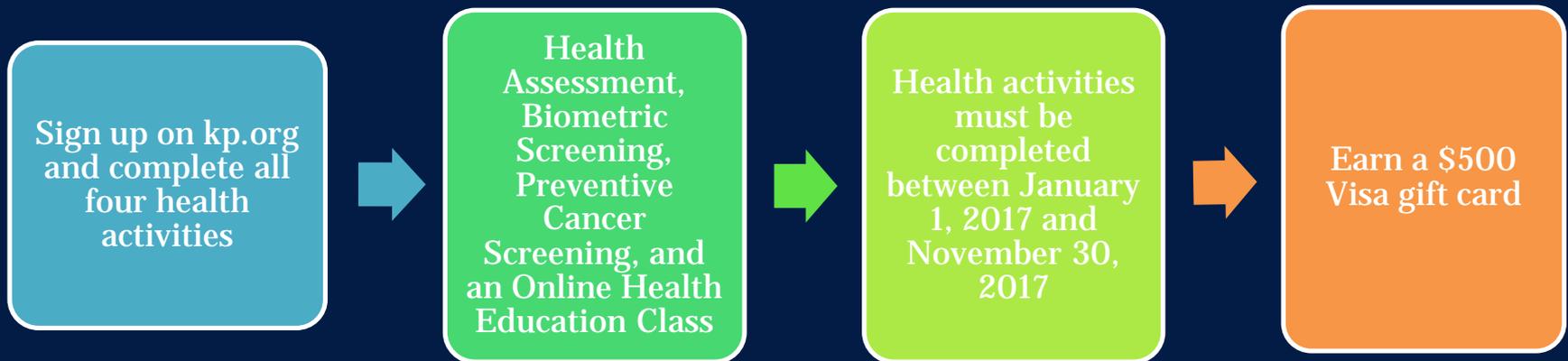
Earn first 240 Wellness Incentive Credits

- Complete a online Healthways Assessment Questionnaire
- Complete a biometric screening at a SHBP sponsored screening event or with your Physician

Earn up to 240 more Wellness Incentive Credits

- Actively engage in telephonic coaching and earn 240 more in wellness credits **OR**
- Engage in online wellness activities and earn 240 more wellness credits

KAISER PERMANENTE WELLNESS REQUIREMENTS



SELECTING BENEFITS ONLINE

✓ Online Election

- www.mySHBPga.adp.com
- May go online as many times as needed
- Print and keep a copy of the confirmation page



✓ Website Open & Close Dates

- Website opens at 12:00 a.m. on October 17, 2016
- Website closes at 11:59 p.m. on November 4, 2016

ANNUAL ENROLLMENT REMINDERS

- ✓ **If No Action is Taken, employees coverage will default to current plan option**
- ✓ **Employees should read and make sure they understand the plan materials**
- ✓ **Confirm and answer the Tobacco Surcharge question appropriately**
- ✓ **Check payroll deduction**
- ✓ **Update any changes in their address, notify Office Manager or HR Department**

QUESTIONS



SALARY PLACEMENTS



SALARY PLACEMENTS

✓ Required for all state-paid ADA & INVESTIGATOR positions

✓ APPLICATION

www.pacga.org , Resources, Forms,
Most Popular Forms



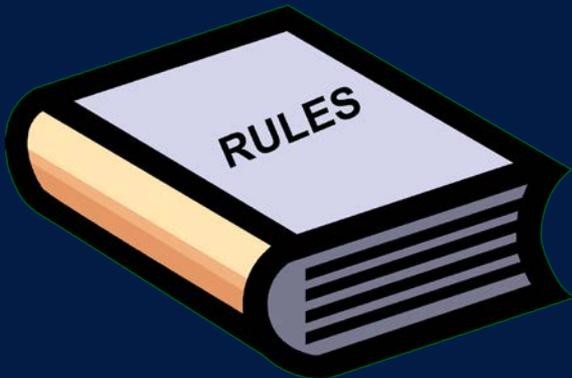
SALARY PLACEMENTS



- ✓ Requests for salary placements must be submitted to PAC Human Resources

ADA SALARY PLACEMENTS REQUIREMENTS

- ✓ Month & Year for all bar admissions (state)
- ✓ Law-related work experience after being admitted to a state bar
- ✓ Work experience in MM/YYYY format
- ✓ MUST be completed before the employee can be placed on payroll



ADA SALARY PLACEMENTS

- ✓ **PROSECUTION EXP.**
 - DA, SG, AG, or any prosecution
- ✓ **PRIVATE EXP.**
 - Any law-related exp.; private firm, pro-bono, legal instructor, etc.



WORK EXPERIENCE PRIOR TO PASSING THE BAR

- ✓ Law School Graduate
- ✓ Prosecutorial clinic
- ✓ Third Year Practice



ADA

CLASS 1	CLASS 2	CLASS 3	CLASS 4
PROSECUTION EXP.			
0 – 1yr, 11 mos.	2yr – 2yr, 11 mos.	3yr – 4yr, 11 mos.	5yr +
PRIVATE PRACTICE EXP.			
0 – 2yr, 11mos	3yr – 3yr, 11mos	4yr – 5yr, 11mos.	6yr +

*****Combination experience is treated as private**

EXAMPLE

Ex. Sarah was admitted to the bar on May 1, 2011 and has been working in a county position in the District Attorney office in Blue Ridge since being admitted. She will now be transferring into a state paid position effective November 1st of this year (2016). Where does she fall on the pay scale? (*she has 5 yrs. of prosecution exp.)

- A. Class 2, Step 1
- B. Class 3, Step 1
- C. Class 4, Step 1
- D. Class 1, Step 1

C. Class 4, Step 1

EXAMPLE

Ex. Mark was admitted to the bar on May 1, 2009 and has worked in two different positions. He worked in a DA's office for 3 years and a private firm for the last year which equates to 4 years total of lawyer experience. He is being offered a state position in the Macon Judicial Circuit this month (10/2016). Where does he fall on the pay scale?

- A. Class 2, Step 1
- B. Class 3, Step 1
- C. Class 4, Step 1
- D. Class 1, Step 1

B. Class 3, Step 1

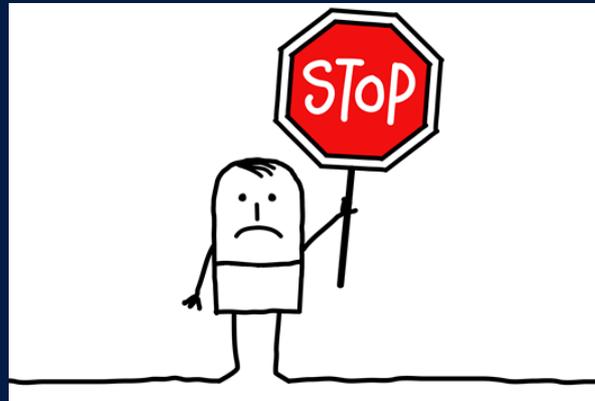
ADA

“PIECE OF CAKE”



FY 2009 SALARY FREEZE

- ✓ FY09, ADA step increases frozen
- ✓ New Hires are subject to the freeze
- ✓ Steps are counted up to 2011



EXAMPLE

Ex. Susie was admitted to the bar on May 1, 2003 and has worked in a county ADA position since that time. She is being offered a state position in the Towaliga Judicial Circuit this month (10/2016). Where does she fall on the pay scale (13 total years of prosecution)?

- A. Class 4, Step 9
- B. Class 3, Step 2
- C. Class 4, Step 1
- D. Class 4, Step 4

D. Class 4, Step 4

EXAMPLE

Ex. Johnny was admitted to the bar on February 1, 1999 and worked in a county ADA position from 01/01/1999 – 01/01/2010. He has been at a private firm since 01/01/2010 and is now being offered a state position in the Western Judicial Circuit this month (10/2016). Where does he fall on the pay scale (11 total years of prosecution & 6 yrs. of private)?

- A. Class 4, Step 9
- B. Class 3, Step 2
- C. Class 4, Step 1
- D. Class 4, Step 4

A. Class 4, Step 9

QUESTIONS



INVESTIGATORS

- ✓ Must be certified as a Peace Officer in accordance with the provisions of O.C.G.A § 35-8-8 and the Rules of the Ga. P.O.S.T. Council OR
 - a. If not yet certified, must complete the requirements for certification within 18 months of such appointment.

INV SALARY PLACEMENTS

- ✓ **PROSECUTION EXP.**

- DA

- ✓ **PRIVATE EXP.**

- Law-enforcement & any other POST certified exp.



INVESTIGATORS

- ✓ 1 yr. DA office = 1 step
- ✓ 3 yrs. Law Enforcement = 1 step



EXAMPLE

Ex. Peedie earned his POST certification in July of 2001. He then worked in the Atlantic DA office for 5 years before transferring to the Bibb County sheriff's office in July 2006. He is now wanting to transfer into a state paid position. Where does he fall on the pay scale? (10 years of law enforcement and 5 years in a DA office)

- A. Class 4, Step 3
- B. Class 3, Step 3
- C. Class 6, Step 1
- D. Class 1, Step 3

B. Class 3, Step 3

EXAMPLE

Ex. Lorraine earned her POST certification in January of 1990. She then worked in the DeKalb County sheriff office for 9 years before transferring to a county position in the Atlanta DA office. She is now wanting to transfer into a state paid position. Where does she fall on the pay scale? (she has 9 years of law enforcement and 17 years in a DA office)

- A. Class 2, Step 2
- B. Class 5, Step 1
- C. Class 6, Step 2
- D. Class 1, Step 3

C. Class 6, Step 2

QUESTIONS



HOT TOPICS

FLSA UPDATES

TRANSGENDER RIGHTS

FAIR LABOR STANDARDS ACT

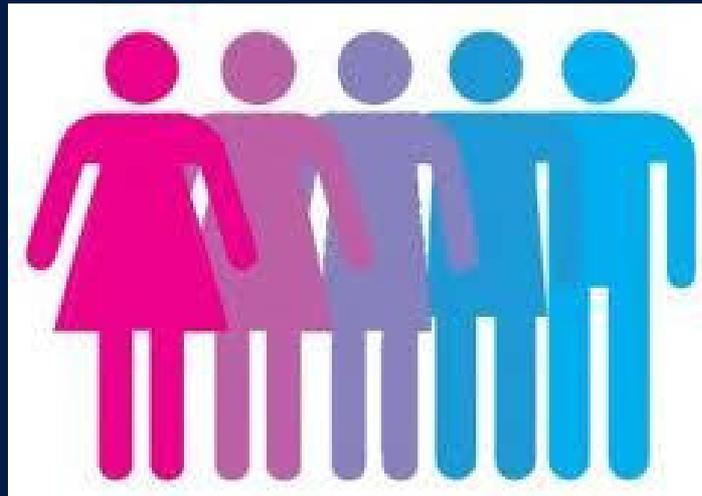
- **DOL changes effective 12/01/2016:**
 - ✓ **Salary threshold for classifying employees (exempt v/s non-exempt)**
 - Currently \$455 week/\$23,660 annual → \$913/\$47,476.00
 - Highly compensated \$100,000 annual → \$134,004 annual
 - ✓ **Job Duties test**
 - There are no restrictions on percentage of time exempt employees can perform non-exempt duties
 - ✓ **Automatic, annual salary level updates**
 - Based on 40th percentile of all full-time salaried employees nationwide

FAIR LABOR STANDARDS ACT



TRANSGENDER RIGHTS

“A person whose self-identity does not conform to conventional norms of male or female gender”



TRANSGENDER RIGHTS

19 states have adopted laws prohibiting discrimination in employment and public accommodations based on gender identity and sexual orientation



TITLE VII

**AGE, DISABILITY, GENETIC INFO, PREGNANCY,
SEX, RACE, COLOR, NATIONAL ORIGIN, RELIGION,
RETALIATION**



- ✓ EEOC has stated that sex discrimination provisions in Title VII protect lesbian, gay, bisexual, and transgender (LGBT) applicants and employees against employment bias

TRANSGENDER RIGHTS

- ✓ Title VII has not been amended to include transgender
- ✓ SEX & GENDER are protected categories



TRANSGENDER RIGHTS

- ✓ RESTROOMS
- ✓ DRESS CODES
- ✓ UPDATING RECORDS
- ✓ ACCOMODATIONS

TERMINATIONS

✓ AT WILL STATEMENT

- “Services no longer needed”
- Employee can potentially receive unemployment

✓ TERMINATION FOR CAUSE

- Dismissals (ex. Tardiness, poor job performance, etc.)
- We will assist you with fighting the unemployment claim

QUESTIONS





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FISCAL HOT TOPICS

Brittany Foxworth
Fiscal Operations Manager



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FISCAL HOT TOPICS

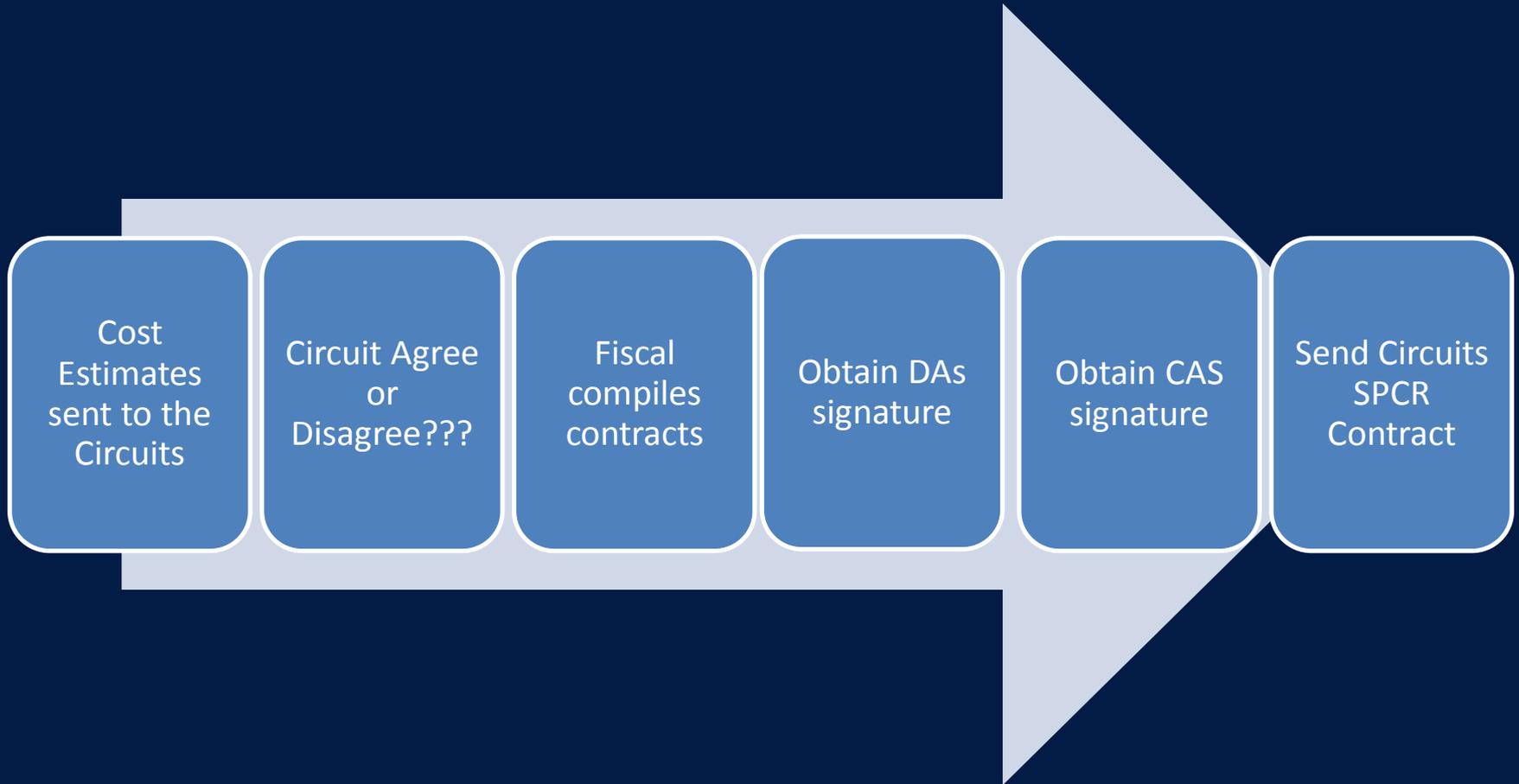
Brittany Foxworth
Fiscal Operations Manager

Fiscal Hot Topics

- SPCR
- Concur/Travel
- What's coming soon?
- Motor Vehicles
- Payroll Reminders
- PAC Document Direct Portal



SPCR Contract Process



What to check on the Cost Estimate?

- All employees are listed
- Salaries are correct
- Fringe Benefit Rates are applied properly
 - Part time employees (Only FICA)
 - Supplements (FICA and Health)
- Risk Premiums are applied properly
 - New in FY 2017 - Merit Assessment is .219% of salaries.

SPCR Invoices

- ❑ Please pay invoices in a timely fashion.
- ❑ Invoices go out by the 5th of every month.



Concur/Travel

☐ Mileage Calculator

- **Do not type in mileage.**
- **Use actual addresses and not city points.**
- **Enter the employees ACTUAL route.**
- **Deduct round trip commute on a normal business day.**



Concur/Travel

- Make sure the trip end date is accurate.**
- List the attendees you shared a room with.**
 - Divide the cost equally.
- Only ask for the allowable amount reimbursed for the hotel stay.**
 - Summer Conference - \$140
- Attach Receipts for items \$25 or more.**

Scenario

If 5 employees rent a house for their stay during Summer Conference and they stay for a total of 7 nights. How much will each attendee get reimbursed for their lodging if their total bill is \$4,500? (Note: They are all less than 300 miles away from Jekyll Island.)

Answer:

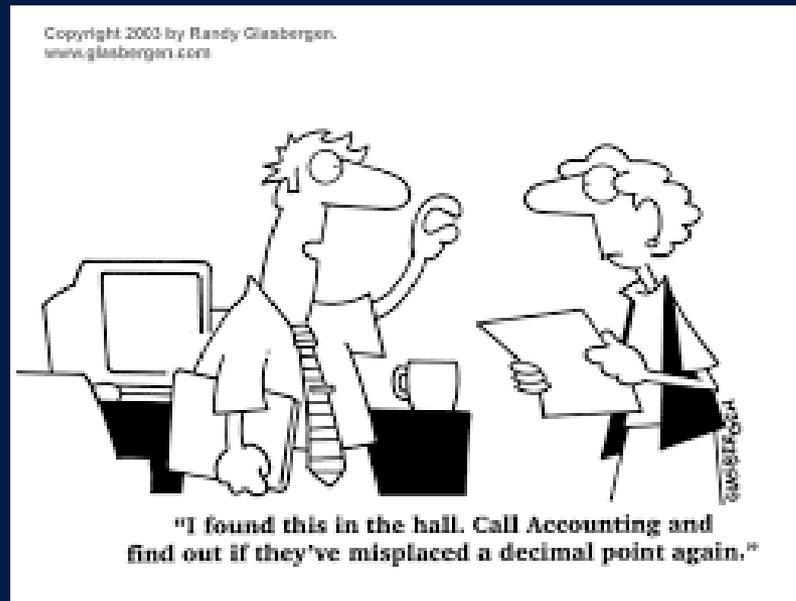
$$\$4500/5 = \$900 \text{ per person}$$

$$\$900/7 = \$128.57 \text{ per night}$$

$$\$128.57 \times 3 = \underline{\underline{\$385.71}}$$

Travel Statements

- Travel statements go out on the 10th of every month.





What's changing in Fiscal??

Internal Purchase Orders

- ❑ What is an Internal Purchase Order?
 - PAC purchase goods on behalf of the circuit in order to receive a discount.
- ❑ What is the problem?
 - We have liabilities that are not recorded on our books.
- ❑ How we may approach the issue?
 - Agreements with the Circuits
 - PAC will pay for the purchase upfront.
 - Fiscal will send out monthly bills.

Motor Vehicle Form (MV1)

- ❑ The MV1 form is due to Andrew Theus by January 31st.



Payroll Reminders

- ❑ Non Cash Fringe Benefit form (VH2) are due by the 20th.
 - If not submitted on time then Payroll will make the calculation for you.
- ❑ Timesheets are due by the 1st and 16th.
- ❑ Update addresses in Employee Self Service for upcoming W2s.



PAC Document Direct Portal

□ What's in the Portal?

- SPCR Invoices
- SPCR Contracts
- Travel Statements
- Food Stamp Fraud Statements
- HR documents

□ <http://lf.pacga.org/WebLink8/Browse.aspx?dbid=0&startID=27>

