



HUMAN RESOURCES MANAGEMENT

People First

A four-hour presentation and monthly sessions, including a skit to demonstrate the impact of failing to timely and accurately complete a Personnel Action Request for separating employees, helped reduce missing timesheets by 70% over a seven-month period. For more information, please contact Maria Gillett at (305) 349-1445 or email Maria_Gillett@dcf.state.fl.us. 2006-DCF-064

Hotline For People First Implementation

A telephone-based problem reporting system provided employees at the Department of Education with a quick and easy way to resolve problems encountered during transition to the People First System. Benefits include identification of areas for additional employee training, identification of internal processes needing modification, and early identification of system problems needed to be addressed by People First. For more information, please contact Teva Hightower at (850) 245-0524 or email teva.hightower@fldoe.org. 2006-DOE-005

Streamlined Hiring Process for Temporary Employees

A process that drastically reduces the amount of time needed to hire an OPS/temporary employee, as well as the time it takes applicants to complete an on-line job application, saves Florida State University approximately \$23,000 annually and can be adapted by other universities and colleges. For more information, please contact Francesca Ciaccio-Freeman at (850) 644-7701 or email fcaccio@admin.fsu.edu. 2006-FSU-001

Standardized Pre-Employment Screening Protocol

Staff at Florida State University's Ringling Cultural Center in Sarasota developed pre-employment screening procedures and replaced the use of finger print inked cards for background checks with an electronic screening system. This system provides a national criminal history check in approximately four hours versus ink card submissions that took 4-6 weeks, and 40% of which were rejected. Using this system virtually eliminates the wrongful hiring of applicants with job-related criminal histories. For more information, please contact Russell Pillifant at (941) 359-5863 or email rpillifa@ringling.org. 2006-FSU-004

Background Screening

A fingerprinting program developed for Agency for Health Care Administration employees saved approximately \$ 28,000 by performing on-site fingerprinting. Benefits include reducing lost work hours and saving employees' energy and gas for vehicles, thereby increasing morale. For more information, please contact James Haynes at (850) 922-8440 or email haynesj@AHCA.myflorida.com. 2006-AHCA-014

Capturing Missing Timesheets

A method for collecting and analyzing timesheet data reduces the potential for over and under payment of salary, on-demand payments; warrant cancellations and delays in leave payments upon termination. For more information, please contact Maria Gillett at (305) 377-5466 or email Maria_Gillett@dcf.state.fl.us. 2006-DCF-063

Staff Mileage Reimbursement

An electronic form automates calculation and documentation of staff mileage. For additional information, please contact Christine Carr at (904) 726-0030 or email christine.carr@djj.state.fl.us. 2006-DJJ-001

HUMAN RESOURCES MANAGEMENT (cont.)

Tracking of Employee Training Records

A tracking database that keeps up with certification and records of statutorily mandated employees training at the Department of Business and Professional Regulation can be used by other state agencies. For more information, please contact Rick Akin in Tallahassee (850) 488-1133 or email rick.akin@dbpr.state.fl.us. 2006-DBPR-007

Wage Garnishment

Elimination of steps in the wage garnishment process by the Department of Education's Office of Student Financial Assistance may be useful to other agencies. For more information, please contact Charles Mulvaney at (850) 245-1992 or email at charles.mulvaney@fldoe.org. 2006-DOE-001

Shadow Accounting System

Online applications, coupled with a in-house data store that includes a intranet user management system, travel authorization form, annual faculty activity report, student activity report, and quarterly student and intern evaluations, annually save the University of Florida Psychology Department more than 8,500 hours worth \$100,000. For more information, please contact Dr. Ronald Rozensky at (352) 273-6033 or email rozensky@php.ufl.edu. 2006-UF-007

Career Development Guidelines

Other units within the Department of Transportation and other agencies can utilize these guidelines for employees and supervisors to help increase employee proficiency, further employee development and improve employee retention. For more information, please contact Earl Jacobs at (561) 432-4966 ext. 1132 or email earl.jacobs@dot.state.fl.us. 2006-DOT-026

Supervisor Certification

A certification program uses classroom instruction and videoconferences to provide ongoing training for supervisors in human relations skills and updates to policies and procedures. For more information, please contact Kristin Watkins at (850) 488-7770 or email watkins.kristin@hsmv.state.fl.us. 2006-DHSMV-009

Human Resources Supervisor's Survival Guide

A quick and easy reference guide that answers commonly asked human resources questions eliminates time researching issues and questions, and enables supervisors to standardize processing of incoming staff, handling existing staff and out-processing exiting staff. The guide is organized in four sections: *Pre-employment*, which provides instructions and samples related to staffing and new employee sign-up; *During employment*, which assists supervisors in managing events and situations that typically arise; *Post employment*, which outlines separation actions as well as insurance, leave, and unemployment compensation for terminating employees; and *Resources*, which includes a troubleshooting guide, an overview of benefits, links to various HR forms and a functional directory for HR services in the Central Zone.

For more information, contact Michael Stringer at (352) 330-2162 ext. 2626 or email michael_stringer@dcf.state.fl.us. 2006-DCF-090

Wellness Program

Wellness programs reduce stress, sickness and the cost of health care. The SunCoast Region of the Department of Children and Families in Tampa developed a wellness plan to enhance employees' awareness of healthy choices and a positive lifestyle.

Activities include employee seminars introducing different ways of reducing stress, promoting exercise with a Walk Around Florida campaign which awarded prizes to the person who walks/runs the most miles during a specific time frame, and a football fever campaign which awards points to hundreds of participants who complete daily healthy living tasks. For more information, please contact Helene Danaher at (813) 558-5774, Suncom 514-5774, or email Helene_Danaher@dcf.state.fl.us. 2006-DCF-043

After adapting and implementing one of the achievements above, please submit a nomination for a Prudential Financial - Davis Productivity Award of up to \$2,500. Instructions and forms are at www.floridatwatch.org. The full list of adaptable achievements is on this website. For further information, please contact your agency awards coordinator or Ms. Clarissa Dunlap, Director of the Prudential Financial - Davis Productivity Awards, cdunlap@floridatwatch.org (850) 222-5052.

HUMAN RESOURCES MANAGEMENT (cont.)

Financial and Retirement Planning Seminar

An employee seminar presented to Department of Children and Families staff in Tampa can be adapted and implemented by other state agencies. For more information contact Helene Danaher at (813) 558-5774 or email helene_danaher@dcf.state.fl.us. 2006- DCF-053

Labor Relations Case Management

Process mapping, management tracking, customer satisfaction surveys and quality improvement reviews helped to handle a dramatic increase in the number of labor relations cases, saving more than \$200,000 annually. Assured compliance with applicable labor law requirements has reduced litigation exposure for the Department. For more information please contact Teva Hightower at (850)-245-0524 or email teva.hightower@fldoe.org. 2006-DOE-006

Executive Performance Evaluation

A Commissioner of Education annual evaluation tool assesses executive leadership, management and continuous improvement. The evaluation, which is linked to implementation of the Department of Education's strategic plan, includes a 360-degree feedback tool. Data comprising the evaluation is used regularly by the Commissioner to make financial and human resource decisions. For more information, please contact Theresa Klebacha at (850) 245-9840 or email theresa.klebacha@fldoe.org. 2006-DOE-024

For a list of adaptable achievements in the field of Human Resources Management from the 2003-2005 awards competitions, please click [here](#).