



## LUMPKIN COUNTY HUMAN RESOURCES

Below is a list of the accomplishments for the Human Resources Department for 2010

- Developed and implemented a new performance appraisal instrument.
- Conducted training for Supervisors and Department Heads on the performance appraisal instrument.
- Implemented sexual harassment training for all current and future employees utilizing online training in conjunction with LGRMS
- Staff attended various workshops and trainings sponsored by ACCG/LGRMS in order to maintain Safety Discounts on Workers' Compensation and Property and Liability insurances.
- Director completed two of three classes required to be awarded certified safety coordinator status (required for Safety Discounts).
- Director finished course work and successfully completed the Comprehensive Examination for the Carl Vinson Institute of Government CHRM Program. Assessment project to be completed by May, 2011.
- Began implementation of a web-based time and attendance system for payroll. Project is 80% complete.
- Training for employees, Supervisors, and Department Heads is approximately 90% complete as of this writing.
- Obtained a \$3,000 wellness grant sponsored by LGRMS/ACCG and Blue Cross/Blue Shield.
- Provided flu vaccinations for those employees wishing to take the vaccine.
- Held the Employee Health Fair for the sixth year offering free testing and information on various health related topics.
- Participated in several employee related surveys including the Bureau of Labor Statistics and DCA.
- Researched and assisted in the development and implementation of the 2010 Early Retirement Incentive Program

Respectfully Submitted,

Fran P. Sullens  
Human Resources Director