

Human Resources Update



Upcoming Workshops

June Employee Performance Management System Training – Training Sessions will be conducted with each department head on an individual basis. Dates TBA

June 1, 2009 – Radisson Hotel
Managing Emotions Under Pressure – One day seminar \$99

June 10, 2009 - Lunch and Learn
Transportation Bldg at Public Works
11am - Noon
Michelle Tipton with Concentra will be speaking on the benefits of stretching.

Dorchester County Training and Development Information can now be found on the P Drive. To view upcoming training as well as online training options go to the P Drive, then choose HR_Training I.

Please notify Tammy of the training needs you may have in your office

4 Quick Process Improvement Tips:

1. Review, Discuss and Analyze Existing Processes - Take a look at the way things are currently being done and make a note if there are obvious ways to increase efficiency. Have a team meeting to discuss current processes and inefficiencies your staff has noticed. The best input comes from the people who actually have to implement a process.

You Must Certify Whether You Use Tobacco

Effective January 1, 2010, EIP will start charging subscribers who use tobacco, or cover family members who do, an additional \$25 a month in health insurance premiums. Every subscriber must certify whether he or a covered family member uses tobacco.

To avoid this surcharge for using tobacco:

- You and all covered family members must be tobacco free for at least six months.
- You must certify you and your covered family members are tobacco free.

You have two ways to certify that you and your covered family members are tobacco free.

1. Log onto MYBenefits www.eip.sc.gov
2. Complete and mail the Certification

Regarding Tobacco Use from to EIP

All subscribers must submit certification concerning their tobacco use to EIP as soon as possible.

The health plans offered by EIP — the State Health Plan, BlueChoice HealthPlan and CIGNA HMO — are self-insured. All premiums, and employers' contributions, are placed in a fund and used to pay claims and administrative costs. Illnesses caused, and contributed to, by tobacco use cost this fund about \$75 million a year. Reducing tobacco use will help cut this expense.

The health plans offered through EIP are ready to help you give up tobacco. The State Health Plan and BlueChoice HealthPlan offer tobacco cessation through the Free & Clear[®] Quit for Life[®] Program. CIGNA HMO offers the CIGNA Quit Today Tobacco Cessation Program.

For more information, please call EIP Customer Service at 803-734-0678 or 888-260-9430.

2. Create a New Process - The best way to think about creating a new process is to ask yourself, "*What would I need to put in place to enable someone else to do this?*" Not only will this help you step back and look at the process from an objective point of view, but it will prepare that process for outsourcing, which could be a way to save even more money.

implementing a process will cause it to become a procedure. Procedures increase efficiency and reduce or eliminate questions about how to handle tasks.

3. Be Consistent - Consistently

4. Get Your People On Board - Be sure to have everyone's support to follow the processes. Obtaining their input and explaining how improved processes will be helpful to everyone, helps win the team over to the new processes.

June 2009

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