



Employee Newsletter

Dallas County Human Resources / Civil Service

Moving Up the Career Ladder

Want to advance your career? Then consider completing college hours! It is an excellent way to prepare yourself to move into many of the professional jobs in the county. While previous work experience frequently will not substitute for college hours for these positions, college hours will often substitute for work experience. With rising employer expectations, chang-

ing job requirements, the number of candidates vying for positions, and recent technology upgrades, educational credentials will increasingly become the determining factor in employee selection. Don't wait until that perfect job opportunity appears to realize that you don't meet the qualifications. Start Preparing now!



May 2008

- *Updates to existing policies*
- *Approval of new policies*
- *Important HR information for County Employees*

Awesome Automation!

Dallas County receives and processes more than 100,000 applications every year. To streamline this effort and increase efficiencies, Oracle's automated tool, **iRecruitment**, was recently implemented.

Now, **employees can** conduct job searches, establish an account, upload a resume, maintain updated educational and employment histories, complete and store an online application to be used multiple times, and track the progress of jobs they have applied for.

Hiring managers and supervisors can search for job candidates, review resumes submitted by applicants, rank candidates, and communicate with candidates via e-mail.

If you are not already familiar with iRecruitment, check it out today! If you have questions or need assistance, call the Human Resources Employment Services Division at 214-653-7633.

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 214/653-7668
HR@dallascounty.org

HR Training Pop Quiz

	True	False
Dallas County Human Resources offers a variety of training opportunities throughout the year	✓	
A new HR training schedule is published on the Dallas County web site three times each year: In December, in April, and in August	✓	
An e-mail broadcast announces each new schedule the day it appears on the web.	✓	
Classes take place in the Records Building	✓	
Classes are open to all County employees, with supervisory approval.	✓	
The e-mail address for enrolling in HR classes is traininghr@dallascounty.org	✓	

If any of these answers were news to you, visit the Dallas County web site, HR department pages, today to learn more about these training opportunities.



Are You Approaching Retirement?

Please be aware of recent changes to Article X of the Dallas County Code, Employee Retirement. Your service time with a cooperative retirement plan may no longer qualify you for Dallas County health benefits eligibility. As of January 1, 2009, if you do not have 10 years of service with Dallas County, the County will not pay any part of your retirement insurance premium costs.

You will no longer be able to combine service time from another cooperative retirement plan with Dallas County service time for the purpose of retirement insurance eligibility. Please be sure to review the recent policy change or contact Human Resources for more information. (Section 82.642)



Bereavement Leave Defined

A death in the family is a challenging time for anyone. In an effort to support our employees when faced with the death of a family member, and to provide consistency of policy application, employees are permitted to use sick leave accruals for bereavement leave purposes. An employee may be able to use up to 5 working days of bereavement leave if the deceased relative is a mother, father, spouse, child, sister, brother, grand-

child, grandparent, or someone entrusted in a parental role for the employee. In addition, an employee may use up to 3 days of bereavement leave if the deceased relative is an aunt, uncle, step-parent, step-child, step-brother/sister, in-law, or any relative living in the same household. For more information, please reference Dallas County Code, Section 82-504.

MAKE a DASH for a DART PASS!

Employees in the following buildings are eligible for BIG, BIG savings through our DART PASS PROGRAM. Contact the following representatives if you work in one of these buildings:

Records, Administration, and George Allen...Sherry Raney

Lew Sterrett...Susana Martinez

Henry Wade...Orfa Castro

Health & Human Services...Linda Helsley

Forensics Sciences...Melinda High

Public Defender's Office...Jennie Kerr

District Attorney's Office...Sharon Ashley-Fuller

Compensation Policy Revised

The policy regarding holiday pay for non-exempt employees has changed. Employees who are required to work on a County holiday will now be paid for eight hours of regu-

lar work time, plus they will also be paid eight hours for the holiday. See Section 82-744.

Background Checks Are Good for Business

In a recent policy change, the Dallas County HR/Civil Service Department was authorized to process background investigations on all new, promoted, and reclassified employees. If you are promoted, or your position is reclassified, unless a check has already been conducted recently, a background investigation will be conducted; your education, training, certification(s), and outside work

experience will all be verified through Dallas County's third party background investigation vendor. Please be prepared to submit a high school diploma and/or college transcript (s) to verify your education. And, always remember that falsification of any information may result in disciplinary action; up to and including termination. For more information, see Section 86-351 thru 86-354.

A big HEALTHY thank you to all of you who grabbed your walking shoes and took off walking, running, hopping, and skipping on April 16th for our **American Heart Association, Start Walking event.** We had a tremendous response from employees committed to making healthy, lifestyle changes. **We salute you!**

