

HR CONNECTION

Serving Employees of the Board of Commissioners

December 12, 2014

Policy Corner: Severe Weather Emergency

The severe weather emergency policy is designed to address situations that are deemed as a severe weather emergency. The policy is to benefit Delaware County and its employees by assisting individuals/departments with the proper supervision of employees during a severe weather emergency.

Notification Procedure

In the event a snow emergency is declared by the Delaware County Sheriff, or Severe Weather Watch/Warning is declared by the Delaware County EMA, the following procedures will take place:

1. In the case of a snow emergency, the Sheriff will notify Delaware County EMA of the snow emergency declaration and the level of the emergency,
2. Delaware County EMA will notify all county elected officials, EMS, and Fire Departments of the declared emergency
3. In the event that a Snow Emergency Level 2 or Severe Weather Watch/Warning is declared, each elected official will individually decide whether his/her employees should report to work or be sent home and will notify Delaware County EMA of this decision.
4. In the event that a Snow Emergency Level 3 is declared, only emergency personnel essential to the situation are to report to work.



Employees will be notified as soon as possible with any decision to delay start time or close offices.

COMPENSATION POLICY UNLESS OTHERWISE GOVERNED BY COLLECTIVE BARGAINING AGREEMENT

In the event that a Snow Emergency Level 2 or Severe Weather Watch/Warning is declared by the Sheriff or Delaware County EMA respectively, and the Board of Commissioners decides to close work for non-emergency personnel, or a Snow Emergency Level 3 is declared by the Sheriff, the following policy shall govern employees under the direction of the Board of Commissioners:

Employees will be compensated for the number of hours they were scheduled to work during the emergency period. Employees not scheduled to work because of scheduled vacation or sick leave will be charged for leave regardless of the declared emergency. If vacation or sick leave ends prior to the end of the declared emergency, no leave time will be charged for the remainder of the emergency.

If the Board of Commissioners decides not to close its departments, employees who are not able to report to work at their regularly scheduled start time due to inclement weather should contact their respective supervisor and request to use available vacation, compensatory time, or unpaid leave to cover the period not worked. The supervisor will decide whether leave is justified and approve of such leave. If the supervisor does not approve of the leave, and the employee does not report to work at the scheduled time, the employee will be considered absent without excused leave and may be subject to disciplinary action. Inclement weather is not a valid excuse for use of sick leave per Ohio Revised Code Section 124.38.



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TRAINING COMMUNIQUE: HOW TO CREATE AND MAINTAIN A POSITIVE WORK

Provide Support

- ✓ Offer advice, guidance, and encouragement regularly.
- ✓ Display a can-do attitude toward your job, your co-workers, and your workplace.
- ✓ Focus on solutions, not problems.
- ✓ Be appreciative.
- ✓ Treat one another with respect and dignity.
- ✓ Add value to your workplace. You can be the friendliest and happiest person in the workplace, but if you are not getting your job done, someone else will have to pick up the slack!

Promote A Team Concept

- ✓ Get to know your co-workers.
- ✓ Create a feeling of unity.
- ✓ Practice random acts of kindness.
- ✓ Find out a little about each person's personal life and what they enjoy doing outside work.

Recognize Helpful Behaviors

- ✓ Recognize behavior that is particularly helpful.
- ✓ Avoid gossip. Walk away and don't participate.
- ✓ Send a personal e-mail to thank helpful coworkers, or point out their helpful behavior at a meeting.

Don't Become Negative Yourself:

- ✓ Ensure you always project a positive demeanor.
- ✓ Avoid making negative comments.
- ✓ Don't criticize the decisions others.
- ✓ Be aware of your attitude and how you influence others.



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DO WE HAVE YOUR CORRECT PHONE NUMBER AND ADDRESS?

Employees must timely advise the County of any change in name, address, marital status, telephone number, number of tax exemptions, citizenship, or association with any government military service organization.

Submit an EAF with your updated information to your supervisor.

Accurate contact information is important as it effects your taxes, inclement weather notifications and employee benefit material.



Currently, 15% of our employment applications are from employee referrals! Thank you for assisting us in our recruiting efforts.

If you know someone searching for new employment, encourage them to view our job postings online at <http://www.co.delaware.oh.us/index.php/employment>.

Question regarding the recruiting process? Contact Jenny Downey at 2125 or jdowney@co.delaware.oh.us

IRS Withholding Calculator

The Withholding Calculator can help you determine whether you need to submit a new Form W-4, Employee's Withholding Allowance Certificate to avoid having too much or too little Federal income tax withheld from your pay. You can use your results from the calculator to help fill out the form.

Click here to continue to the Withholding Calculator: <http://apps.irs.gov/app/withholdingcalculator/>

Payroll Reminder

No employee health insurance charges will be deducted for the month of December. The pays beginning in January will reflect the 2015 rates. The 2015 dental and vision rates are in effect for Dec 12, 2014 pay.

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
• Jenny Downey, HR Technician	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	740/833-2885
• Dana Bushong, HR Technician	dbushong@co.delaware.oh.us	740/833-2123

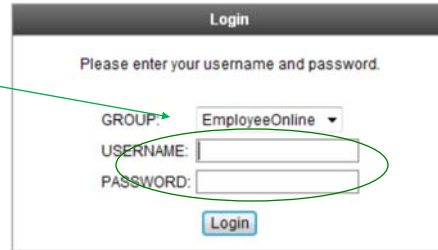
Delaware County Human Resources • 10 Court Street, 2nd Floor • Delaware, OH 43015
740/833-2120 • 740/833-2119 (Fax)

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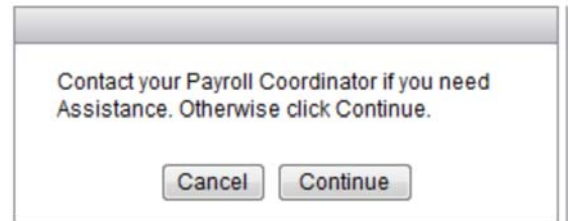


Employee Online VPN Connection Instructions

1. Open Microsoft Internet Explorer (only supported browser – other browsers may not display properly)
2. Go to this web address to get to the VPN login screen - <https://delcovpn.co.delaware.oh.us>
3. Change the Group to “**EmployeeOnline**”
4. USERNAME = **delco.eol** PASSWORD = **delco123**
Click “**login**” button or just hit the enter key.



5. The following message box will appear. If you have no questions about accessing Employee Online simply click the “**continue**” button.



6. The following menu will appear. Click on the “**Employee Online**” menu option.



7. This will take you to the normal IFAS login screen. Login using your normal IFAS user ID and password.

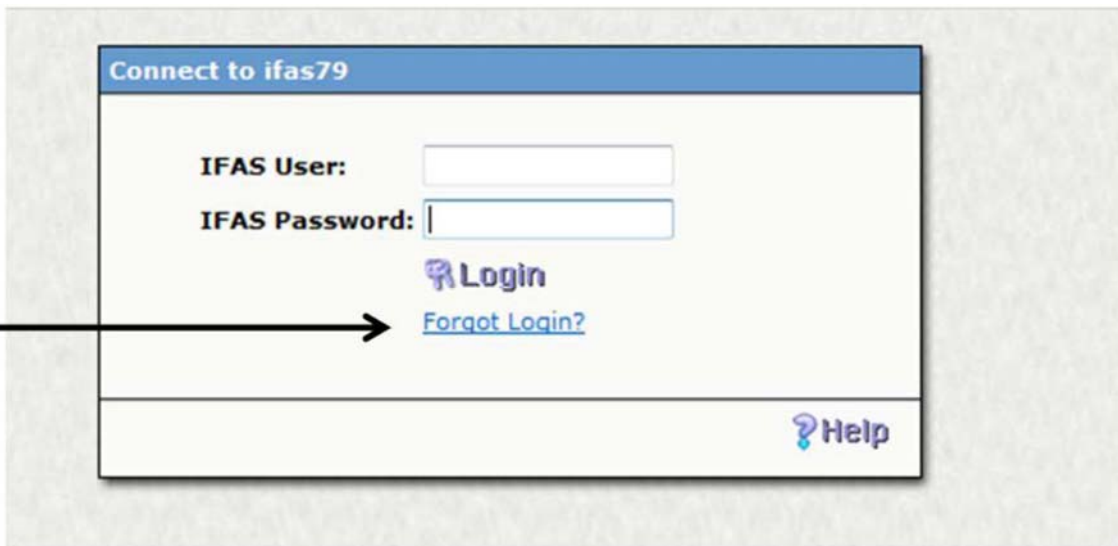
If you have any problems, please contact our IFAS tech support at 740-833-2052.

EMPLOYEE ONLINE

ADVANTAGES

- **PERSONAL** – View address, Tax Withholdings, Emergency Contact, Dependents, Direct Deposit, and leave balances.
- **PAY** – View and Print Paycheck Stubs.
- **BENEFITS** – Benefit Elections and Deduction Amounts.
- **LINKS** – Payroll and HR forms.

ACCESSING EMPLOYEE ONLINE



- **IFAS User** – Employee ID
- **Password** – Last 4 digits of your Social Security Number (initial login)
 - Will be prompted to change password after initial login.
 - Password is a minimum of 4 characters and can be alpha/numeric.
- **Forget Password** – Click on the Forgot Login? Enter your email address and a new password will be emailed to you.

Please note that the email address you key in here must be the same email address payroll has in IFAS for you.

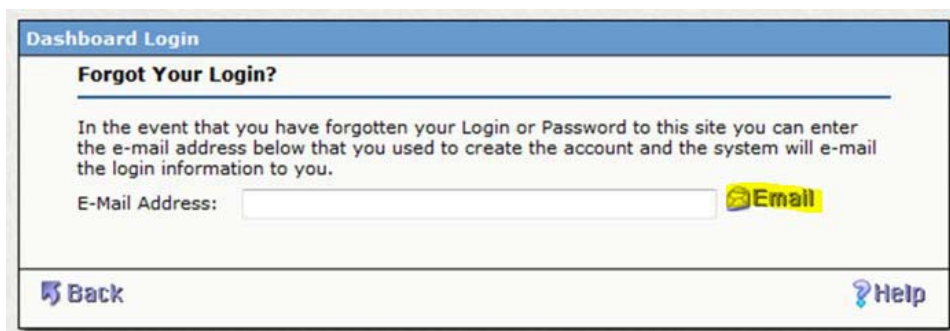


Change IFAS Password

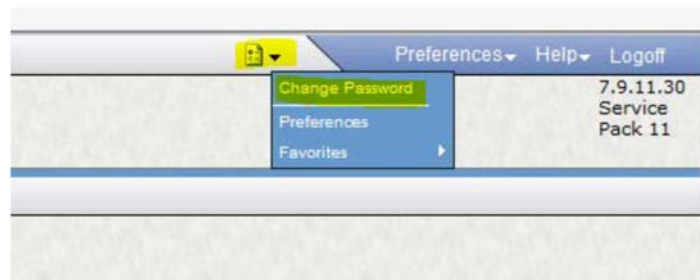
If you forgot your password and can't log in, you can use the "Forgot Login" function right below the password field on the login screen



Fill-in your email address (it MUST match what is in the IFAS system) and click the email button and the system will email you a randomly generated password. Copy this password into the IFAS Password.



We recommend that after you log into IFAS you change your password to a more familiar password. To do this or to just change your password for whatever reason, up in the right corner of the window, there is an "options" icon that looks like a white piece of paper, click on that and there is a "change password" option.



****NOTE:** Passwords are a minimum of 4 alphanumeric characters with no special characters (i.e. %, \$, &)

*******If you have any problems, please contact our IFAS tech support at 740-833-2052.

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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 – 4:30 pm
beuans@co.delaware.oh.us

Deer-Car Collisions Increase During Hunting Season

According to the Missouri Insurance Information Service, increased deer activity associated with hunting is a “major factor” in the rise in deer-vehicle collisions in the last three months of the year. With more people (hunters) in the woods, deer are spooked out of wooded areas— often out onto the road. In addition, the increase in risk from October through January is also contributed deer mating season.



ODPS reports that although such collisions are down – 20,996 deer-vehicle crashes in 2012, down 7.5 percent from 22,696 reported crashes in 2011 (23,201 in 2010) – there were six related fatalities and 1,013 injuries in Ohio in 2012. This compares to seven fatalities and 1,031 injuries reported in 2011, and four deaths and 1,063 injuries in 2010. The Insurance Institute for Highway Safety (IIHS) estimates about 200 fatalities are caused by deer-vehicle collisions each year in the US. According to data from the ODPS and ODNR, peak hours for these crashes were 5 p.m. to 1 a.m. followed by 5 a.m. to 8 a.m. In 2012, almost 54 percent of these crashes occurred between 5 p.m. and 1 a.m. while 23 percent occurred early morning between 5 a.m. and 8 a.m.

Experts offer the following tips for avoiding deer-related accidents:

- If you see one deer, slow down. Remember, deer travel in herds or small foraging groups.
- Use high-beam headlights at night.
- Be alert when you see deer crossing signs.
- Deer whistles are generally considered to be ineffective at preventing deer-vehicle accidents.

If you believe you will hit a deer, maintain control of the vehicle. Brake firmly, but not so much that the car begins to veer. Always stay in your lane and never swerve to avoid hitting a deer. Hitting a deer is less likely to result in a traffic fatality than striking another car or stationary object, such as a tree.

County	#Crashes	Rank
Stark	558	1
Richland	533	2
Hamilton	524	3
Clermont	470	4
Lorain	470	4
Trumbull	436	6
Summit	435	7
Delaware	414	8
Mahoning	409	9
Tuscarawas	408	10

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Public Service Loan Forgiveness Program

About Public Service Loan Forgiveness

- ✓ The purpose of the Public Service Loan Forgiveness Program is to encourage individuals to enter and continue working in public service jobs.
- ✓ You may qualify if you work full-time in a public service position and meet other eligibility requirements.
- ✓ This program is for Direct Loans only

Since the Public Service Loan Forgiveness Program requires 120 separate on-time monthly qualifying payments and was just established in 2007, no borrower will be eligible for forgiveness until 2017. However, it is recommended that you submit employment certification on an annual basis for any months that you were employed with a public service organization and believe you have met the eligibility requirements. See steps below.

Step Number	Procedure
Step 1	Download and print the Employment Certification Form (ECF) for Public Service Loan Forgiveness http://www.myfedloan.org/forms/pdf/discharge/pslf_instructions_ECF.pdf
Step 2	Read the instructions Complete sections 1 and 2 Provide your employer with the form to complete section 3
Step 3	Mail or fax your completed form (borrower AND employer section completed) to: FedLoan Servicing Attn: Loan Forgiveness P.O. Box 69184 Harrisburg, PA 17106-9184 Fax: (717) 720-1628 If you need help completing the form, call: 855-265-4038

Source: <http://www.myfedloan.org/manage-account/loan-forgiveness-discharge-programs/loan-forgiveness.shtml>



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Ohio Ethics Commission - Holiday Gift Giving

The winter months are a time of celebration for many. They are also a time when many exchange gifts. When a person chooses to enter public service, however, he or she must recognize that some gifts and entertainment will be prohibited. To know whether or not a gift may be accepted, both the value and the source of the item must be determined.

The Ethics Law prohibits a public official or public employee from soliciting or accepting anything of value that could have a substantial and improper influence on the performance of his or her public duties. Some items that the Ohio Ethics Commission has identified as having "substantial" value include, tickets to theater or sporting event, vacations, expensive meals and golf outings.

Nominal or very inexpensive gifts such as a coffee mug, tin of popcorn, or t-shirt are not considered substantial. These types of minor gifts are not prohibited under the Ethics Law, though some public officials or employees may still choose to decline them to avoid even the appearance of impropriety. Some public offices return gifts with a request that the item be donated to a charity to ensure that the integrity of the public office or its personnel is never called into question.

If, however, a public official or employee is offered a substantial gift, such as sports tickets or jewelry, he or she then must identify the giver or source to determine whether it is acceptable. Individuals and other parties that are doing or seeking to do business with, interested in matters before, or regulated by a public agency are improper sources of substantial gifts to the agency's public employees. When the holiday season is approaching, the Ohio Ethics Commission specifically receives many questions regarding gifts from vendors. In a 2013 Gift Bulletin, the Commission offered guidance for state and local government agencies. In the bulletin, the Commission reminded public officials and employees that accepting a gift or entertainment of substantial value from an improper source is prohibited. However, the Commission also offered the following guidance:

The Ethics Law does not prohibit public officials or employees from socializing with anyone;

- If a public official or employee is going to a restaurant with an agency vendor, and the cost of the meal will be substantial, the public servant should pay his or her own bill;
- If a public official or employee is invited to attend an open house hosted by an agency vendor, in most cases, it would be acceptable to attend because the per-person value of an open house is unlikely to be substantial; and
- If a public official or employee is invited to attend an expensive event hosted by a vendor, or an event that includes expensive tickets (such as a sporting event, concert, theater performance), the public servant may either decline the invitation or pay the per-person cost to attend the event. See the Gift Bulletin for more information on reimbursement requirements.

Source: <http://ethics.ohio.gov/education/newsletters/14-11.pdf>

Download the Ethics Reporting Form: <http://www.co.delaware.oh.us/hrdocuments/forms/EthicsForm.pdf>



As referenced in the Delaware County Policy Manual: "Any employee having doubt as to the applicability of these provisions should consult his or her supervisor or legal counsel. Any employee offered a gift or favor who is not sure whether acceptance is a violation of the Code of Ethics, should inform his or her supervisor of the gift offer. The supervisor will make a decision or will refer the individual to the Prosecutor's Office. No employee will accept from any contractor or supplier doing business with the County, any material or service for the employee's private use."



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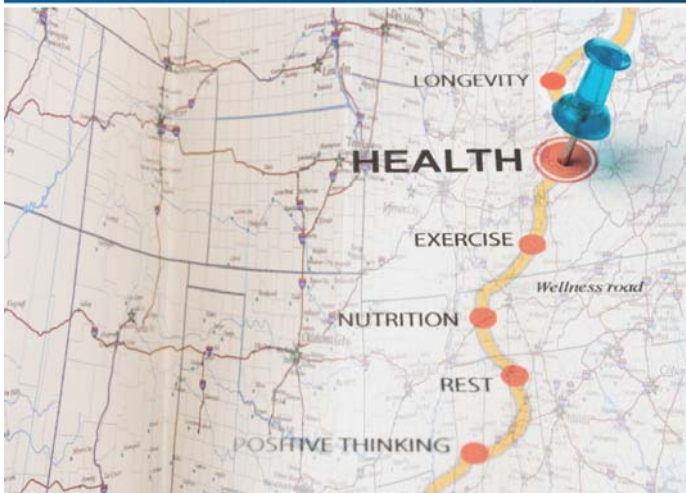


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Map out your retirement pension income and health care



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 Tidbits

Frequently Asked Questions

Q. Who is eligible to choose one of the OPERS retirement plans?

A. With certain exceptions, new members hired on or after January 1, 2003, are eligible to select one of the OPERS retirement plans. Among those members not eligible to select one of the new plans are OPERS law enforcement officers, college and university employees who elect to participate in an Alternative Retirement Plan, and re-employed OPERS retirees.

Q. Why are certain members ineligible to enroll in the Member-Directed and Combined plans?

A. House Bill 628, which was enacted in 2000 and required OPERS to establish one or more defined contribution plans for our members, established the eligibility requirements for current OPERS members. The Act mandated that only current OPERS members with less than five years of total service credit (those who are not entitled to a benefit under the Traditional Pension Plan) would be eligible to select one of the new plans. In addition, the Act required that OPERS law enforcement officers participate only in the Traditional Pension Plan.

Q. After I select an OPERS retirement plan, will I be able to change my retirement plan?

A. Yes. Eligible members will have three opportunities to change their retirement plan, based on the following guidelines:

- Prior to attaining five years of total service credit;
- Once after attaining five years, but no more than ten years of total service credit; and
- Once at any point after attaining ten years of total service credit.

A plan change takes effect on the first day of the month following the month the change is received by OPERS. Member and employer contributions with pay period ending dates after the effective date of change will be credited to the member's new retirement plan. A plan change not used in a specified period may not be carried over to the next period.

Source: OPERS.org

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