

HR CONNECTION

Serving Employees of the Board of Commissioners

April 14, 2014

Policy Corner: Professional Conduct

Employees are expected to maintain a satisfactory and harmonious relationship with fellow employees and the public to sustain normal and effective operations. Therefore, the County requires that all employees maintain high standards in interpersonal relationships with internal and external customers. Interpersonal skills include, but are not limited to, professional, positive and effective communication, active and efficient listening skills, positive attitudes and professional demeanor.

The County also believes that all employees should be able to work in an environment free of threatening speech or actions. Threatening behavior consisting of any words or actions that intimidate a staff member or cause anxiety concerning his/her physical well-being is strictly prohibited. Anyone who is found to have threatened a member of the staff or the public will be subject to discipline up to and including termination following applicable policies.

Friendly Polite
 Helpful Efficient Professional
 Resolution **Knowledgeable** Honest
 Understanding Reliable
 Listen Attentive

In order to maintain the integrity of Delaware County, and the confidence that the public has in it, and to provide an orderly, positive, and productive workplace, it is essential that employees of Delaware County observe a professional standard of conduct following all applicable policies set forth in the Delaware County Personnel Policy Manual and the established Standard Operating Procedures. Such a higher standard of conduct will benefit and protect both Delaware County and the employee, as well as provide the highest standard of service to the citizens for whom we are employed.

Read the complete policy at <http://www.co.delaware.oh.us/hr/documents.asp> and click the Policy Manual link.

Questions? Contact HR at 740/833-2120.

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COMPUTER USE POLICY

County computers and information systems are County property. They may be used only for explicitly authorized purposes. The County reserves the right to examine all data stored in or transmitted by their computers and systems. Without notice, the County and authorized County supervisors may enter, search, monitor, track, copy, and retrieve any type of electronic file of any employee or contractor. These actions may be taken for business-purpose inquiries including but not limited to theft investigation, unauthorized disclosure of confidential business or proprietary information, excessive personal use of the system, or monitoring work flow and employee productivity.

Employees have no right to privacy with regard to the Internet and email on County systems (public or private). Authorized designees (as referenced above) may access any files stored on, accessed via, or deleted from computers and information systems. When necessary, Internet, email, and Instant Messenger (IM) usage patterns may be examined for work-related purposes, including situations where there is a need to investigate possible misconduct and to assure that these resources are devoted to maintaining the highest levels of productivity. All software installed on any County computer must be licensed to the County. No County employee may install, uninstall, or reconfigure any software or hardware owned by the county without prior authorization from the County. The use of privately-owned or contractor-owned computers for official county business must be authorized in advance by the County.

Below are several prohibited uses of county computers and county computer systems:

- Disseminating unauthorized confidential or proprietary County documents or information or data restricted by government laws or regulations.
- Browsing or inquiring upon confidential records maintained by the County without substantial business purpose. (*Note: Just because you have access to personal confidential information doesn't mean you are authorized to access such information if you do not have a legitimate business purpose.*)
- Using computers or information systems in association with the operation of any for-profit business activity or for personal gain.
- Violating local, state, and/or federal law.

Read the complete policy at <http://www.co.delaware.oh.us/hr/documents.asp> and click the Policy Manual link.

Questions? Contact HR at 740/833-2120.

Delaware County Human Resources • 10 Court Street, 2nd Floor • Delaware, OH 43015
740/833-2120 • 740/833-2119 (Fax)

Visit us on the web at <http://www.co.delaware.oh.us/hr/>

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Learning and Development

Training Opportunity: Diversity Training

Apr 16: 3pm–4:30pm
Apr 18: 10:30am–noon
Apr 21: 3pm–4:30pm

Check with your supervisor to schedule a session!

Don't miss this opportunity to increase your cultural awareness, knowledge, and skills!

✓ *Build relationships with co-workers who are of a different gender, culture, socio-economic status and/or background.*

✓ *Approach challenges with clients or customers in a more creative way, understanding that different people see things in different ways.*

Do you have a suggestion for training?

Email Pam Sonagere, HR Coordinator, at PSONAGERE@co.delaware.oh.us or call 740/833-2121.



Human Resources Staff

| | | |
|--|-----------------------------|--------------|
| • Dawn Huston, Director of Administrative Services | dhuston@co.delaware.oh.us | 740/833-2122 |
| • Cindi Blair, Insurance, Risk & Wellness | cblair@co.delaware.oh.us | 740/833-2124 |
| • Brad Euans, Workers Compensation/FMLA/HR Coordinator | beuans@co.delaware.oh.us | 740/833-2127 |
| • Amanda Kreft, Insurance and Risk Assistant | akreft@co.delaware.oh.us | 740/833-2126 |
| • Jennifer Downey, HR Assistant/Recruiter | jdowney@co.delaware.oh.us | 740/833-2125 |
| • Mindy Owens, HR Manager | mowens@co.delaware.oh.us | 740/833-2129 |
| • Pam Sonagere, HR Coordinator | psonagere@co.delaware.oh.us | 740/833-2121 |
| • Molly Levings, HR Coordinator | mlevings@co.delaware.oh.us | 740/833-2123 |

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Wellness

Cindi Blair,
Insurance Risk &
Wellness

Delaware County HR
740.833.2124
Mon – Fri ; 8 am – 3 pm
cblair@co.delaware.oh.us

Visit us online:

www.co.delaware.oh.us/HR/Wellness/

The 6th annual “Walk A Mile In Her Shoes” May 2, 2014

Lots of games and activities for kids!

Completion of this event for men in ladies shoes ONLY will fulfill the “one physical activity” requirement for the 2014 Wellness Stipend.

Who: Organized by the Delaware County Coalition of Victim Services
What: FREE FAMILY EVENT, OPEN TO ALL AGES
When: **FIRST FRIDAY**, May 2, 2014
Where: Walk will begin and end at W. Winter Street and Sandusky

Registration @ 6:30 pm/Walk Start @ 7 pm

Pre-register @ <http://walkamiledelawarecounty.eventbrite.com>

The WAM event is a playful opportunity to raise awareness about sexualized violence toward women. It opens up discussion and identifies those agencies in place to help victims. It's the community taking a stand to stop the violence, and literally, “walk a mile in her shoes”.

Parking Available in the Delaware City Police and Hayes Building parking lots

For more information: visit the Facebook page of the Delaware County Coalition of Victim Services -OR- online at: www.walkamileinhershoes.org or call 740/833-2710.



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Safety and Risk Management

The Safety and Risk Management Office, part of the Human Resources Department, ensures that all County employees are provided a safe and healthful work environment as stated in the Public Employment Risk Reduction Program Act (PERRP).

Brad Euans, Workers Compensation/FMLA/HR Coordinator

Delaware County HR
740.833.2127
Mon – Fri ; 8 am – 5 pm
beuans@co.delaware.oh.us

How should employees report accidents or injuries?

1. If the injury is life threatening or needs immediate care, call 9-1-1 immediately.
2. Report the injury as soon as possible to your immediate supervisor. Complete the employee incident report form with your supervisor. The incident report is available at <http://www.co.delaware.oh.us/hr/documents.asp>. Then click the “Documents and Resources” link in the left column, then “Workplace Incident Reporting Form”.
3. You or your supervisor must email the incident report to incidentreport@co.delaware.oh.us. Please give a description of the injury and how it occurred.
 - ✓ If you go to a medical provider for treatment let them know your employer is Delaware County and we are self-insured for Workers’ Compensation.
 - ✓ Most medical providers will have you complete a BWC First Report of Injury application and this will be forwarded to the Ohio BWC and our TPA, Sedgewick for processing. A BWC First Report of Injury form is available at: <https://www.ohiobwc.com/downloads/blankpdf/FROI-20020723.pdf>
 - ✓ Not all claims receive a BWC claim number. Only claims that involve more than seven days away from work or contested claims will be assigned a BWC claim number.
 - ✓ All provider treatment after the initial emergency room or doctor’s visit must be pre-approved by Delaware County or Sedgewick to guarantee payment.
 - ✓ Let your provider know that all bills for treatment of your claim can be faxed to Delaware County Human Resources @ 740-833-2119

Your initial treatment can be with any provider you choose. Grady Work Health is familiar with Delaware County’s Workers’ Compensation Program and can be used if you are not sure where to go. A BWC Provider listing is located at <https://www.ohiobwc.com/provider/services/providerlookup/nlbwc/default.asp>

Delaware County strives to evaluate and process all claims as quickly and efficiently as possible. Some claims take time to evaluate and gather all information and interview all witnesses. If for some reason your provider would refuse care until your claim is certified, you do have the option of asking them to process your claim under the County’s health insurance program until workers’ compensation certification or denial/approval by the Industrial Commission is received.

For questions related to your claim, please call Brad Euans in the Delaware County Human Resources Department at 740-833-2127 or Sedgewick at 1-800-267-4001, ext 80961. The Ohio BWC is available at 1-800-OhioBWC.

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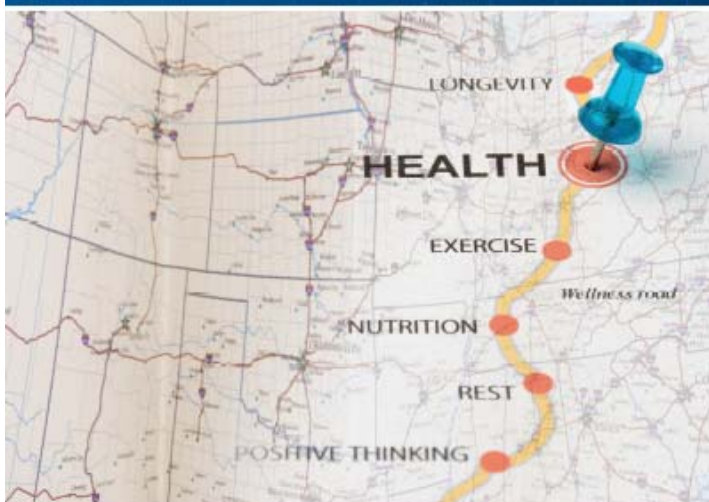
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Map out your retirement pension income and health care



Learn

Learn: Health care program changes may impact you. Know what you need to qualify for health care. OPERS provides retirement information online, in seminars and with publications—all available to members.

Plan

Plan: Make strategic choices. Use the OPERS-provided retirement planner (online), the health care calculator (online), access counseling and checklists before you make important retirement decisions.

Act

Act: Decision made? Take action. Remember, some applications for pension benefits take longer than others and you'll need specific documents.

Go online or call OPERS to LEARN what you need, PLAN to find your documents so that you can ACT on retirement when you know it's the right time for you.



www.opers.org • 1-800-222-PERS (7377)

OPERS Tid Bits

Power of Attorney and Guardianship

A benefit recipient may designate an attorney in fact under a power of attorney or durable power of attorney document. The attorney in fact may manage the recipient's OPERS account through such activities as authorizing the release of account information, providing and updating bank information for direct deposit of benefits, updating the recipient's address, receiving correspondence on behalf of the recipient, and making changes to health care coverage.

Additionally, if specifically authorized in the power of attorney document, the attorney in fact may also change retirement plans, select a plan of payment, apply for and receive a refund, and designate a beneficiary.

Log onto <https://www.opers.org/retirees/changes/attorney.shtml> to read the complete article and obtain the necessary form.

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Child Abuse Prevention Month

5K and 1 Mile Kid Run

Delaware County Department of
Job and Family Services



April 19, 2014

Run begins at 9:00 am

**Mill Run Crossing, Delaware
(Behind Meijer Rt. 36/37)**

Register at: **Premierraces.com**

Same day registration begins at 8:00 am
All Proceeds Benefit Children/Families working with
Delaware County Children Services

A great opportunity for a great cause.

Completion of this event will also fulfill your "Wellness Activity" requirement for the 2014 Wellness Stipend.

County employees get a \$10 discount off the registration fee.

Discount Code: child123

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Grow hope this spring.



American Red Cross

Blood Drive **Delaware County Rutherford B. Hayes Service Building**

Meeting Room 235
140 N. Sandusky Street
Delaware, OH

Monday, April 28
10:00 AM to 4:00 PM

To schedule an appointment call 1-800-RED CROSS or visit redcrossblood.org sponsor code:
HayesServiceBuilding.

If you last donated on or before March 3, you may be eligible to donate.

**Enter to win a Hocking Hills getaway to the Inn & Spa at Cedar Falls when
you come to give!**

redcrossblood.org | 1-800-RED CROSS | 1-800-733-2767 | [facebook.com/redcrossblood](https://www.facebook.com/redcrossblood) | [@redcrossbloodOH](https://twitter.com/redcrossbloodOH)
Individuals who are 17 years of age (16 with parental permission in some states), meet weight and height requirements (110 pounds or more, depending on their height) and are in generally good health may be eligible to give blood. Please contact your Red Cross blood donor center for more information. www.redcross.org | 1-800-733-2767 | © 2014 The American National Red Cross | BAKLAPR14JMR/V1.02/2014

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SAVE THE DATE!!!

Book Drive for the Creative Bargain Book Exchange
Bring a children's book to donate for your chance to win a \$25 Amato's gift card!

Sponsored by
Howard Hannah
Realty

This event is FREE and open to ALL City and County employees!

Employee Services Fair

Come for FREE information, demonstrations, giveaways and **MORE!!!**

**Friday,
April 25th
9:00 a.m. -
2:00 p.m.**

Where: Mingo Gymnasium (500 E. Lincoln Ave.)

Please plan on joining us for the **fifth annual** Employee Services Fair! Local agencies and businesses will be onsite offering a wide range of information and services to aide in helping you secure a more healthy work-life and family-life balance. These businesses want to make your participation worthwhile and are offering some very generous giveaways and raffle prizes for those that stop by! **Employees may attend during work hours!** Please check with your supervisor for details.

Questions or for additional information: Contact Administrative Services at 203-1025

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2014 Participating area businesses include:

| | |
|---|---|
| AAA Travel Planning | <i>Travel & insurance agents on site to answer questions & provide information.</i> |
| Action for Children | <i>Childcare, parent education and early education resources and referrals.</i> |
| Attorney's Phillips & Brown | <i>Information on legal services; free consultation appointments!</i> |
| Anytime Fitness | <i>Fitness info, membership discounts & web-based "anytime health" program.</i> |
| Big Brothers Big Sisters | <i>Volunteering opportunities for community and school mentoring programs.</i> |
| Buehlers | <i>"Click,-load-and-go," "Kidspark" and catering information.</i> |
| CES Credit Union | <i>Full service personal banking and lending options.</i> |
| City of Delaware Public Utilities Dept. | <i>Information on the City's Municipal separate storm water sewer system (M4) program plus info on rain gardens and rain barrels.</i> |
| Cleverly Simple | <i>Grocery savings, meal planning and info on coupon apps!</i> |
| Columbus Zoo & Aquarium | <i>Information on memberships, volunteering opportunities, the Wilds, Zoombezi Bay and Safari Golf Course.</i> |
| Connections Volunteer Center | <i>Information on volunteering & training opportunities in Delaware County.</i> |
| Costco | <i>Information on club memberships and membership discount specials.</i> |
| Council for Older Adults | <i>Info on senior services, enrichment center, caregiver support, volunteering opportunities, activities for older adults and catering/event services.</i> |
| Creative Financial Insurance | <i>Identity theft solutions, life insurance, supplemental health & Obamacare.</i> |
| Delaware Area Career Center | <i>Career training for adult students & short courses for personal development.</i> |
| Delaware Christian Academy | <i>Full-time childcare, full and part-time preschool summer camp & summer school age care opportunities.</i> |
| Delaware Co. Community Market | <i>Non-profit market where a % of your purchase goes to the local charity of your choice. Offering local goods, full service deli & bakery and outdoor plants.</i> |
| Delaware County Bank & Trust | <i>Information on personal banking and lending options.</i> |
| Delaware County District Library | <i>Information on summer reading club for all ages and volunteer opportunities.</i> |
| Delaware General Health District | <i>General health, wellness and nutrition education.</i> |
| DelawareO.com | <i>Local news, events and happenings website! Check it out!</i> |
| DeVry University & Keller Graduate School of Management | <i>Offering flexible schedules with onsite and online classes through mix-and-match option.</i> |
| DoTerra Independent Consultants | <i>Offering oils for sampling and purchase!</i> |
| Edward Jones | <i>Information on helping you to retire comfortably.</i> |
| Fred Astaire Dance Studio | <i>Information on class offerings and instruction.</i> |
| Girl Scouts of America | <i>Opportunities for girls grades K-12 plus info on volunteering.</i> |
| Howard Hannah RealCom Realty | <i>Information on buying or selling a home in Delaware.</i> |
| Human Society of Delaware County | <i>Info about the shelter including animal adoption and volunteer opportunities.</i> |
| "It Works!" | Special visitors will be onsite!! |
| Indiana Wesleyan University | <i>"Crazy wrap" and supplements for general health and wellness.</i> |
| National Church Residences | <i>Information on adult education programs; both online and onsite.</i> |
| Leaf Chiropractic & Wellness Ctr. | <i>Providing quality adult day services including social activities, nutritious meals, skilled nursing, personal care, rehabilitation, & transportation.</i> |
| Main Street Delaware, Inc. | <i>Offering spinal screenings, nerve scans and mineral testing.</i> |
| Metro Fitness | <i>Family-friendly activities, volunteerism, beautification assistance and much more! Info on volunteer opportunities, membership and events!</i> |
| Ohio Machine | <i>Full service health club with personal training & a variety of classes including, zumba, yoga, Pilates & silver sneakers. Discounted membership special!</i> |
| Otterbein University | <i>Info on the team, ticket discounts and prizes!!</i> |
| Parallel Equity Advisors | <i>Information on adult education programs and services.</i> |
| Park University | <i>Deferred comp management and public employee retirement planning.</i> |
| PNC Bank | <i>Information on adult education programs and services.</i> |
| Preservation Parks of Delaware Co. | <i>Banking, investment and retirement services.</i> |
| Recovery & Prevention Resources | <i>Information about the various parks, summer concerts and programming.</i> |
| Ruffing Martial Arts | <i>Info on substance abuse, mental health services, prevention and treatment resources. Drop off your unused medications!!</i> |
| The Laundry Maid | <i>Information on class offerings for youth (5+) and adults. Discounts available.</i> |
| The Little Clinic | <i>Relinquish your laundry duties! Serving Delaware, Dublin, Lewis Center, Powell and Westerville!</i> |
| Winchester Institute | <i>Information on clinic services, hours of operation and locations.</i> |
| United Way of Delaware County | <i>Offering thermography scans and foot scans measuring need for orthotics.</i> |
| | <i>Imagination Library program, Women's Leadership Network, Hunger Alliance and information on City/County fundraising campaigns!</i> |