



PAC Prosecuting
Attorneys'
Council of Georgia

OFFICE MANAGER'S CONFERENCE OCTOBER 14, 2015

Human Resources Department
Prosecuting Attorneys' Council of Georgia

MEET OUR FISCAL TEAM

Mark Williams, Chief Financial Officer
Chantalia Cooper, Human Resources Director
Tawanda Anderson, Sr. HR Generalist
Darien Watson, HR Generalist
Melesse Siratu, Accounting Director
Gera Walker, Accountant
Cheryl Cason, Payroll Administrator
Brittany Foxworth, Financial Operations Manager
Latoria Smith, Accounts Payable Specialist
Andrew Theus, Procurement Manager
Jaime Blei, Sr. Financial Analyst





PAC Prosecuting
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Council of Georgia

FAMILY MEDICAL LEAVE ACT

FAMILY MEDICAL LEAVE ACT

What is the Family Medical Leave Act?

- ✓ Provides up to 12 weeks of “job-protected leave”

Who is eligible?

- ✓ 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

- ✓ The birth of a child and to care for the newborn child within one year of birth.
- ✓ The adoption or foster care of a child, or care of the child after placement
- ✓ Employee's serious health condition
- ✓ Care of an employee's child, spouse or parent who has "a serious health condition"

FAMILY MEDICAL LEAVE ACT

- FMLA Military Leave
 - ✓ Any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.
 - ✓ To care for an injured service member who is the employee's family member or nearest blood relative. (May be allowed 26 weeks)

FMLA QUIZ

Employees must have at least ___ months of service and must have worked a minimum of ___ hours at a work location where ___ or more employees work or within 75 miles of it to be considered eligible for FMLA leave.

Answer:

- A. 6 months; 1,040 hours; 75 people
- B. 6 months; 1,240 hours; 50 people
- C. 12 months; 1,040 hours; 75 people
- D. 12 months; 1,250 hours; 50 people

ANSWER = D. 12 months, 1,250 hours, 50 people

FMLA QUIZ

FMLA allows employees to take time off to care for the following family members with a serious health condition:

Answers:

- A. Child, Spouse, Parent, Grand Parents
- B. Child, Spouse, Parent
- C. Child, Spouse, Parent, Parent In-Law
- D. Child, Spouse, Parent, Grand Parent, Parent In-Law

ANSWER = B. Child, Spouse, Parent

FMLA QUIZ

Henry plans to take 12 weeks of FMLA leave beginning in August for the birth of his second child. Earlier in the leave year, however, Henry took two weeks of annual leave to care for his mother following her hospitalization for a serious health condition. Henry's employer failed to notify him at the time of his mother's hospitalization that the time he spent caring for his mother would be counted as FMLA leave.

You should:

- A. Tell him that the 2 weeks of caring for his mother will be counted as FMLA and that he is only eligible for 10 weeks of FMLA.
- B. The two weeks his employer failed to appropriately designate as FMLA may not count against his FMLA, therefore he is entitled to the 12 weeks of FMLA.
- C. Tell him he is only allowed 6 – 8 weeks of FMLA for the birth of his child.
- D. Refuse his FMLA request and place him on Authorize Leave with Pay.

ANSWER = B. He is entitled to the full 12 weeks of FMLA

FMLA QUIZ

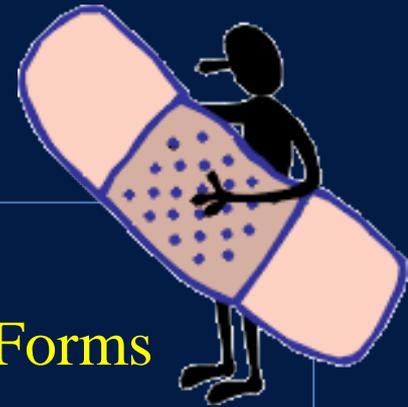
June injured her knee and has called out sick at least 4 times in the last month. This week she has already been out for 3 days and is considering having knee surgery. You mention that she might want to apply for FMLA and she tells you she's not interested.

You should:

- A. Tell her that she must apply for FMLA and refer her to the PAC website to complete the online FMLA application
- B. Say “ok” and have her submit a sick leave request in absence management
- C. Refer her to PAC HR
- D. Tell her she will be fired if she keeps calling out sick

ANSWER = C. Refer her to 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

AMERICAN WITH DISABILITIES ACT

- ✓ The American Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation.
- ✓ The U.S Equal Employment Opportunity Commission (EEOC) is responsible for enforcing this federal law that makes it illegal to discriminate against a job applicant or employee because of a disability.

AMERICAN WITH DISABILITIES ACT

After an employee exhausts their FMLA 12 week entitlement, employers are still required to determine whether an employee's situation is covered by the American with Disabilities Act and evaluate if there is a need to provide a "reasonable accommodation".

QUESTIONS





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LEAVE TYPES & LEAVE PROCESSING

LEAVE TYPES

Annual Leave

- ✓ Less than 5 years continuous state service (10 hrs. per month)
- ✓ 5 - 9 years continuous state service (12 hrs. per month)
- ✓ 10+ years of continuous state service (14 hrs. per month)

Sick Leave

- ✓ Accrual rate 10 hours per month

Forfeited Leave

- ✓ Annual leave over 360 hours
- ✓ Sick leave over 720

Personal Leave

Court Leave

FLSA Compensatory & Georgia Compensatory Time

Education Leave

Military Leave



FLSA & GEORGIA COMP

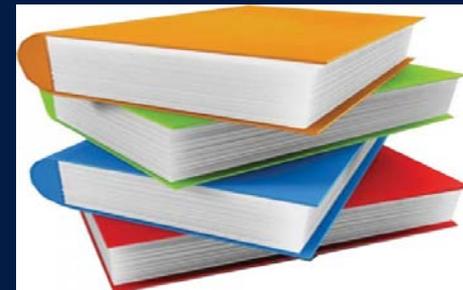
- ✓ What is FLSA Comp?
- ✓ What is Georgia Comp?
- ✓ Reporting instructions





EDUCATION LEAVE

- ✓ Offers up to eight (8) hours of paid time off each calendar year for the purposes of supporting education in Georgia
- ✓ Employees must be non-temporary and full-time
- ✓ Activities must be “directly related to student achievement and academic support and may range from early care to learning through higher education
- ✓ Employee may be, but is not required to be, the parent of a student
- ✓ Employee cannot receive pay for services they perform
- ✓ Available October 2015 in Absence Management





MILITARY LEAVE

- ✓ If an employee is ordered to military duty or to attend service schools, they are allowed up to 18 paid days (144 hours) of military leave each federal fiscal year (October 1 – September 30) if the duty is for 30 days or less
- ✓ Military duty over 30 days will be leave without pay for the entire period of the absence
- ✓ Continuous employment; employee will return to former or similar position of equal pay as long as they can still perform the essential functions of the job
- ✓ While on military leave without pay, the employee can request to receive an annual payout of military leave





LEAVE ADJUSTMENTS



- ✓ If an employee earns Comp Time, it must be submitted on the electronic Leave Adjustment Form.
- ✓ Leave adjustments are due no later than the 25th of each month.
- ✓ Comp time will be reflected in the employees' leave balance on the next pay date



QUESTIONS





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WORKERS' COMP

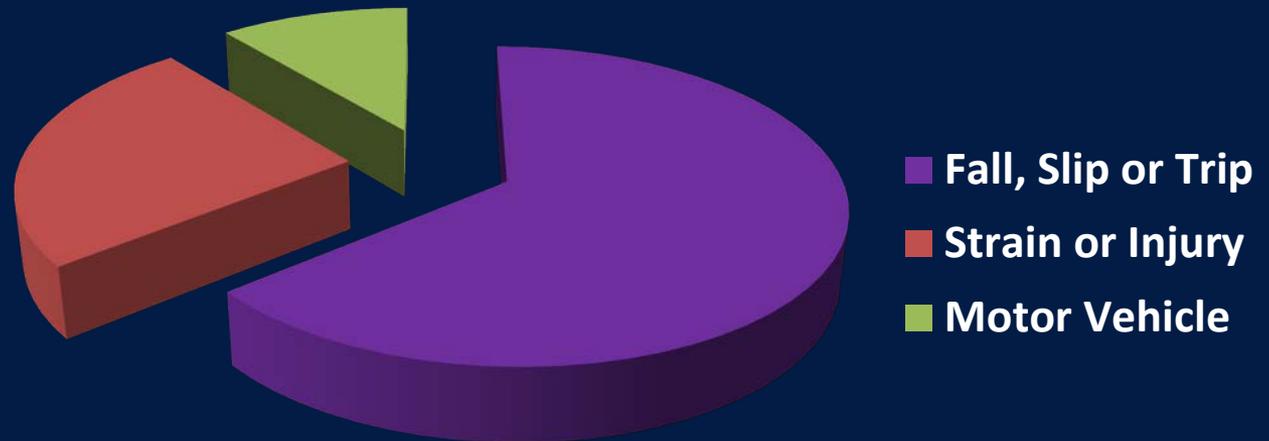
WORKERS COMP

- What is Workers' Compensation?
 - ✓ A benefit program created by state law that provides medical, rehabilitation, income, death and other benefits to employees and dependents due to injury, illness and death resulting from a compensable work related claim covered by the law. Coverage begins the **first day** of employment.
- What is considered an on-the-job injury or illness?
 - ✓ Any injury, illness or death arising during the course of employment.
 - ✓ Exceptions:
 - Lunch
 - Travel to and from work
 - Deviation

*****Keep HR informed of any and all requests for employee information received by DOAS Workers' Compensation or Amerisys*****

WORKERS COMP

Workers Comp Claims for FY15



75% of PAC claims are related to:

Strain or Injury by Repetitive Motion
Fall, Slip or Trip Injury on Same Level

25% of PAC claims are related to:

Motor Vehicle Collision or sideswipe with another vehicle

WORKERS COMP

**HOW DOES A WORKERS COMP CLAIM AFFECT
YOU AND YOUR OFFICE?**



WORKERS COMP



- ✓ **#1 injury** for the State of Georgia
- ✓ **CAUSES** = housekeeping, footwear, office maintenance and inattention
- ✓ YOU CAN PREVENT needless and painful injuries!

WORKERS COMP

WHAT CAN YOU DO AROUND YOUR OFFICE TO PROMOTE SAFETY AND PREVENT FALLS & SLIPS?

✓ *KEEP ALL WALKWAYS CLEAR*

- *Keep cords, cables and wires out of the walkway*
- *Make sure personal belongings are properly stored*

✓ *KEEP WORK AREAS & WALKWAYS WELL LIT*

✓ *MAKE SURE CABINETS AND DRAWERS ARE CLOSED*

✓ *DISPOSE OF BROKEN FURNITURE OR HAVE THE ITEMS REPAIRED*



WORKERS COMP

POST SAFETY SIGNS AROUND THE OFFICE



✓ *IF YOU DROP IT, PICK IT UP*

✓ *IF YOU SPILL IT, WIPE IT UP*

✓ *YOUR MOTHER DOES NOT WORK HERE 😊*

WORKERS COMP

DRIVER SAFETY



- ✓ **1147 Deaths in 2012 in Georgia;**
 - **25% were related to Alcohol use.**

- ✓ **Texas was #1 with over 3,000 Deaths; followed by: California, Florida, New York, Pennsylvania, and North Carolina. Georgia was #7.**

WORKERS COMP

- What do I do if an injury occurs?
 - ✓ If the employee needs emergency care, Call 911
 - ✓ Immediately notify supervisor/employer
 - ✓ Within 24 hours, a claim (First Report of Injury) should be called in to
1-877-656-7475 (RISK)
 - ✓ Send the following information to Human Resources via email
 - Incident Only (no immediate medical attention needed beyond 1st aid)
 - Supervisors Report of Work Related Injury
 - Witness statements
 - Job Description
 - ✓ Call 800-900-1582 for an Amerisys Nurse Case Manager

*****Keep HR informed of any and all requests for employee information received by DOAS Workers' Compensation or Amerisys*****

WORKERS COMP

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*****Keep HR informed of any and all requests for employee information received by DOAS Workers' Compensation or Amerisys*****

WORKERS COMP

Please have the employee complete a Leave Election Form and send it to our office immediately.

- ✓ **After a 7 day waiting period, employees have the option of receiving Worker's comp benefits, but WC will not pay until the employee has been out for 21 consecutive days**
- ✓ **Employees can opt to use sick leave, annual leave and comp time for doctor's visits**



QUESTIONS





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WELFARE FRAUD PROSECUTION

Kenneth Hutcherson, Prosecuting Attorneys' Council of
Georgia

Welfare Fraud Prosecution

The new system

1. DHS investigators develop a case of suspected welfare fraud and forward the file to PAC electronically. The files will contain all of the necessary supporting documents at the time of transmission.
2. PAC makes predicate determination of “fitness for prosecution” and notifies DHS of the decision within 10 days of receipt of the file. If PAC does not recommend prosecution, the case will be routed to OSAH for administrative handling.
3. Once a case is determined to be prosecutable, the file is then electronically forwarded to the appropriate jurisdiction via laserfiche.
4. The local prosecuting authority will handle the file in the usual course of business; all decisions on charges, disposition, negotiations, scheduling etc., will be handled locally.
5. For certain designated actions on a file, the local prosecuting authority will bill DHS through PAC for their services.

How to Use Tracker for Welfare Fraud Cases



Designating the file as Welfare Fraud

The screenshot shows the TRACKER web application interface for creating a new case. The browser address bar shows the URL <https://tracker.pacga.org/docket/new/2137664>. The page title is "TRACKER PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA".

The main form area is titled "Open a new case" and contains the following fields:

- Defendant (none)**, **DA#**, **Status Intake**, **Status Note**, **Court#**, **Case Type Unknown**
- Select a County...** dropdown menu with "County Test" selected.
- Case Status** section:
 - Status*** dropdown menu with "Pending Charges" selected.
 - Paper file loc*** dropdown menu with "Jay Harrell" selected.
 - Opened*** date field with "06/09/2015" entered.
 - Status Note** text field with "SNAP" entered.
 - Closed/Inactive** date field.
- Legal Numbers** section:
 - OCA#** text field with "2014-A-209045" entered.
 - Case Type*** dropdown menu with "WF: Welfare Fraud" selected.
 - Off. Date 1** date field.
 - Off. Date 2** date field.
- Case Attributes** section:
 - Program** dropdown menu.
 - Court #** dropdown menu with "Superior" selected.
 - Off. Time** text field.
 - File #** text field.
 - Judge** dropdown menu with "Select a Judge..." selected.
 - Forfeiture** section with **Est\$:** and **Actual\$:** text fields.
 - Priority** text field with "50" entered.
 - Jail Case?** checkbox (unchecked).
 - Searchable?** checkbox (checked).
 - Demand?** checkbox (unchecked).
 - Opt In?** checkbox (unchecked).
- Statistics Flags** section with checkboxes for **Drugs?**, **Gangs?**, **Violence?**, **Weapons?**, **Domestic?**, **Alcohol?**, **Theft?**, and **Sex?**.

At the bottom of the form, there are "Create New Case" and "Cancel" buttons. The footer of the page contains the text "docket:new".

Adding Relevant Parties

The screenshot shows the TRACKER web application interface. The browser address bar displays the URL: https://tracker.pacga.org/party/search/2169205#person_info_3673618. The page header includes the TRACKER logo and the text "PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA". Navigation tabs for "Tasks", "People", "Debug", and "Admin" are visible.

The main content area displays case information:

Defendant	DA#	Status	Status Note	Court#	Case Type
(none)	15ST00002	PndChg	SNAP		Welfare Fraud

Below the case information is the "Add Party" form. The "Case Role" dropdown is set to "Defendant". The "Last Name or Company" field contains "White" and the "First" field contains "Juliette". A "Search" button is highlighted. Other fields include "Middle", "LE Agency Abbr", "Badge", "AKA", "FBI#", "SID", "SSN", "DL#", "YOB", and "Local?". There is also a checkbox for "Search only in Test/Demo circuit?" and a "Save as New person" button.

The "Search Results: Add As Defendant" section shows a table with one result:

Info	Name	R/S	DOB	SSN	SID	Address
Add to Case	Juliette White (Individual)			256-57-5174		1210 Hammock Drive, Blackshear, GA 31516

On the left side of the search results, there are two "Add to Case" buttons and a "Back to Case" link. A modal window is open, showing details for the search result:

Close X

SSN: 256-57-5174

Race:

Gender:

History:

Cases

Role	DA #	Type	Status	Note
Defendant	15ATL00032	Welfare Fraud	Intake	DHS Referral - SNAP

Adding the Charges to Tracker

The screenshot shows a web browser window with two tabs for 'Juliette White'. The address bar shows the URL <https://tracker.pacga.org/charges/new/2169205>. The page header includes the 'TRACKER' logo and 'PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA'. Navigation tabs for 'Tasks', 'People', 'Debug', and 'Admin' are visible.

Defendant	DA#	Status	Status Note	Court#	Case Type
Juliette White	15TST00002	PndChg	SNAP		Welfare Fraud

Add New Charge

Category*

Count*

Defendant*

Warrant Num GCIC OTN GCIC CTN

Offense Dates 1: 2:

Note

Charge

- Public Assistance Fraud (O.C.G.A. § 49-4-15) *Felony*
- Public Assistance Fraud (O.C.G.A. § 49-4-15) *Misdemeanor*
- Cancel

Current Charges

(No Charges for this case)

[Back to Case](#) | [Edit Charges](#)

charges:new

Adding Events to Tracker

The screenshot displays the Tracker web application interface for the Prosecuting Attorneys' Council of Georgia. The browser address bar shows the URL <https://tracker.pacga.org/events/new/2169205>. The page header includes the Tracker logo and navigation tabs for Tasks, People, Debug, and Admin. The main content area shows case details for Defendant Juliette White, DA# 15ST00002, Status PndChg, Status Note SNAP, Court#, and Case Type Welfare Fraud. A navigation bar below the case details includes tabs for Detailed, Calendar, Casefile, Action, Welfare, Civil, Appeal, Quick Add, and Instant Add. The 'Welfare' tab is selected and highlighted with a red box. Below this, the 'Add A Welfare Fraud Billable Event' form is visible. The 'Event*' dropdown menu is open, showing a list of event types: Select an Event..., Select an Event..., Arraignment, Calendar Call, DA File Created, Grand Jury, Motion Calendar, Motion Hearing, Motion/Status Hearing, Review, Trial- Bench, Trial- Jury, Welfare Fraud- Consent Mtg, Welfare Fraud- Draft Chgs, Welfare Fraud- Notice Letters, and Welfare Fraud- Subpoenas. The 'Welfare' tab and the event selection dropdown are both highlighted with red boxes. At the bottom of the form, there are 'Save Event' and 'Cancel' buttons. Below the form, there is an 'Events' table with columns for Date, Event, for, and Role, and a note that says '(No Events for this case)'. The footer of the page features the PAC logo and the text 'Prosecuting Attorneys' Council of Georgia'.

Actions to be documented in tracker

1. Open file
2. Review file
3. Investigate / Determine charges
4. Prepare accusation
5. Prepare / file discovery
6. Court – arraignment
7. Court – motions hearing
8. Court – trial calendar call
9. Court – pre trial conference
10. Court – trial
11. File Administration – Trial Preparation – Witness Interviews
– Close File

Approximate time values for events

- Opening file .25 hours (15 minutes)
- Review file – 2/4 hours
- Investigate charges – varies greatly
- Draft accusation/indictment - .5 hours
- Draft notice letters - .25
- Draft consent agreement - .25
- Present to grand jury - .5
- Arraignment - 1 hour
- Pretrial Conference - .5
- Prepare Discovery - .5
- Motions – 1 hour
- Calendar Call - 1 hour
- Consent agreement meeting - 1 hour
- Trial Prep – 4/6 hours
- Bench Trial – 3/5 hours
- Jury Trial - varies greatly

After the Case is Opened Tracker



Diversion

- Use the notice letters to set up the meeting with the respondent.
- You may use the DHS investigator to help with filling out the agreement.
- The DHS investigator's participation in the meeting should be minimal.
- At the meeting, discuss the consent agreement with the respondent.
- Do not coerce the respondent into signing the agreement.
- If the consent agreement is signed, you can close the case with a court order.
- You must discuss disqualification.
- If the consent agreement is not signed, you may proceed with an accusation.

Do Not Coerce into Signing

Want today's wifi password?

1. Make your beds

2. Vacuum downstairs

3. Walk the dog



Do Not Use Threats



Signed Agreement Steps

- Have a Judge sign the Court Order
- Have the clerk assign a case number
- Mark the agreement and the order as “consent agreement not a criminal charge”
- File agreement and the order.
- Email copies of the filed documents to:
MetroATL@dhs.ga.gov

Prosecution

- Charges may be brought by accusation.
- You must get an arrest warrant for the individual.
- If you proceed by accusation, you must have an affidavit to secure the warrant.
- Welfare fraud cases follow your circuit's normal case route.
- All case events must be put into tracker.
- Restitution **MUST** be a part of any disposition.
- Consent Agreements may be used even after the accusation.

How Do You Get Paid

- PAC runs a tracker report each month.
- All events for the month are given time values.
- \$52.50 per hour for time spent on the case.

Fraud Fund Expenditures

PAC policies and procedures 4.5

Approved Purchases

- Office Equipment
- Automobiles (any vehicle related expenditure)
- Travel in furtherance of prosecution
- Training (any related expenditure)

YOU MUST KEEP THE RECEIPTS

Fraud Fund Expenditures

PAC policies and procedures 4.5

Inappropriate Expenditures

- Salaries
- Alcoholic Beverages
- Items Specifically Prohibited by DHS Contract
- Donations or Contributions for political or charitable purposes

Welfare Fraud Prosecution

QUESTIONS?

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2016 OPEN ENROLLMENT FLEXIBLE BENEFITS

PRE-ANNUAL ENROLLMENT

What To Do Before Annual Enrollment:

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

GA BREEZE

PLAN ENHANCEMENTS

- ✓ **Flexible Spending Accounts for Healthcare**
 - ✓ **Maximum contribution amount increased by \$50....from \$2460 to \$2510**
- ✓ **Cigna – Additional Dental Offices**
 - ✓ **Augusta, Cartersville, Lawrenceville, Macon, Savannah, and Valdosta**
- ✓ **Hyatt Legal Plan**
 - ✓ **Identity Theft Defense and Debt Collection Defense**

GA BREEZE

PLAN MODIFICATIONS

- ✓ **Delta Dental**

- ✓ **10% Premium Increase for the Select & Select Plus Plans**

- ✓ **UNUM (Long Term Care)**

- ✓ **Rates increased by 9.9%**

- ✓ **Long Term Disability**

- ✓ **Portability timeframe has increased from 30 to 45 days after separation**

GA BREEZE REMINDERS



New Hires During Annual Enrollment

- ✓ Employees hired by November 1, 2015
 - ✓ Will elect coverage as a new employee for current plan year 2015 and the new plan year 2016
 - ✓ 2015 elected coverage will rollover for the plan year 2016, excluding Spending Accounts

GA BREEZE REMINDERS

- **Employees returning from Leave of Absence Without Pay**
 - Will be given an enrollment opportunity upon return to Active status (maybe subject to applicable penalties)
 - Employees that paid premiums while on LOA, benefits will rollover into the new plan year with the exception of Spending Accounts
 - If employee failed to pay premiums while on LOA, they will have no coverage.

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 2016?**

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

GaBreeze Website

www.gabreeze.ga.gov

Opens at 12:00 a.m. EST (October 19th)
Closes at 11:59 p.m. EST (November 6th)

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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RETIREMENT

RETIREMENT

– The Employees' Retirement System (ERS)

- ✓ Established on January 1, 1950 to administer retirement benefits for the State of Georgia Employees.
- ✓ ERS provides service retirements, death and disability benefits, refund of contributions and interest to members who leave state employment.
- ✓ 3 different Benefit Structures
 - Old Plan, New Plan and Georgia State Employees' Pension and Savings Plan (GSEPS).
- ✓ All full-time employees of participating departments and agencies are required to become members as a condition of employment (some restrictions apply).

RETIREMENT

- Old Plan
 - ✓ Current Members continuously employed on a full-time basis since before July 1, 1982
 - ✓ 1.5% of earnable compensation; 1.25% goes toward member's annuity and .25% goes toward Group-Term Life Insurance
- New Plan
 - ✓ Employees first or again becoming ERS Members on or after July 1, 1982 and before January 1, 2009
 - ✓ 1.5% of earnable compensation; 1.25% goes toward member's annuity and .25% goes toward Group-Term Life Insurance

RETIREMENT

- What is Group-Term Life Insurance?
 - ✓ Life insurance coverage for both retired and active members of ERS, LRS and some JRS members.
 - ✓ As of 2009, no new members will be enrolled
 - ✓ .25% contribution is deducted for this life insurance coverage
 - ✓ Coverage is equal to 18 times your monthly salary
 - ✓ At age 60, coverage is reduced
 - ✓ Active members who terminate, have 18 years of service and are not eligible to retire can continue coverage – direct pay to ERS.
 - ✓ Retiree coverage continues at a reduced level (70% of their age 60 level).
 - ✓ Retirees are no longer required to contribute for the benefit but it will continue until payout at time of death.

GA STATE EMPLOYEES PENSIONS & SAVINGS PLAN (GSEPS)

- **Defined Benefit Pension Plan**
- Employees first hired on or after January 1, 2009
 - ✓ Contributions are 1.25% of your pensionable salary
 - ✓ Vested in defined benefit plan after 10 years of state service
- **401(k) Plan**
 - ✓ New employees are automatically enrolled at 5%
 - ✓ 100% match of the first 1%
 - ✓ 50% match for each additional percentage you contribute, up to 5%
 - ✓ Total state match is 3% of salary, based on an employee contribution of 5%
 - ✓ 20% vesting for each year up to 5; 100%

RETIREMENT

- Normal Service Retirement
 - ✓ Age 60 with 10 or more years of service
 - ✓ 30 years of creditable service at any age
 - ✓ Old plan members: 34 years of service, age and service projected to 65
 - “34-year Projection”: Employee reaches 34 years of service, if younger than 65, ERS will take the difference between 65 and their age at retirement and ADD that number to their 34 years of creditable service
- Early Retirement
 - ✓ 25 years with 7% penalty for each year less than 30 or each year under age 60. whichever is less.
- Disability Retirement
 - ✓ Old and New Plan: 13 years and 4 months of creditable service
 - ✓ GSEPS Plan: at least 15 years of creditable service

RETIREMENT

The Judicial Retirement System (JRS)

- ✓ Established on July 1, 1998 to administer retirement benefits for the Superior Court Judges Retirement, the District Attorneys Retirement System , the Trial Judges and Solicitors Retirement Fund and certain employees of the Attorney General/Legislative Counsel.
- ✓ Anyone assuming the office of Superior Court Judge or District Attorney who is an active member of the Employees' Retirement System (ERS) at the time may elect to continue their ERS membership rather than join GJRS.
- ✓ Contributions are 7.5% of the member's earnable compensation
- ✓ Members covered under the Group Term Life Insurance (GTLI) plan pay an additional 0.25% of earnable compensation toward GTLI.

RETIREMENT

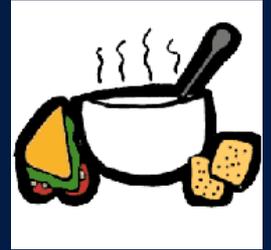
- JRS Regular Retirement
 - ✓ Age 60 with at least 10 years of vesting service and at least 16 years of Creditable Service
- Early Retirement
 - ✓ Age 60 with at least 10 years of vesting service and between 10 and 16 years of Creditable Service
- Disability Retirement
 - ✓ You may receive a Disability Retirement benefit if you:
 - Are an active GJRS Member at the time you become disabled;
 - Are unable to perform your job and
 - Have attained at least four years of Creditable Service

QUESTIONS





LUNCHTIME





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STATE HEALTH BENEFIT PLAN

SHBP VENDORS & PLAN OPTIONS

Health Maintenance Organization (HMO)

- BCBSGa (Statewide)
- UnitedHealthcare (Statewide)
- KP (Metro Atlanta Service Area/In-Network only plan)

High Deductible Health Plan (HDHP)

- UnitedHealthcare

Health Reimbursement Arrangement (HRA)

- BCBSGa

Medicare Advantage (MA) Preferred Provider Organization (PPO) Standard and Premium

- UnitedHealthcare

✓ Express Scripts (ESI) administers prescription drug pharmacy benefits for members who choose BCBSGa or UnitedHealthcare.

Healthways provides well-being resources and incentive programs for members who choose BCBSGa or UnitedHealthcare.

Additional Options: TRICARE Supplement, PeachCare for Kids



2016 BENEFIT ENHANCEMENTS

****New Benefit Enhancements****

- ✓ Telemedicine/Virtual Visits
- ✓ Well-Being Incentive Credit Rollover Between Plan Options and Vendors
- ✓ Bariatric Pilot



2016 BENEFIT ENHANCEMENTS

- ✓ **Health Reimbursement Arrangement (HRA)**
- ✓ **High Deductible Health Plan (HDHP)**
- ✓ **Statewide Health Maintenance Organization (HMO)**
- ✓ **Kaiser Permanente (KP) Health Maintenance Organization (HMO)**

UNDERSTANDING YOUR PLAN OPTIONS

HRA, HDHP, HMO, Kaiser HMO	Pays 100% of covered services provided by in-network providers that are properly coded as “preventive care”.
HRA, HDHP, HMO, Kaiser HMO	The medical and pharmacy out-of-pocket maximums are combined
HRA, HDHP, HMO	Certain drug costs are waived if SHBP is primary and you actively participate in one of the Disease Management Programs (DM) for diabetes, asthma, and/or coronary artery disease.
HRA, HDHP, HMO	Not required to select a Primary Care Physician (PCP) or obtain a referral
HRA, HDHP, HMO	Unused wellness incentives will roll over to next plan year.

UNDERSTANDING YOUR PLAN OPTIONS

Plan Option	BCBSGa HMO My Incentive Account (MIA)	BCBSGa Health Reimbursement Account (HRA)	Kaiser Permanente (KP)	UnitedHealthcare HMO Health Incentive Account (HIA)	UnitedHealthcare HDHP Health Incentive Account (HIA)
Who's Eligible	Up to	Up to		Up to	Up to
Member	480 credits	480 credits	\$240*	480 credits	480 credits
Spouse	480 credits	480 credits	\$240*	480 credits	480 credits
Bonus credits for member**				240 credits**	240 credits**
Potential Total credits/dollars	960 credits	960 credits	\$480*	1,200 credits	1,200 credits

HEALTH AND WELLNESS

	What to Do	What You will Earn*
1.	<p>Assess Your Health Complete a Healthways Well-Being Assessment® (WBA) that takes about 20 minutes.</p>	<p>Complete BOTH and earn 240 well-being incentive credits</p>
2	<p>Know Your Numbers Complete a biometric screening (body mass index, blood pressure, cholesterol, glucose).</p> <ul style="list-style-type: none"> • At an SHBP-sponsored screening event or, • With your Physician using the Healthways 2016 Physician Screening Form 	
3.	<p>Take Action Complete your WBA, then use the tools that make sense to you.</p> <p>Phone Coaching Get support to eat better, lose weight, stress less, get active, feel happier, or quit tobacco with a Healthways well-being coach.</p> <ul style="list-style-type: none"> • Complete your WBA and actively engage in telephonic coaching and earn 240 well-being incentive credits. <p>Online Resources</p> <ul style="list-style-type: none"> • Complete your WBA and record five online well-being activities using the same tracker within a calendar month and earn 40 well-being incentive credits. Sample activities: track exercise five times, record daily steps five times, track food five times. You can earn these online resource credits up to 6 times for a total of 240 credits. 	<p>Earn up to 240 well-being incentive credits</p>

KAISER PERMANENTE WELLNESS REQUIREMENTS

Employee must sign up on kp.org and complete all four health activities

- ✓ Complete your health assessment
- ✓ Complete a biometric screening
- ✓ Complete an age/gender appropriate preventive cancer screening
- ✓ Completing one online health education class

For details go to www.my.kp.org/shbp or call 855-512-5997

PHARMACY BENEFITS

- ✓ **Blue Cross Blue Shield of Georgia and UnitedHealthcare Participants**
- ✓ **Express Scripts**
 - ✓ **90-day supply of maintenance medications**
 - ✓ **The My Rx Choices Prescription Savings Program**
 - ✓ **The Worry-Free Fills Program**
 - ✓ **The Extended Payment Program**



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 19, 2015
- Website closes at 11:59 p.m. on November 6, 2015

ANNUAL ENROLLMENT REMINDERS

- ✓ **If No Action is Taken**
- ✓ **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





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AFFORDABLE CARE ACT UPDATES

AFFORDABLE CARE ACT

BEFORE	NOW (Effective 2017)
Employers defined employees as “full-time”	ACA defines full-time as 30 hours/week n average in any one month
Health benefit eligibility was based on hours worked AND duration/type of employment	Health benefit eligibility is based on hours worked, except seasonal (<3 months)
Employer discretion to offer healthcare as an employment benefit	Mandatory offer subject to penalties Fines = \$2,000 per FTE
IRS reporting of employment taxes	Additional IRS reporting of ACA taxes
W-2 employee statements for income tax reporting W-3 employer IRS filing	1095-C employee statement for income tax 1094-C employer IRS filing
Fines for inaccurate or untimely statements or IRS filings	Additional fine of \$250 for each inaccurate, incomplete, or untimely ACA statement or IRS filing

AFFORDABLE CARE ACT

- ✓ Proper identification of “employee” and “independent contractor”
- ✓ Proper identification of full-time, part-time, variable hour or seasonal employees
- ✓ Careful management of rehired retirees
- ✓ Fair Labor Standards Act notification to new hires
- ✓ Timely administration of leave



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FAIR LABOR STANDARDS ACT UPDATES

FAIR LABOR STANDARDS ACT

- ✓ Dept. of Labor has proposed changes to certain regulations
- ✓ The changes WILL affect your workload and budgets



FAIR LABOR STANDARDS ACT

What is the FLSA?????

“Fair Labor Standards Act”

- ✓ Minimum wage
- ✓ Overtime pay
- ✓ Equal pay
- ✓ Recordkeeping
- ✓ Child labor

FAIR LABOR STANDARDS ACT

What may change?

- ✓ **Salary threshold for classifying employees (exempt v/s non-exempt)**
 - Currently \$455 week/\$23,660 annual → \$970/\$50,440.00
 - Highly compensated \$100,000 annual → \$122,148 annual
- ✓ **Job Duties test**
 - 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

QUESTIONS



OFFICE TOUR



EVENING MIXER



**3511 HIGHWAY 138 SE,
STOCKBRIDGE, GA 30281**
(across from HOLIDAY INN)

PLEASE ARRIVE BY 5:00PM!!!



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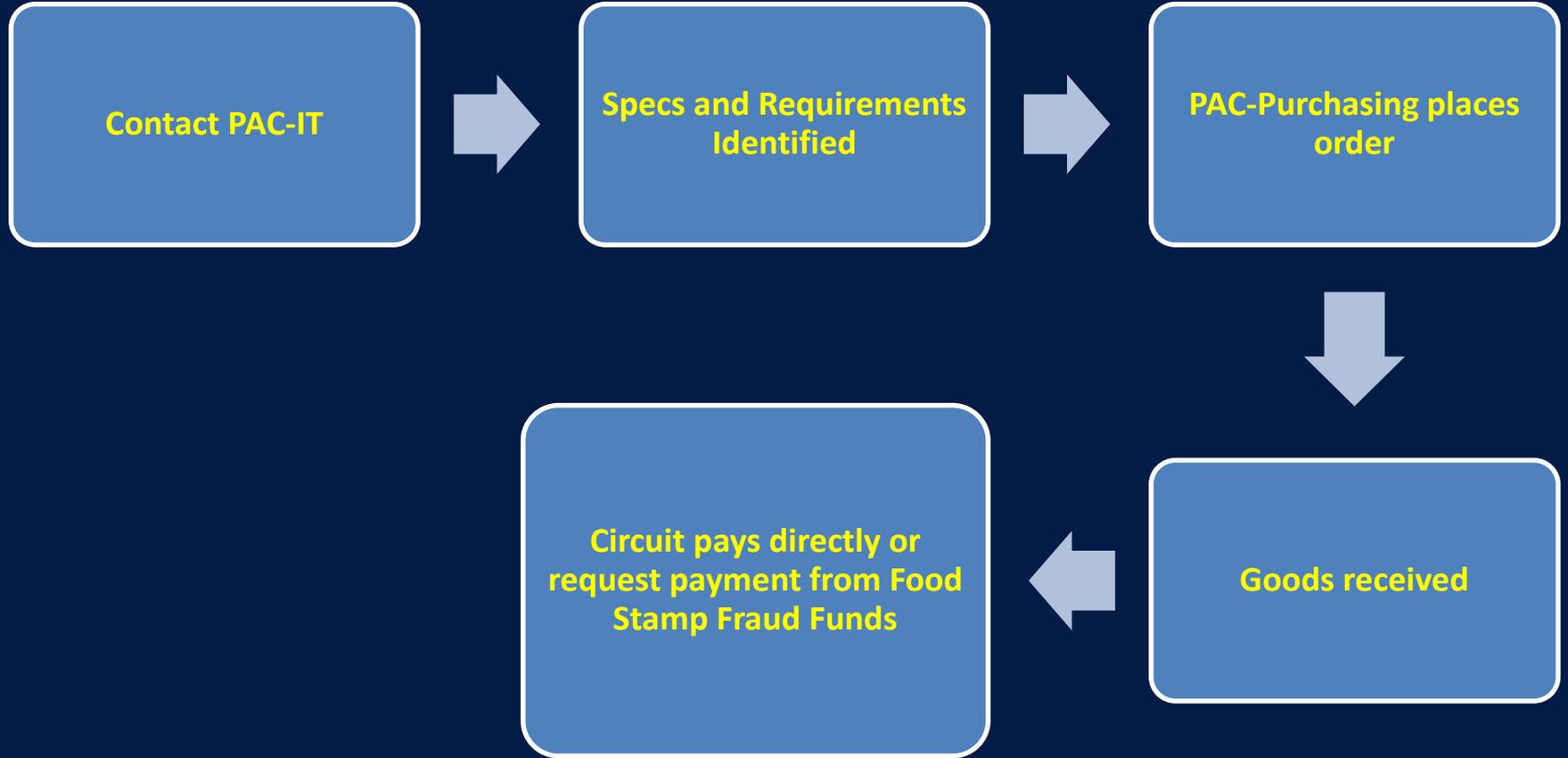
OFFICE MANAGER'S CONFERENCE OCTOBER 15, 2015

Human Resources Department
Prosecuting Attorneys' Council of Georgia

VEHICLES AND EQUIPMENT

- Purchasing, trading, surplus and selling
- Insurance Certificates
- Wright Express Card
- Accidents

IT (COMPUTER) PURCHASES USING CIRCUIT FUNDS



MOTOR VEHICLE ASSIGNMENT: AUTHORITY

- **26 C.F.R. § 1.61-2T**, Taxation of Fringe Benefits
- **IRS Publication 15(B)** - Employer's Tax Guide to Fringe Benefits
- **Georgia Department of Administrative Services (DOAS) Policy No. 10** - Rules, Regulations and Procedures Governing the Use and Assignment of Motor Vehicles, Purchase, Operation and Disposal of Motor Vehicles and Associated Record-keeping

MOTOR VEHICLE ASSIGNMENT: POLICY REQUIREMENTS

Prosecuting Attorneys' Council Motor Vehicles Policy, 12.2

ACTION	RESPONSIBILITY OF	FREQUENCY
<ul style="list-style-type: none"> Submit to PAC DOAS' Form MV-1, certifying <u>all</u> vehicles as either Pool or Assigned. Email completed form to atheus@pacga.org 	District Attorney	<ul style="list-style-type: none"> Annually, by 31 January each <u>and</u>, Throughout the year, as changes occur
<ul style="list-style-type: none"> Submit NEW online VH-1 reflecting "personal use" of assigned vehicle. 	Employee	Monthly
<ul style="list-style-type: none"> Compute non-cash benefit for those that fail to submit VH-1 	PAC Payroll	Monthly

MOTOR VEHICLE ASSIGNMENT: POLICY REQUIREMENTS



Monthly Reporting of “Non-Cash” Benefit

Effective, November 1, 2015

<http://pacga.org>

S_CCESS IS NOTHING WITHOUT “U”



- **Honorable Tracy Graham Lawson**
- **2015 District Attorney of the Year**
 - **Clayton Judicial Circuit**



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HUMAN RESOURCES OFFICE PROCEDURES

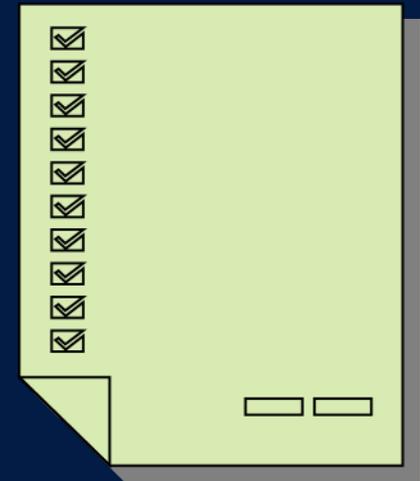
PAC DOCUMENT DIRECT

Please ensure that all of the fields on the PAF are completed in detail

✓ Previous Incumbent

PERSONNEL ACTION FORM

New hire and termination paperwork should be attached to the Personnel Action Form (PAF). In order to proceed in the process, ALL documents must be received at one time.



EMPLOYMENT ELIGIBILITY VERIFICATION (I-9)



I-9 and supporting documents must be submitted within 3 days of the hire date.

LIST OF ACCEPTABLE DOCUMENTS
All documents must be unexpired and original (copies not acceptable)

One Document From:	OR	One Document From:	AND	One Document From:
LIST A		LIST B		LIST C
<input type="checkbox"/> U.S. Passport or Passport Card		<input type="checkbox"/> Driver's license or U.S. State issued photo ID card		<input type="checkbox"/> U.S. Social Security account number card
<input type="checkbox"/> Permanent Resident Card or Alien Registration Receipt Card		<input type="checkbox"/> Photo ID card issued by federal, state, or local government agencies or entities		<input type="checkbox"/> Birth Certificate
<input type="checkbox"/> Foreign passport that contains a temporary I-551 stamp or Form I-94 or Form I-94A		<input type="checkbox"/> School ID card with a photograph		<input type="checkbox"/> Native American tribal document
<input type="checkbox"/> Employment Authorization Document (Card) that contains a photograph		<input type="checkbox"/> Voter's registration card		<input type="checkbox"/> U.S. Citizen Identification Card
<input type="checkbox"/> Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A		<input type="checkbox"/> U.S. military card or rail record		<input type="checkbox"/> Employment authorization document issued by Department of Home Security (other than those listed under LIST A)
		<input type="checkbox"/> Military dependent's ID card		
		<input type="checkbox"/> U.S. Coast Guard Merchant Mariner Card		
		<input type="checkbox"/> Native American tribal document		
		<input type="checkbox"/> Driver's license issued by a Canadian government authority		

PRE-EMPLOYMENT DRUG SCREEN

100% COMPLIANT



NEW FORMS

What's New!

- ✓ Job Requisition Form
- ✓ Electronic Onboarding
 - ✓ Electronic Timesheet
- ✓ Motor Vehicle Personal Use

JOB REQUISITION FORM

Current process:

- ✓ Submit by email
- ✓ Job announcements are incomplete
- ✓ Require assistance to create

New process:

- ✓ Submit via the PAC website
- ✓ Allow easy access
- ✓ Track incoming requests
- ✓ Create uniformity



ONBOARDING

- ✓ **Streamline the onboarding process**
- ✓ **Easy access for the new employee**



TIMESHEET



- ✓ **Fair Labor Standards Act**
- ✓ **Timesheets are required for all non-exempt and hourly employees**
- ✓ **Easy access for employees**
- ✓ **Electronic Manager approval**
- ✓ **Faster payroll processing times**



PAC DOCUMENT DIRECT

PAC Document Direct is a web-based portal that allows timely, and convenient access to PAC Fiscal and HR reports & documents.





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VOCA: REMINDERS

Kathy Kemp
Grants Development Specialist
Prosecuting Attorneys' Council of Georgia

Deadlines

(CURRENT allocations)

- **Grant Activation Packages for continuation 2015-16**
- **Due November 3, 2015**
 - MOAs (Original, mailed to Kathy Kemp)
 - Budgets (in Excel Format)
 - Federal Forms
 - Job Descriptions for all grant staff
 - PAFs/Salary Authorizations for all employees
 - Redact Social Security Numbers

Email all items to Kathy Kemp kkemp@pacga.org

Deadlines

(CURRENT allocations)

- **VSSR and SER**
 - Quarter 1: January 15, 2016 (Must submit signed Special Conditions at this time)
 - Quarter 2: April 15, 2016
 - Quarter 3: July 15, 2016
 - Quarter 4: October 15, 2016

Email SERs to Kathy Kemp kkemp@pacga.org
Complete VSSR in Tracker

Deadlines

(CURRENT allocations)

- **OPMs**
 - **November 30, 2015**
 - **For the period covering May 1, 2015 to October 31, 2015**
 - **May 30, 2016**
 - **For the period covering November 1, 2015 to April 30, 2016**

Complete OPMs on CJCC's Portal:
<https://cjcc.georgia.gov/outcome-performance-tools-1>

“New” Money

- PAC is receiving \$3,372,800 to fund PERSONNEL (one position) in all DA and full time SG offices currently using Tracker.
- Funding is contingent upon offices agreeing to serve victims from time of arrest. These victims will ultimately be identified through PAC’s new automated victim notification project via Tracker.

MORE DETAILS COMING SOON

BREAK





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TRACKER Q & A

Information Technology

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