



# HR Connection

## HR Welcomes New Staff Member



Aimee Gleason, Human Resources Technician, joined the Department of Human Resources beginning February 2014. She began her career with Prince George County in County Administration as a Receptionist in 1998 and became an Administrative Associate in 2006. Aimee earned her Bachelor of Arts degree in Human Resources Management from Saint Leo University in 2008. She is a native of Hopewell, where she lives today.

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## Prince George County Department of Human Resources

### Mission Statement:

The mission of the Department is to serve our customers, employees and staff with integrity and accountability in a professional and courteous manner.

**“Give them quality. This is the best kind of advertising.” —Milton Hersey**

# HR STAFF MEMBER RECEIVES CERTIFICATION



Aimee Francoeur received her credentials as Professional in Human Resources (PHR<sup>®</sup>) awarded by the Human Resource Certification Institute (HRCI) on June 9<sup>th</sup>. The certification signifies distinction by proving one's high level of knowledge and skills in the field of Human Resources Management. The certification requires passing a rigorous examination demonstrating a mastery of the technical and operational knowledge of six comprehensive modules as applied to HR practices and U.S. laws and regulations. The modules include Business Management and Strategy, Compensation and Benefits, Human Resource Development, Risk Management, Employee Labor Relations and Workforce Planning and Employment. Mrs. Francoeur's test performance in four of the six functional areas exceeded the performance of those candidates who met the overall minimum passing standard.



## **BENEFIT FYI...Healthcare FSA**

A WageWorks Healthcare FSA is a great way to pay for healthcare products and services, reduce your taxable income, and save money in the process. Plus, using an FSA just got better with the new \$500 carryover to the next plan year. You can use your FSA more and worry less about losing any money you don't spend up to \$500. You simply decide how much to contribute to your WageWorks Healthcare FSA for the year and contributions are made each pay period. You can easily access funds in your FSA to pay for eligible healthcare expenses.

Your WageWorks Healthcare FSA delivers real tax savings. Plus, you can access the full amount of your FSA on day one. Funds are moved from your paycheck to your FSA before taxes are deducted, which reduces your overall tax burden.

To find out how much you can save based on your current income and expenses, go to [www.wageworks.com/myfsa\\_carryover](http://www.wageworks.com/myfsa_carryover)

**“If you aim at nothing,  
you will hit it every time.”  
— Zig Ziglar**

# 2014 J.O.B.S. PROGRAM



The J.O.B.S., Job Oppportunity Basic Skills, Program is a youth workforce development activity that provides 8th and 9th grade students in the City of Hopewell and Prince George County with training in workforce readiness, life skills, character education, and wellness. The mission is accomplished through (A) a series of after school classes (taught by volunteers from the community) and (B) a paid summer internship with a local employer.

Curriculum – “Business Teaching Business to the Workforce of Tomorrow”

Internship – “It’s Not Just A Job, It’s a Mentorship”



The Hopewell-Prince George Chamber of Commerce has identified workforce development as a need among its members. (The Chamber is the administrative home of the J.O.B.S. Program.) J.O.B.S. Program employers act as mentors to the students, who are the workforce of tomorrow, while the curriculum and internships prepare the students for the world of work.

This year Prince George County sponsored six J.O.B.S. students. The students are rising freshman and sophomores in Prince George County. They have been assigned to work in Human Resources, General Services, Community Development & Code Compliance, Social Services and Extension Services.



**“Each generation goes further than the generation preceding it because it stands on the shoulders of that generation. You will have opportunities beyond anything we've ever known”. -Ronald Reagan**





# **2014 BRING YOUR CHILD OR GRANDCHILD TO WORK DAY**

**Friday, August 15th from 8:00 am to 5:00 pm**

This will be a great opportunity for you to share with your children and/or grandchildren the responsibilities of your job with Prince George County. It will help them understand what it means to be a public servant and why you may be away from them more often than you choose to be.

**Open to all County employees.**

**Age of children: Kindergarten through high school.**

**Lunch will be provided.**

Please send your child or grandchild's name and age to Human Resources at (804) 722-8669 or [hr@princegeorgecountyva.gov](mailto:hr@princegeorgecountyva.gov) by the end of the day Wednesday, August 6th.

**All employees are encouraged to participate.**



# Day to Serve

## September 12th



## Appomattox River Regional Park

Day to Serve is supported by Prince George County by placing an emphasis on helping our community. Community oriented events will be offered as opportunities to utilize the Volunteer Leave given to all County employees.

Please join us on **Friday, September 12th** from **9:00 am - 4:00 pm**

for a clean up day at Appomattox River Regional Park.

Trash pick-up and landscaping projects will be available.

**Lunch will be provided.**

Please sign up in Human Resources by September 1st.

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## Prince George County Employee Night at the Diamond!



Cheer on the Richmond Flying Squirrels against the Binghamton Mets.

Thursday, August 7th, Game starts at 7:05 pm

Come out and enjoy the game with your family and friends!

Tickets are FREE for employees and \$10 a person for guests.

Fireworks after game. Diamond Club Level Seats.

Contact Human Resources at (804) 722-8669 or

[hr@princegeorgecountyva.gov](mailto:hr@princegeorgecountyva.gov) for your tickets today!



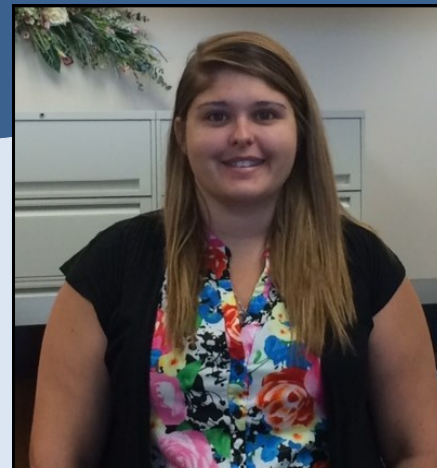
# County Welcomes New Staff Members



**Denise Dorton,**  
Adult Education  
Regional Administrative Assistant



**Thadeous Larkin,**  
Assistant Commonwealth's Attorney



**Kelsey Hulcher,**  
Communications Officer



**Veronica Clements,**  
Commonwealth's Attorney  
Office Associate II



**Fire Medics from left to right:**  
Jeffrey McPhearson, Kellie Estes,  
Justin Bulifant & Rick Rosier

*New Staff not pictured:*

**Jeremy Bottoms, Fire Medic**

**Jerry Hayes, Fire Medic**

**James Davis, Fire Medic**

**Gerald Sanders, Social Services  
Eligibility Intake Worker**



Prince George County Government has been named one of the top 50 workplaces in the Richmond Region in a report released by the Richmond Times-Dispatch.

Prince George is listed as one of 10 workplaces for Medium-Sized companies having 150-499 employees. Prince George is the only government entity listed among the top 50 workplaces.

"We are very proud of this recognition," commented County Administrator Percy Ashcraft. "To be listed among many of the top companies in the region is a real compliment to the leadership of our Board of Supervisors and work ethic of our employees."





Helping Members Plan  
for Tomorrow, Today

## Keep Your Beneficiary Designation Up to Date

You work hard for your benefits and you want to use them to help provide for your loved ones. Because VRS is required by law to pay benefits according to the latest beneficiary designation in your VRS record, it is important to keep your designation up to date as you marry, have a family and go through other life changes. You can name any living person or entity, such as an eligible trust or charity, as your beneficiary and you can change your beneficiary at any time through the [Designation of Beneficiary \(VRS-2\)](#).

Your named beneficiary for your defined benefits may be eligible for either a lump-sum payment of the funds in your member contribution account or a monthly benefit and for any life insurance benefits you may have at your death. You can name the same person to receive your account contributions and your life insurance benefits, or you can name a different person for each one. However, the Designation of Beneficiary applies only to beneficiaries for your member account and your VRS life insurance benefit. If you are a member of the Hybrid Retirement Plan, two beneficiary forms are required. Complete the [Designation of Beneficiary \(VRS-2\)](#) for the defined benefit portion of your account and your VRS Group Life Insurance, if you participate. For the defined contribution portion of your account, complete the [Designation of Beneficiary Form – Hybrid Defined Contribution Plans](#). For more information, see your [plan handbook](#).

**"Plans are nothing;  
planning is everything."  
Dwight D. Eisenhower**

## Thinking About Retirement? Your Plan and Your Eligibility Requirements

Before you start planning retirement, you need to know when you can retire. Your eligibility for retirement is based on your age and your years of creditable service.

**Plan 1 Members** are eligible for unreduced retirement at the age of 65 with at least 5 years of service credit or at age 50 with at least 30 years of service credit.

**Plan 2 Members** are eligible for unreduced retirement at the age of normal Social Security retirement age with at least five years of service credit or when your age and service credit equal 90. (Example: Age 60 with 30 years of service credit).

**Hybrid Members** are eligible for unreduced retirement at the age of normal Social Security retirement age with at least five years of service credit or when your age and service credit equal 90. (Example: Age 60 with 30 years of service credit).

\*This helpful information was provided by [varetire.org](http://varetire.org).



# ***From the Director:***



***Nancy V. Shaffer,  
Director of Human Resources***

**“Work for a cause, not for applause. Live life to express, not to impress. Don’t strive to make your presence noticed, just make your absence felt.” -Unknown**



It is a pleasure to be able to serve the employees and citizens of Prince George County. Our goal is to strive to attract, motivate, develop and retain an efficient, productive and diversified workforce primarily responsible for providing services to our citizens.

If you have suggestions on how we can better serve you, please feel free to contact us at (804) 722-8669 or [hr@princegeorgecountyva.gov](mailto:hr@princegeorgecountyva.gov).

*From the writings of Dale Carnegie.....***Do you know that if you are courteous and pleasant all day during your work that you will go home at night less fatigued than if you gave way to irritation? Pleasantry, light laughs, relieve tension. It isn't work that makes you tired, it's your mental attitude. Try it.**