

# HR CONNECTION

Serving Employees of the Board of Commissioners

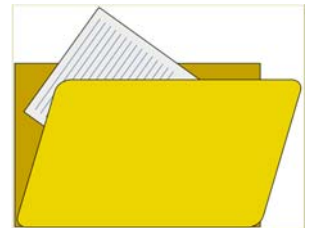
April 17, 2015

## Policy Corner: Employee Information and Records

### A. Employee Information

The appropriate Appointing Authority shall establish and maintain a personnel file for each employee. The employee is responsible for providing the employer with the following information: the employee's legal name, address, telephone number, social security number, tax exemptions, affiliation with any branch of the armed services, the name and phone number of a person to contact in case of an emergency, loss of licensure or insurability, if applicable, and, any other requested information. **In addition to providing this information, the employee is also responsible for promptly reporting any change in the information.**

In the event the employer must send correspondence or other documentation to an employee who is on leave, the employer will mail the document to the last known address listed in the employee's personnel file. An employee will be considered to have constructive notice of any correspondence or documentation mailed to his last known address.



### B. Release Of Records

With the exception of certain law enforcement entities, the County, as well as, its employees is subject to the mandates of Chapter 1347 of the Ohio Revised Code regarding personal information systems. The County maintains records that are manually stored and records that are stored using electronic data processing equipment. Records maintained by the County include personal information (i.e. employee information required above).

Each County office shall appoint a Record's Custodian who is directly responsible for the office's personal information systems. The County understands that it creates, receives, and maintains sensitive and private information, and will ensure that it collects, maintains, and uses only personal information that is necessary and relevant to the functions of the County. Personal information maintained by the County shall not be modified, destroyed, or disclosed without the approval of the Record's Custodian. The County will continually monitor the personal information system, and make necessary adjustments to ensure the system's accuracy. Employees will be trained on the use of personal information, including review of this policy. Employees who use personal information in an unauthorized manner shall be subject to the County's disciplinary policy.

Records maintained by the County that are not defined as "public records" in §149.43 of the Ohio Revised Code or other applicable provisions of law, shall not be released from an employee's personnel file unless specifically authorized by such employee in writing. Pursuant to applicable law, medical records are not public records and are maintained in a separate file. Records maintained by the County that are defined as public records shall be released in accordance with law. The County will attempt to give employees at least twenty-four hours notice before releasing their personal information in response to a public records request.

### C. Review Of File

Each employee shall have the right, with reasonable notice, to examine his personnel file. Such examination shall be made on non-work time or at some other mutually agreeable time. If an employee disputes the accuracy, timeliness, relevance, or completeness of documents in her file, he may submit a written request that the appointing authority investigate the current status of the information. The appointing authority will make a reasonable investigation to determine the accuracy, timeliness, relevance, and completeness of the file, and will notify the employee of the results of the investigation and any plans the appointing authority has to take action with respect to the disputed information.

Employees are not permitted to alter, add or remove documents or other information contained in their personnel files absent express authorization from the appropriate appointing authority. An employee who alters, adds or removes documents or information from his personnel file without prior approval may be subject to discipline. Employees may submit a statement to be attached to any disputed document.

<http://www.co.delaware.oh.us/hrdocuments/policies/manual.pdf>

Questions? Contact HR at 740/833-2120.

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# HR CONNECTION

## LEARNING AND DEVELOPMENT

### Resolving Workplace Conflict

Conflict is a normal and natural part of any workplace. When it occurs, there is a tendency for morale to be lowered, an increase in absenteeism and decreased productivity. Workplace conflict deserves quick attention since it is easier to resolve at the onset. View conflict as an opportunity to improve your professional relationship. A helpful tip is to view your coworkers as having a desire equal to yours to have mutually beneficial working relationships.

Handling and resolving conflicts that arise in the workplace is one of the biggest challenges managers and employees face. By learning to constructively resolve conflict, we can turn a potentially negative situation into an opportunity for enriched performance.

Below are some of the main cause of conflict in the workplace:

- ✓ **Varied Communication Styles:** different communication styles can lead to misunderstandings.
- ✓ **Different Values and Personalities:** the workplace is made up of individuals who see the world differently. Colleagues need to understand and accept each other's approach to work and problem-solving to avoid conflict.
- ✓ **Differing Interests:** conflict occurs when individuals struggle for their personal goals and ignore organizational goals.
- ✓ **Poor Performance:** when one or more co-workers are not performing, and the issue is left unaddressed, conflict becomes unavoidable.



### How To Achieve Conflict Resolution

Arriving at a positive resolution of conflict is always the ultimate goal. In resolving conflict, it is important to be mindful of the following:

**Let's Address Conflict in a Positive Manner**

**Collaboration** and **compromise** are the most productive forms of addressing conflict. There are no "winners" or "losers" but rather working together for the best possible solution.

**Collaboration: Working together to find a mutually beneficial solution.**

**Compromise: Finding the middle ground.**

- ✓ Clearly express the reason of the conflict. Please keep in mind that there will be differing perceptions of the problem.
- ✓ Clearly state why you want the conflict resolved and reasons to work on conflict.
- ✓ Communicate how you would like the conflict resolved.
- ✓ Address the issues face-to-face (emails and messaging are not a productive way to resolve differences).
- ✓ Step away if necessary. In the resolution of a conflict, emotions some times get the better of us. Take time-out and resume at another designated time.

By actively resolving conflict when it occurs, we can create a more positive work environment for everyone. The HR staff is available to help resolve individual or office conflicts. For assistance, please call 740/833-2120.

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## Be an “Active Listener”

### The Art of Active Listening

#### Take the first step to improve relationships.

Active listening is used to help others feel they are being truly heard. Practice these tips to become an active listener

- 1) When listening to another person, show your interest by changing your emotions appropriately to react to what the person is sharing.
- 2) React to any good news like it is part of your own life.
- 3) Focus solely on what the speaker is saying. Try not to think about what you are going to say next.
- 4) When a story is complicated, pause to paraphrase what you've heard in your own words. Ask questions for clarification, but, once again, wait until the speaker has finished. That way, you won't interrupt their train of thought.
- 5) Maintain eye contact.

## Voicemail Etiquette

Did you know that all caller ID shows as the Delaware County's switchboard number? You can help us by leaving voice mail messages for your caller.

- Speak clearly and identify yourself. Do not rush your message, which makes it hard to understand.
- Leave clear and concise messages.
- You should identify yourself at the beginning of the message by clearly and slowly stating your name and contact number with area code. You should then repeat your number at the end of the message to give the recipient time to write down your details.
- State the purpose of your call. Be brief so that you don't waste the time of your contact, who may have to respond to multiple voice mail messages



Thank you,

*Sarah Dinovo*

## The Ohio Ethics Commission

### E-Courses Available!

The Ohio Ethics Commission has created several e-courses to assist you in understanding the Ethics Law in a convenient and efficient manner. Thousands of state and local government officials and employees took advantage of electronic learning options last year.

#### The Ohio Ethics Law and Post-Employment (approx. 15 minutes in length)

Thinking of a new career adventure? Public officials and employees who are leaving public service or moving from one public position to another are subject to job-seeking and post-employment provisions of the Ethics Law and related statutes. These laws help ensure that the public is fairly represented in all interactions with the public and private sectors. This brief e-course offers information on how to make a smooth transition to the next chapter of your life.

<http://dw.ohio.gov/ethics/education/elearning/PostEmployment/index.html>



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## Overcoming Fear of Changes at Work

Reorganization, changes in management, work rules and job responsibilities can create fear and anxiety at work. Fear is one of the most significant obstacles when changes occur at work. Fear of change is normal.

- 1) A healthy approach to decrease anxiety is to write down your concerns. Then address each concern with a potential resolution.
- 2) Resist the rumor mill, which can add to the fear and uncertainty. The rumor mill often is negative and untrue or half true.
- 3) Another approach is to bring concerns to your supervisor in a professional manner. (Refer to "Talk to Your Supervisor" below.)
- 4) Gather reading material to gain insight on how to cope with change. The material on this topic is immense! Gaining knowledge is the fastest way to feel empowered. Planning your approach will help you stay positive.
- 5) No one is a stranger to change. Reflect a past experience where you successfully overcame a major change. Overcoming fear of change is about your taking control of your own view, which can help you embrace, grow and succeed from new experiences.



## Talk to Your Supervisor

Neglecting to address anxieties about the employee-supervisor relationship is a common practice. Customary issues which employees usually refrain from addressing are:

- 1) lack of clear or misunderstanding instructions
- 2) perceptions of favoritism or unequal work distribution
- 3) absence of feedback and constructive criticism as well as lack of praise
- 4) checking email or not giving full attention to an employee in a meeting.

A good approach when bringing a concern to your supervisor is to try to relate the issue as to the effect on our customers, the quality of work, productivity, or teamwork. Before you meet, write down all the topics you want to discuss and what you hope to communicate. Don't forget to be an active listener. Communicating regularly with your supervisor helps to develop and maintain a comfortable relationship



It is also a good practice to not speak negatively about anyone.

## Provide Feedback To Your Supervisor

You can give constructive feedback to your supervisor with less nervousness by being thoughtful, professional and delivering the message with tact.

Avoid a negative tone so your message doesn't come through as complaining. When feedback is delivered positively, the chances are improved for having a well-received message. Requesting permission to give feedback is also helpful. A good approach is, "I have some thoughtful input on *insert topic/project*. Is it okay to share it with you?" Share with them what you can do to help. This will make the feedback seem like less of an attack and more of a proposal for overall process improvement.

Stay non-judgmental and offer solutions. This will assist in conveying that you are offering unbiased feedback. The idea is to project your interest in improving the teams performance. Ensure that your feedback does not have any elements of a personal complaint – focus on facts, not emotions.

This is a good opportunity to work on developing ongoing, open communication. Having an open dialogue with your supervisor is a good thing. Communicating with them regularly about work projects, goal setting, etc. can help them gauge your work goals and what you want to achieve.



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## Your Questions Answered

### Q. How do I change my address and emergency contact information?

- A. To **change your address**, complete and sign the "Employee Action Form", located at <http://www.co.delaware.oh.us/hrdocuments/forms/EAF.pdf> then submit to your supervisor. Complete the following fields: Indicate what is being changed (Address Change, home location), employee name, action date, primary address, city, state, zip code and home phone. Be sure to update your Local Income Tax Form, if applicable.

The **emergency contact information** may be updated by logging onto Employee Online, located on the County's Intranet or by accessing the form located at <http://www.co.delaware.oh.us/index.php/hr-forms>, complete and submit to Human Resources.



### Q. How do I contact the Employees Assistance Program?

- A. ComPsych® GuidanceResources® Worldwide is our **Employee Assistance Program (EAP)** provider. EAP provides assistance from personal or family concerns to legal and financial concerns. You may call them 24 hours a day, 7 days a week at 877/327-4452 or visit them on the web at [www.guidanceresources.com](http://www.guidanceresources.com). The company ID is EAPCEB. The EAP brochure is attached (page 6) for your convenience.

### Q. Am I allowed to use my cell phone at work?

- A. Employees are expected to be efficient and to utilize hours at work to conduct the public work, per policy. We encourage you to contact your supervisor for your department's specific work rules regarding use of personal devices. Also, please refer to the County Policy Manual (<http://www.co.delaware.oh.us/hrdocuments/policies/manual.pdf>) for all applicable policies, including but not limited to Professional Conduct, Social Media, Computer Use Policy, as well as stand-alone policies (<http://www.co.delaware.oh.us/index.php/policies>).

Submit your questions to Mindy Owens at [mowens@co.delaware.oh.us](mailto:mowens@co.delaware.oh.us)



## Human Resources Staff

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## Guide to Using GuidanceResources® Online

YOUR **life**



YOUR **work**



YOUR **best**



First time users, follow these simple instructions and start exploring the resources offered to you on GuidanceResources® Online.

1. Go to <http://www.guidanceresources.com> to reach the Web site.
2. Once on the [guidanceresources.com](http://www.guidanceresources.com) home page, click on the blue link at the bottom right of the page that states **I am a first-time user**.
3. You will then be asked to enter your **Company/Organization ID**, located in the box below.

Your Company/Organization ID: **EAPCEB**

You will then be asked to enter a **User Name** and **Password**. Both can be anything you would like them to be but should be something you will remember. The **User Name** (often your name) must be at least six characters long and should have no spaces (for example: joesmith). The **Password Hint** is meant to prompt you if you forget your password. You must select the button verifying that you are at least 13 years of age, as required by federal law. Make sure that you complete all fields that have red asterisks, as these are required fields. When you've finished, click on the **Submit** button at the bottom of the page.

4. On the next page, you will be asked to enter the first 5 characters of the name of your company or organization.

Your Company Name:  
(First five (5) characters) **Delaw**

When you're finished, click on the **Submit** button on the bottom of the page.

5. On the next page, you will be asked to provide some demographic information. All of the fields are optional. Be sure to read the **Terms of Use** and click inside the check box to indicate your agreement to those terms. When you've finished, click on the **Submit** button at the bottom of the page.
6. You should now be on the Web site.

### FOR FUTURE LOG-INS

You will NOT have to enter all of the demographic information again. You will only need to remember your User Name and Password. When you get to step 2 above, instead of clicking on the first-time user link, go to the Log-in section and enter your User Name and Password and click on the login button. This will take you directly to GuidanceResources Online.

If you have any problems registering or logging into GuidanceResources Online, e-mail Member Services at [memberservices@compsych.com](mailto:memberservices@compsych.com) or call 877.595.5289.

YOUR SINGLE SOURCE FOR SUPPORT, RESOURCES & INFORMATION

# April is Stress Awareness Month

COMPSYCH<sup>®</sup>  
GuidanceResources<sup>®</sup>Worldwide

STAY AHEAD with HealthyGuidance<sup>®</sup>

## 7 Simple Stress Busters

No doubt about it, life can be stressful. Between work demands, hectic schedules and maintaining professional and personal relationships, there are bound to be moments that are difficult to handle. What can you do? Try one of the following small but simple activities to clear your head and calm you down.

### 1. Sing

Singing forces a person into a pattern of deep, diaphragmatic breathing. This type of breathing is intrinsically relaxing and stress-reducing. Singing is also a form of rhythmic movement, and rhythmic movement helps the brain process emotions and thoughts. So get your favorite playlist and sing along!

### 2. Write in a journal

When you need to express your feelings, sometimes writing them down in journal is a good way to let the emotions flow from your mind onto paper. Writing your thoughts and feelings down can help you clarify things and provide you with a renewed perspective.

### 3. Take a walk

If you are at work, get up and take a break, a change of scenery can rejuvenate you and help to spur creativity. Research shows just being outside around trees and nature help to lower our blood pressure.

### 4. Laugh

According to the old saying, laughter is the best medicine. If you are looking for a way to minimize the physical and mental effects of stress, laughter could be an appropriate prescription. It has been proven that people who laugh or who have been exposed to humor have lower levels of stress-related hormones in their body. So grab some of your funniest home videos or your favorite comedy and enjoy the show.

### 5. Plan something fun

Is there a destination where you've always wanted to go? Or a class you've always wanted to try? Even a dinner you've always wanted to make? Then don't put it off. Get your plan together on making it happen. Not only will it take your mind off things, but you will spend time anticipating this great trip or fun event.

### 6. Take a hot bath

A hot bath will initially raise heart rate and temperature, so to dispel the heat, you perspire—which lets your body rid itself of toxins. Then your blood vessels dilate and increase circulation, removing lactic acid from muscles, lowering blood pressure, and easing pain. Select some essential oils to enjoy some aromatherapy at the same time.

### 7. Spend time doing things you like to do

Stress is most often brought about by the tasks and events we do not enjoy. While we cannot eliminate all of the chores, trials and hardships from life, we can counteract them by making and taking time to do activities that bring us pleasure. Spend a few with family and friends whose company you enjoy. Fishing, hiking, exercising, listening to music, and even doing the crossword puzzle from the morning paper are all activities that can ease tension.

#### Reference:

American Institute of Stress: [www.stress.org](http://www.stress.org)

## Stress in America Survey 2015

The *Stress in America* survey was conducted online within the United States by Harris Poll on behalf of the American Psychological Association (APA) in August 2014.

Stress remains a barrier that prevents people from living well and reaching their health and lifestyle goals.

As in previous years, money stress tops the list in 2015. Seventy-two percent of Americans say they worry about money at least some of the time, and 22% say they worry about money much of the time. Emotional support is what most people report as helping them cope best with money stress.

While the connection between stress and health is clear, both appear to be affected by the social and emotional support we perceive in our lives. Those who have emotional support are less likely to worry, and make more life changes.

The *Stress in America* survey consistently finds that women report higher stress levels than men and are more likely than men to say they experience symptoms of stress and that they engage in unhealthy and sedentary behaviors to manage their stress.

Get guidance and help from a counselor for how to find emotional support if you are suffering from money stress problems.

Source: <http://apa.org/news/press/releases/stress/2014/stress-report.pdf>

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## Wellness

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Visit us online:

[www.co.delaware.oh.us  
/index.php/wellness](http://www.co.delaware.oh.us/index.php/wellness)

## Summer Safety Tips

Summer is around the corner. Don't miss these safety tips to ensure your summer is bright!

### Sunburn

Overexposure to sunlight can cause a variety of problems, the most basic of which is sunburn. Here are some tips for avoiding sunburn and suggestions for dealing with it when you have one:

- ✓ Wear sun block, sunscreen or suntan lotion whenever you are outside for prolonged periods of time during the summer (even when it is cloudy or overcast).
- ✓ Sunscreen should be applied 30 minutes before going outdoors and reapplied at least every two hours.
- ✓ Use water-resistant sunscreen with a sun protection factor (SPF) of at least 15.
- ✓ People with light skin color, light hair or eye color, a family history of skin cancer, chronic sun exposure, a history of sunburns early in life, or freckles should be particularly careful to avoid excessive exposure to the sun.
- ✓ In addition to sunscreen, people can wear wide-brimmed hats and sunglasses or seek shade under a beach umbrella or tree to avoid getting too much sun.
- ✓ If you do get sunburned, do not put ice or butter on your skin. Instead, use a cold compress.
- ✓ Over-the-counter pain relievers can also help deal with any pain or discomfort.
- ✓ Keep an eye out for moles that change color or size, bleed, or that have an irregular or spreading edge. These are all potential signs of skin cancer.



### Heat Illness

Heat illness is a much more severe condition than sunburn. During heat illness, the body's cooling system shuts down. Body temperature goes up, which inhibits the ability to sweat. Mild symptoms of heat exhaustion include thirst, fatigue and cramps in the legs or abdomen. Left untreated, heat exhaustion can progress to heat stroke. Serious heat-related symptoms include dizziness, headaches, nausea, rapid heartbeat, vomiting, decreased alertness, and a temperature of 105 degrees Fahrenheit or higher. In severe cases, the liver, kidneys and brain may be damaged.

The risk of heat illness goes up during exertion and sports, and it also increases if a person has certain health conditions, such as diabetes, obesity and heart disease. Alcohol use also increases the risk, as do medications that slow sweat production, such as antihistamines; tricyclic antidepressants; and diuretics used to treat water retention, high blood pressure, and some liver and kidney conditions.

People aged 65 and older and young children are especially vulnerable to heat illness. Many children die every year after being left alone in hot cars, some for just a few minutes. Many people do not realize that the temperature inside a car can climb much higher than temperatures outside during a sunny day. Heat stroke in children can occur within minutes, even if a car window is opened slightly.

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## Summer Safety Tips

### Heat Illness Continued

People aged 65 and older and young children are especially vulnerable to heat illness. Many children die every year after being left alone in hot cars, some for just a few minutes. Many people do not realize that the temperature inside a car can climb much higher than temperatures outside during a sunny day. Heat stroke in children can occur within minutes, even if a car window is opened slightly.

Air conditioning is the best protective factor against heat illness. If you do not have air conditioning, spend time in public facilities, such as libraries and malls that have air conditioning. Reduce strenuous activities, or do them during early mornings and evenings when it is cooler. If you are outside for long stretches of time, carry a water bottle with you, drink fluids regularly and do not push your limits. People playing sports should wear light, loose-fitting clothes and drink water or sports drinks before, during and after activity.

If you see someone experiencing heat illness, have the person lie down in a cool place and elevate their legs. Use water, wet towels and fanning to help cool the person down until emergency help arrives.

### Bees

Bee stings are one of the most common summertime injuries. Most reactions to bees are mild, but severe allergic reactions lead to between 40 and 50 deaths each year. An allergic reaction can occur even if a person has been stung before with no complications. Symptoms of an allergic reaction to a bee sting are swelling, hives, itching, rash, difficulty breathing and shock.

To keep bees away, people should wear light-colored clothing and avoid scented soaps and perfumes. Do not leave food, drinks and garbage out uncovered.

Treat a bee sting by scraping the stinger away in a side-to-side motion with a credit card or fingernail, and then wash the area with soap and water. Pulling the stinger or using tweezers may push more venom into the skin. For any bug bite or sting, ice or a cold compress and over-the-counter pain-relieving creams or oral medications can help.

Because bees puncture the skin with their stingers, there is a risk of tetanus infection. After getting the regular series of childhood tetanus shots, adults should have a tetanus booster shot every 10 years.

Watch for signs of allergic reaction to stings, which typically happen within the first few hours. If you or your child has ever had an allergic reaction to a sting, experts recommend carrying epinephrine, a prescription hormone given by injection to support blood pressure, increase heart rate and relax the airways.



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### Food-borne Illness

Summer is the prime season for weddings, picnics, graduation parties and family cookouts. Feeding the large groups involved can make food safety especially challenging. Known sources of E. coli include undercooked beef, sausage and contaminated produce.

Typical signs of food-borne illness include nausea, vomiting, cramps and diarrhea. In serious cases, high fever, bloody stool and prolonged vomiting may occur. Young children, pregnant women, older people and those with compromised immune systems are hardest hit.

To help avoid food-borne illnesses, people should:

- ✓ Wash their hands well and often with soap and water, especially after using the bathroom and before cooking or eating
- ✓ Wash cooking surfaces
- ✓ Keep raw food separate from cooked food
- ✓ Marinate food in the refrigerator and cook it thoroughly
- ✓ Refrigerate or freeze extra food promptly
- ✓ Do not leave food out for more than one hour when the temperature is above 90 degrees Fahrenheit
- ✓ Keep hot food hot and cold food cold
- ✓ Wash fruits and vegetables with cool running water
- ✓ Place cold food in a cooler with plenty of ice or commercial freezing gels when packing food for a picnic (cold food should be held at or below 40 degrees Fahrenheit, and the cooler should be stored in the shade)
- ✓ Hot food should be wrapped well, placed in an insulated container and kept at or above 140 degrees Fahrenheit.



People hit by a food-borne illness must stay hydrated. They should try chewing on ice chips or sipping clear fluid after the vomiting has stopped. Then, for the next day or so, they should eat only light foods, such as bananas, rice, applesauce, toast, crackers and soup. People should seek emergency treatment if severe pain accompanies the illness, if vomiting does not stop in a couple of hours or if bloody diarrhea is experienced.

### Poison Ivy, Oak and Sumac

Rashes from poison ivy, oak or sumac are all caused by urushiol, a substance in the sap of the plants. Poison plant rashes cannot be spread from person to person, but it is possible to pick up a rash from urushiol that sticks to clothing, tools, balls and pets.

Campers and outdoor enthusiasts should learn what poisonous plants look like and avoid them. If you come into contact with poison ivy, oak or sumac, wash the skin in cool water as soon as possible to prevent the spread of urushiol. If you get a rash, oatmeal baths and calamine lotion can dry up blisters and bring relief from itching. Treatment may include over-the-counter or prescription corticosteroids and antihistamines

Source: [www.guidanceresources.com](http://www.guidanceresources.com)

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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

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## Return to Work Guidelines for Employee's Non-Work Related Physical Condition

When you suffer an injury requiring physician's care, or require a medical surgical procedure, below are guidelines to assist you for a non-work related, *temporary physical condition that prevents you from performing the essential functions of your job*. Please note that these are guidelines only that will assist in a smooth transition to work. Each situation will differ.

While it is the goal to have employees return to work quickly after an injury or surgical procedure, we must identify and appropriately manage temporary work restrictions. This goal can only be met when conditions are safe for the employee to return to work and without causing liability concerns for the County. **These guidelines do not apply in Workers' Compensation injuries.**

The County values every employee and will make a reasonable attempt to accommodate work restrictions. However, if the County is unable to accommodate the work with restrictions, the employee may request a meeting with the Human Resources office to discuss.



### What are the Employee's Responsibilities?

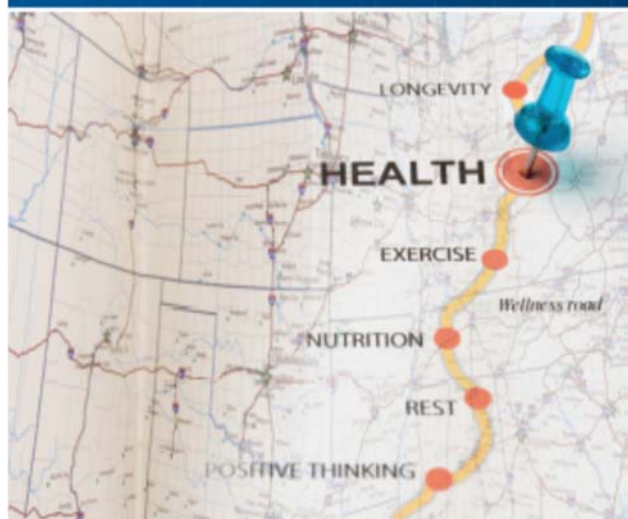
- ✓ Notify Brad Euans @ 740/833-2127 or [beuans@co.delaware.oh.us](mailto:beuans@co.delaware.oh.us).
- ✓ Complete necessary FMLA paperwork, if applicable. [Click here to download.](#)
- ✓ We encourage you to be proactive and contact Human Resources to obtain a copy of your job description and take it with you to your doctor's appointment. This step may save time!
- ✓ If necessary, you will be instructed to obtain a physician's statement that authorizes you to return to work, with or without work restrictions. Please submit to Human Resources (Brad Euans). All medical documentation is maintained in the Human Resources Office.
- ✓ Allow 48 hours for processing. Additional time may be required if work related restrictions are identified by your physician.
- ✓ If work restrictions apply, the physician's statement must be detailed, include an end date for the restrictions and list any anticipated follow-up visits. Prescription medications that may impair your ability to perform the functions of your position must be disclosed. Refer the Drug and Alcohol Policy (Prescription/OTC Medications) in the Delaware County Employee Manual. <http://www.co.delaware.oh.us/hrdocuments/policies/manual.pdf>
- ✓ Incomplete physician's statements may delay the process and your return to work.
- ✓ When a completed return to work statement is provided, Human Resources reviews work restrictions with the director/designee based on your job description. Approved duties, limitations and work hours are determined.
- ✓ Prior to your return to work, a meeting may be established to review approved duties, limitations, and work hours.
- ✓ After the meeting, Human Resources will contact your supervisor to authorize your return to work. An employee should not return to work without approval from Human Resources, in collaboration with the director/designee.

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/index.php/human-resources>

# HR CONNECTION

## Map out your retirement pension income and health care



## OPERS Tidbits

### Windfall Elimination Provision (WEP)

Social Security's Windfall Elimination Provision (WEP), which affects workers, and Government Pension Offset (GPO), which affects spouses, potentially limit the amount that public-sector workers may collect if they qualify for Social Security benefits. This affects Ohio public employees because our members do not contribute to Social Security.

Under these provisions, the formula used to compute a person's monthly Social Security benefit amount is modified, leading to a reduced benefit. According to the Social Security Administration, benefits are calculated with a weighted formula that gives proportionately higher benefits to workers with low lifetime earnings.

WEP is designed so that Social Security recipients who work part of their careers in government, and do not pay Social Security taxes, do not receive the same income as those who work their entire careers in the private sector.

A worker with a substantial period of non-covered work during their lifetime appears to have lower lifetime earnings than he or she actually had. WEP modifies the formula that Social Security uses in calculating your Social Security benefit. By adjusting the benefit formula, WEP prevents workers who receive Social Security and a public pension from receiving the advantage of the weighted benefit formula.

The WEP does not necessarily reduce the entire benefit. It applies only to the first \$791 of a person's average monthly earnings.

Years of substantial earnings	Percentage
30 or more	90 percent
29	85 percent
28	80 percent
27	75 percent
26	70 percent
25	65 percent
24	60 percent
23	55 percent
22	50 percent
21	45 percent
20 or less	40 percent

Source: [www.opers.org](http://www.opers.org)  
 Source: [www.socialsecurity.gov/pubs/EN-05-10045.pdf](http://www.socialsecurity.gov/pubs/EN-05-10045.pdf)

### 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](http://www.opers.org) • 1-800-222-PERS (7377)

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