

HR CONNECTION

Serving Employees of the Board of Commissioners

December 15, 2015

Policy Corner—Solicitation

Individuals not employed by the County are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services (except by representatives of suppliers or vendors given prior authority), or engaging in any other solicitation, distribution, or similar activity on the premises or at a worksite.

The County may authorize a limited number of fund drives by employees on behalf of charitable organizations or for employee gifts. Employees are encouraged to volunteer to assist these drives; however, participation is entirely voluntary.

The following restrictions apply when employees engage in permitted solicitation or distribution of literature for any group or organization, including charitable organizations:

- A. Distribution of literature, solicitation and the sale of merchandise or services are prohibited in public areas.
- B. Soliciting and distributing literature during the working time of either the employee making the solicitation or distribution, or the targeted employee, is prohibited. The term “working time” does not include an employee’s authorized lunch or rest periods or other times when the employee is not required to be working.
- C. Distributing literature in a way that causes litter on County property is prohibited. The County maintains various communications systems to communicate County-related information to employees and to disseminate or post notices required by law. The unauthorized use of the communications systems or the distribution or posting of notices, photographs, or other materials on any County property is prohibited.

Violations of this policy will be addressed on a case-by-case basis. Disciplinary measures will be determined by the severity of the violation, not the content of the solicitation or literature involved.



Read these and all policies at <http://www.co.delaware.oh.us/index.php/policies>.
Questions? Contact HR at 740/833-2120.

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HR CONNECTION

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LEARNING AND DEVELOPMENT

Balancing Priorities: How to Successfully Manage Tasks, Deadlines, and Expectations

In our increasingly competitive world, we all need to be more productive than ever. Not only must we do our jobs in less time and with fewer resources, we often work for more than one boss and on more than one team. As a result, we may face conflicting tasks, deadlines, and expectations, making it difficult to identify what's most important. Furthermore, the transformations in our workplaces brought about by technology have, in addition to the many benefits, increased the speed and complexity of our work. Think about your typical workday. Why do you sometimes feel overwhelmed by your work, miss deadlines, or fail to meet others' expectations? What makes it difficult to manage your priorities?

Below are some of the factors that make it difficult or impossible to manage multiple priorities successfully:

- Lack of clear, relevant goals
- Vague expected outcomes
- Failure to determine what's important and what's not
- Failure to realistically estimate time needed for tasks, activities, and responsibilities
- Lack of planning
- Procrastination
- Unrealistic expectations
- Poor communication
- Failure to respond to change
- Trying to do everything yourself, instead of focusing on the work that only you can do
- Setting relevant goals

When faced with multiple priorities, the first questions to ask are "What should I do first?" "What can wait a while?" and "What really doesn't need to be done?" The answers to these questions are particularly important when you are pressed for time or faced with conflicting expectations. It's impossible to answer these questions without goals. Goals describe your destination so that you can decide where to focus your efforts and your time.

How Goals Help You Decide What's Important

- Setting clear, relevant goals helps you:
- Sort your priorities by order of importance.
- Focus your time and effort on what really needs to be done.
- Avoid time-wasting activities.
- Breaking down my goal into action steps

Prioritizing Tasks and Responsibilities

In addition to activities related to your specific goals you have routine recurring tasks and responsibilities that need to be accomplished. To decide where to focus your time, productivity experts such as Stephen Covey, author of *7 Habits of Highly Effective People*, have found that it can help to sort them into categories.

- High Urgency/High Importance
- Low Urgency/High Importance
- High Urgency/Low Importance
- Low Urgency/Low Importance

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High Urgency/High Importance

If there is a fire in your office, it's extremely important to put it out, even if that means stopping something else that you are doing. The consequences of not taking action would be too severe. You can't always foresee and avoid these crisis situations, but some may be of your own making. For example, when you leave things until the last minute, an ordinary task can become a crisis.

Low Urgency/High Importance

These can be the most important tasks because they lead you toward your goals, yet they are easy to neglect because the consequences are not often seen immediately. Not taking the time to attend regular team meetings may mean that you miss important discussions and information sharing related to one of your projects. Neglecting to assess your goals when things change may lead you to waste time working on things that are no longer relevant. Skipping personal activities such as exercise and family activities can lead to poor health and increased stress.

High Urgency/Low Importance

A primary obstacle in getting important work done is when things appear to be urgent but really are not. These are often interruptions and "urgent" requests. A colleague stops by to chat about next weekend's softball game. Out of ten emails that arrive in your inbox, seven are from people who have copied you on matters in which you are not involved.

Low Urgency/Low Importance

High on the list of activities that fall into this category are things that we enjoy doing but do little to lead you toward your goals—they can even become serious impediments to getting your important work done. Maybe you'd rather read blog and twitter posts than dive into that report, or maybe you'd rather crunch numbers than attend meetings with clients. Whether you do these activities because you enjoy them or because they distract you from things you'd rather not do, they can eat up valuable time and make it much harder to achieve your goals.

Think of the activities you did during the past few days at work and in your personal life. Considering your current goals, decide which category of urgency/importance each activity would fall into, and record them in the table below.

Keeping Yourself Organized

How much of your work time do you spend looking for things you need—information, documents, files, emails, pens, pencils, paper clips? How easily can you quickly put your hands on exactly what you need? A lack of organization means that you waste valuable time looking for things instead of doing what needs to be done. A good organizational system can help you move more efficiently toward your goals.

How Organized Are You?

Instructions: For each statement, circle the number that best reflects how well it describes you in the workplace.

Use the following scale:

- ☒ 1 = *doesn't describe me at all*
- ☒ 2 = *describes me to a small extent*
- ☒ 3 = *describes me to a moderate extent*
- ☒ 4 = *describes me very well*

Add the numbers assigned to each statement and see how your organizational skills measure up.

Statement	Rating
1. I can easily find a specific email or electronic file.	1 2 3 4
2. I keep supplies and materials I need close at hand.	1 2 3 4
3. Each time I read an email or a document, I decide what to do with it before moving on to something else.	1 2 3 4
4. I can quickly locate the contact information for people I work with or do business with.	1 2 3 4

Total:

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Interpreting Your Total Score:

4–6: Lack of organization may be making it much harder for you to achieve your goals.

7–9: You would find it easier to get things done if you organized your work space so you could find things more easily.

10–13: Lack of organization seldom interferes with your ability to get things done.

14–16: Congratulations! You are generally well organized.

Strategies for Organizing Yourself

- Depending on the work you do and your working style, you can do these kinds of things to keep yourself organized:
- Set up your work space so the things you need are close at hand.
- Name your files, both electronic and paper, so that they are easy to retrieve.
- Sort your email into folders, give them names that make them easy to locate, and use flags to indicate priority and importance.
- The first time you read an email or a piece of paper, decide what to do with it: take immediate action, put it in a tickler file for future action, delete or ignore it, forward it to others, and so on.
- Go through your paper and electronic files regularly to archive what's no longer current.
- Schedule a few minutes every day or two to maintain your organizational system.
- Schedule Everything!
- One reason that people often find themselves overwhelmed by their priorities is that they have not scheduled their time or scheduled it carefully enough. A schedule helps ensure that your important work gets done.
- The process of developing a schedule also helps ensure that you have considered everything you need to do and found the most efficient way to do it. Having a set time for each activity also helps you avoid procrastination and the other time-wasting activities

Criteria for a Useful Schedule

To be useful, a schedule must:

- Be put in writing—otherwise you will waste time trying to remember what you are supposed to be doing.
- Include *everything* you need to do—breaks and personal time as well as work-related activities.
- Be arranged so that activities that require concentration and energy are scheduled at the times of the day you are most alert and focused—some people are at their best early in the morning, while others do best later in the day.
- Include time for routine tasks, such as reading email, making phone calls, and doing research.
- Allow “contingency” time for the unexpected—extended meetings, delays, interruptions, and emergencies.
- Include time for thinking, planning, and reflecting.
- Be realistic—you can control many things, but you cannot increase the number of hours in a day.
- Be reviewed and revised regularly and whenever things change.

How Efficiently Do You Use Your Time?

You can't add hours to the day, but you can create more time for your important work by reducing or eliminating activities that waste time because they do nothing to move you toward your goals.

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Individual Activity: How Efficient Are You?

Instructions: For each statement, circle the number that best reflects how well it describes your use of time at work.

Use the following scale:

- ✎ 1 = *doesn't describe my use of time at all*
- ✎ 2 = *describes my use of time to a small extent*
- ✎ 3 = *describes my use of time to a moderate extent*
- ✎ 4 = *describes my use of time very well.*

Add the numbers assigned to each statement and see how your efficiency level measures up.

Interpreting Your Total Score:

- ✎ 23–28: You use your time efficiently
- ✎ 18–22: You generally use your time efficiently but could improve
- ✎ 12–17: You could make better use of your time
- ✎ 7–11: Your time wasters might be making it hard for you to achieve your goals

Statement	Rating
1. I seldom spend unnecessary time using technology—e.g., browsing the web, checking my email, socializing with friends online, reading blogs and Twitter feeds, and so on.	1 2 3 4
2. I rarely have to rush to get things done on time.	1 2 3 4
3. When something I'm working on is finished, I go on to other things.	1 2 3 4
4. I do not typically multi-task.	1 2 3 4
5. As a rule, I do not let distractions and interruptions interfere with my ability to get things done.	1 2 3 4
6. I rarely do work that has become unnecessary because something has changed.	1 2 3 4
7. Nearly all the meetings I attend are necessary and useful.	1 2 3 4

Total:

Using a To-Do List

A to-do list is essentially a checklist that helps you stay on track. It can help you focus your attention on your priorities and keep you from forgetting important things when a day threatens to get out of control.

Making the Best Use of a To-Do List

Whether you use an electronic to-do list or a pen-and-paper to-do list, here are some ways to get the most out of it:

- Review and update your to-do list every day.
- Lists all the tasks and activities you need to do on a given day, even those that seem minor.
- Note the time that you will spend on each activity.
- Check off things when you've done them.
- If you cannot do or complete an activity that needs to be done, schedule it for another day.

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Attorney General DeWine Warns Consumers and Businesses to Avoid Charity Scams

Ohio Attorney General Mike DeWine today offered good giving tips and introduced a new charity guide for businesses to help Ohioans avoid charity scams this holiday season.

The recommendations coincide with "Giving Tuesday" (the Tuesday after Thanksgiving), an initiative that promotes charitable giving.

"Many charities do great work, and we encourage Ohioans to give generously to their favorite causes," Attorney General DeWine said. "Unfortunately, some con artists pose as reputable charities and pocket money that should be used to help others. We want to give consumers and businesses tools to weed out scams."

To help business detect charitable fraud, Attorney General DeWine's office has produced a new free publication called "[A Charity Guide for Businesses](http://www.ohioattorneygeneral.gov/Files/Briefing-Room/News-Releases/Charitable-Law/2015-12-01-Charitable-Guide-for-Businesses)." (<http://www.ohioattorneygeneral.gov/Files/Briefing-Room/News-Releases/Charitable-Law/2015-12-01-Charitable-Guide-for-Businesses>). The guide addresses raffles, collection bins, point-of-sale solicitations, and other issues that may arise when businesses interact with charities. It also offers a sample application that businesses can use to help evaluate solicitors who want to fundraise on the business's premises.

Businesses and consumers should beware of charitable scams, including:

- **Phony charities with realistic-sounding names.** Just because a charity sounds legitimate doesn't mean that it is. Many scam charities have names that sound official or trustworthy. For example, the U.S. Navy Veterans Association was a fraudulent charity whose operator was sentenced to prison for stealing millions of dollars from donors across the country.
- **Scam solicitors who pretend to represent a real charity.** Some people claim to collect donations for a legitimate charity but keep the money for themselves instead. Be skeptical of solicitors who tell you to make a check out to an individual rather than an organization. Also be wary of solicitors who can't or won't provide detailed written information about the charity they claim to support.
- **Crowdfunding schemes.** Crowdfunding allows individuals and organizations to fund projects through the donations of a large number of people. While many crowdfunding campaigns support charitable causes, not all campaigns are legitimate. For instance, some con artists set up campaigns to raise money for cancer treatments even though they don't actually have cancer. Do some background research on the individual or project before supporting a crowdfunding campaign.

Attorney General DeWine offered Ohioans the following tips to avoid charity scams:

- **Develop a charitable giving plan.** Determine which groups you want to support, and stick to your plan. If you receive unexpected requests for donations, explain that you already have a charitable giving plan in place.
- **Check out an organization with the Ohio Attorney General's Office.** Use the Attorney General's online "Research Charities" tool or call 800-282-0515 to help determine whether the organization is in compliance with state filing requirements.
- **Review the charity's 990 return.** Most charities, other than churches, are required to submit annual 990 returns to the IRS. These returns are publically available at www.GuideStar.org.
- **Verify the organization's tax-exempt status with the IRS.** The IRS's "Exempt Organizations Select Check" can be used to verify if an organization has a valid 501(c)(3) or other tax-exempt designation.
- **Gather data from private watchdog groups.** National watchdog groups include the Better Business Bureau Wise Giving Alliance, Charity Navigator, and CharityWatch.
- **Do a basic Internet search of the organization.** Review information you find about the group's accomplishments or questionable activity.
- **Ask the charity how your donation will be used.** Get information in writing. Compare the charity's written and web-based materials with the information you gather from other sources.

The Ohio Attorney General's Charitable Law Section investigates and pursues enforcement actions involving the misuse of charitable funds. Those who suspect questionable charitable activity should contact the Ohio Attorney General's Office at www.OhioAttorneyGeneral.gov or 800-282-0515.

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THE OHIO ETHICS COMMISSION

In recognition that many questions arise regarding specific areas of the law, the Ethics Commission has created several short e-courses specific to these topics.

These short e-courses serve as a springboard to begin discussion and to enhance understanding of the Ethics Law in your agency. Due to their brevity and specificity, they would be especially appropriate for staff meetings. Of course, each one can also be individually viewed on-demand.

The Ohio Ethics Law and Gifts

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

Wondering if you can tee up with your agency's vendor? Or accept the tin of cookies from someone in the regulated community? This brief e-course will explore the Conflict of Interest provision of the Ethics Law as it relates to gifts. A helpful course for anyone in the public sector as well as private sector entities who do business with or are regulated by a state or local governmental agency.



The Ohio Ethics Law and Conflicts of Interest ~New!

<http://dw.ohio.gov/ethics/education/elearning/2015/ConflictsOfInterest/index.html>

What is a conflict of interest? Must they be avoided? How do I respond if I have a conflict? If you have ever asked yourself these questions, this is the course for you. This e-course will examine issues related to conflicts of interest in public service, provide real-life example, and offer guidance on responding to conflicts.

THE OHIO ETHICS LAW – A WORKING UNDERSTANDING:

General Public Protections – The Ethics Law contains *criminal* restrictions to:

- Restrict participation in public matters involving direct and definite personal, family and business interests of a public official or employee;
- Limit compensation for public duties to their public employer;
- Restrict personal, family, and business interests in public contracts;
- Prohibit nepotism in public hires and services;
- Condition former officials and employees' post-employment activity;
- Control the disclosure of confidential information, and;
- Provide protections against influence peddling in public agencies for personal benefit.

General Rule: Whenever the interests of the public official or the public official's family or business associates are present in an issue before the public official, there is an ethics question.

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Q. I was recently divorced. Do I need to remove my ex-wife or can I keep her on my medical insurance and continue to pay for the family plan? (I have to maintain family coverage for my children.)

A. Only legal spouses may be insured on our medical, dental and vision insurance.

You have **30 days** from the date of the qualifying event to make any changes. Your ex-spouse can opt to pay for their own benefits through **COBRA** and they will receive notification of this in the mail. Please contact Cindi Blair at ext. 2124 or cblair@co.delaware.oh.us.

Q. Does the County offer paid military leave?

A. Military leave is governed by Ohio Revised Code (ORC) Chapters 5903, 5906 and 5923 and the Uniformed Services Employment and Reemployment Rights Act (USERRA). County employees who are members of the Ohio organized militia or members of other reserve components of the armed forces, including the Ohio National Guard, are entitled to military leave. Employees requesting military leave must submit a written request to the County as soon as they become aware of such orders. Employees must provide the published order or a written statement from the appropriate military authority with the request for leave. Pursuant to O.R.C. § 5923.05, employees are authorized up to twenty-two (22) eight (8)-hour working days or one hundred seventy-six (176) hours within a year.

Review the complete Military Leave policy at <http://www.co.delaware.oh.us/hrdocuments/policies/manual.pdf> and contact Human Resources with any questions.



WELCOME TO THE NEWEST EMPLOYEES, SERVING UNDER THE BOARD OF COMMISSIONERS

Facilities

Chad Aleshire.....Custodial Supervisor.....Nov 9, 2015

911 Emergency Communications

Daniel Womeldorf.....Telecommunicator..... Nov 30, 2015

CSEA

Janelle Pyle..... Administrative Assistant.... Nov 30, 2015

Amy Sheets..... Administrative Assistant.... Nov 30, 2015

JFS

Nicholas Dean.....Social Service Worker II..... Dec 7, 2015

Regional Sewer District

Jehramy Schlaegel..... Custodian..... Dec 14, 2015



Human Resources Staff

• Dawn Huston , Director of Administrative Services	dhuston@co.delaware.oh.us	740/833-2122
• Cindi Blair , Insurance, Risk & Wellness Coordinator	cblair@co.delaware.oh.us	740/833-2124
• Brad Euans , Workers Compensation/FMLA/HR Coordinator	beuans@co.delaware.oh.us	740/833-2127
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• Dana Bushong , HR Technician	dbushong@co.delaware.oh.us	740/833-2123
• Pam Sonagere , Sheriff's Office HR Manager/County Spec Projects	psonagere@co.delaware.oh.us	740/833-2885

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Wellness

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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)

Tips for More Positive Thinking

Changing the way you think can help you put a more positive spin on what happens in your life. This makes you more productive overall.

Thinking and Believing

Changing your thinking habits can make many things less disagreeable. For example, if you do not like your job, you may:

- Habitually think about what a chore it is
- Think about how much you hate it
- Think about how much you would rather do something else for a living

You may think negative thoughts about your job from the time you get up to go to work until you get home, and this may keep you miserable all day long.

You will feel better about working at a job you dislike if you practice positive thoughts, such as:

- "At least it pays the rent."
- "I sure do like my paycheck."
- "I'm going to do the best I can."

If you are depressed or anxious, think of the opposite. Instead of dwelling on the worst-case scenario, imagine the most unlikely best-case outcome. Both are equally unlikely; it is absurd to predict the future accurately. So, at least by imagining the best-case scenario, you will stop accepting what pops into your mind and believing it to be true.

How You Might Start Out

Pick an area in which you are having trouble, and then create or invent new memorable, extremely favorable, ridiculously absurd options to deal with that situation.

For example, if you are uncomfortable around your supervisor at work or your relatives, imagine positive scenes in which you solve conflicts or make adjustments.

If your confidence and self-esteem are low imagine:

- Scenes in which your confidence is increased
- Being praised for your efforts
- Being successful
- Finally receiving the acceptance or affection from those who have not provided it in the past

The best possible outcome you can feel. It may sound strange, but your brain will think your life is better (it only knows what it is told), and chemically, your mood will lift gradually.

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Tips for More Positive Thinking continued

Moving Forward

Taking these positive steps may not be so simple.

For example, you may be fighting low self-esteem because of prior abandonment. To change your self-image, you affirm, "I am good, beautiful, worthy and strong." However, your unconscious mind sabotages your efforts to create a new positive identity by releasing the negative counter-thought, "You are an insecure, awkward, homely loser."

This negative thought has had control of your self-image for years. It is a well-established thought circuit that does not give up its power so easily.

The negative thought maintains its power unless neutralized by a stronger, positive thought. With practice, eventually the positive thought will grow and associate with other positive thoughts, such as:

- "I am a good person."
- "There are many successes in my life."
- "People like me."
- "I have a lot to offer."

It is up to you. You can choose at any time to deploy an army of positive thoughts that will rapidly and effectively neutralize the negative ones.

Then, when the same provocative situation arises to test you, your mind stays positive, poised and peaceful.

Steps to Take

Affirmations may sound (and feel) a little stiff and unnatural at first, but do not worry – they work anyway.

Once you get the feel of affirmations, relax and develop your own style. Affirmations are more effective when the mind is relaxed, opened and less defensive, such as just before going to sleep or just after awaking.

You can practice affirmations before, during or after a particular problem surfaces.

Affirmations are best stated in the present tense because, if affirmations are in the future tense ("I will ..."), your unconscious mind feels no urgency to act now.

Make your affirmations believable and realistic so that you can say them with sincerity. Begin with small, easily achievable goals, and work your way up to bigger accomplishments.

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**American
Red Cross**



Give a meaningful gift this holiday season.

Donate blood.

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

Bloodmobile
140 N. Sandusky Street
Delaware, OH

Tuesday, December 22
9:00 AM to 2:00 PM

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

**Come to give and get a FREE 6 inch sub
card from Subway!**

Give Something that Means Something® Schedule your appointment today.

Download the Blood Donor App | redcrossblood.org | 1-800-RED CROSS | 1-800-733-2767

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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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Holiday Health and Safety Tips

1 Wash your hands often.

Keeping hands clean is one of the most important steps you can take to avoid getting sick and spreading germs to others. Wash your hands with soap and clean running water for at least 20 seconds. If soap and clean water are not available, use an alcohol-based product.



2 Stay warm.

Cold temperatures can cause serious health problems, especially in infants and older adults. Stay dry, and dress warmly in several layers of loose-fitting, tightly woven clothing. Check on children, the elderly and pets.



3 Manage stress.

The holidays don't need to take a toll on your health. Keep a check on over-commitment and over-spending. Balance work, home, and play. Get support from family and friends. Keep a relaxed and positive outlook. Get enough sleep.



4 Travel safely.

Whether you're traveling across town or around the world, help ensure your trip is safe. Don't drink and drive, and don't let someone else drink and drive. Wear a seat belt every time you drive or ride in a motor vehicle. Always buckle your child in the car using a child safety seat, booster seat, or seat belt according to his/her height, weight, and age. Get vaccinations if traveling out of the country.



The holidays are a time to celebrate, give thanks, and reflect. They are also a time to pay special attention to your health. Give the gift of health and safety to yourself and others by following these holiday tips.



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5 Be smoke-free.

Avoid smoking and breathing other people's smoke. If you smoke, quit today! Call 1-800-QUIT-NOW, or talk to your health care provider for help.



6 Get check-ups and vaccinations.

Exams and screenings can help find problems early or before they start. Vaccinations help prevent diseases and save lives. Schedule a visit with your health care provider for a yearly exam. Ask what vaccinations and tests you should get based on your age, lifestyle, travel plans, medical history, and family health history.



7 Watch the kids.

Children are at high risk for injuries. Keep a watchful eye on your kids. Keep potentially dangerous toys, food, drinks, household items, choking hazards (like coins and hard candy), and other objects out of kids' reach. Learn how to provide early treatment for children who are choking. Develop and reinforce rules about acceptable and safe behaviors for all electronic media.



8 Prevent injuries.

Injuries from falls and fireworks often occur around the holidays. Use step stools instead of furniture when hanging decorations. Leave the fireworks to the professionals.

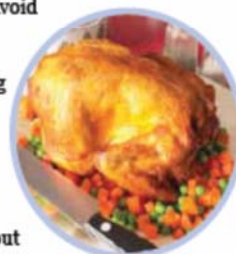


Most residential fires occur during the winter months. Keep candles away from children, pets, walkways, trees, and curtains. Never leave fireplaces, stoves, or candles unattended. Don't use generators, grills, or other gasoline- or charcoal-burning devices

inside your home or garage. Install a smoke detector and carbon monoxide detector in your home. Test and change the batteries regularly.

9 Handle and prepare food safely.

As you prepare holiday meals, keep you and your family safe from food-related illness. Wash hands and surfaces often. Avoid cross-contamination by keeping raw meat, poultry, seafood, and eggs (including their juices) away from ready-to-eat foods and eating surfaces. Cook foods to the proper temperature. Refrigerate promptly. Do not leave perishable foods out for more than two hours.



10 Eat healthy, and be active.

With balance and moderation, you can enjoy the holidays the healthy way. Choose more vegetables and fruit. Select just one or two of your favorites from the host of tempting foods. Find fun ways to stay active, such as dancing to your favorite holiday music. Be active for at least 2 1/2 hours a week. Help kids and teens be active for at least 1 hour a day.



To learn more, including the holiday song *The 12 Ways to Health*, visit www.cdc.gov/family/holiday



Centers for Disease Control and Prevention
Office of Women's Health

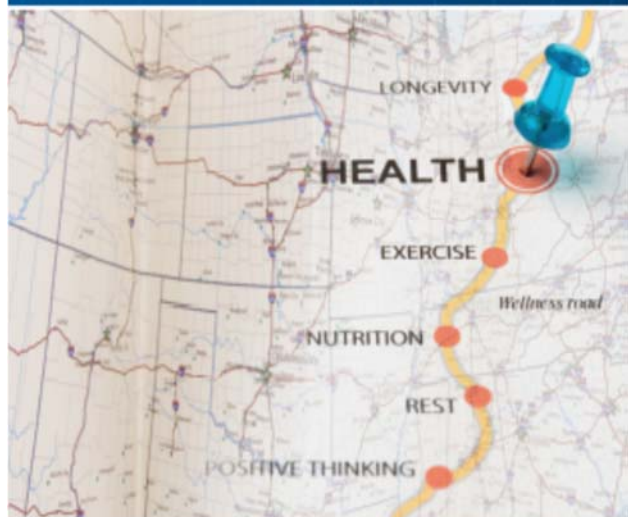
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HR CONNECTION

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.



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OPERS Tidbits

How can I name a beneficiary?

As an OPERS member, your beneficiary under each of the retirement plans may be determined in one of two ways prior to you applying for and receiving an age and service retirement benefit.

- The first and most common is by automatic succession as established by law.
- The second is by specific designation, which requires you to name a person, persons, trust, estate or an institution. Members who have account balances in multiple OPERS retirement plans (Traditional Pension, Combined, and Member-Directed Plans), are allowed to have a Universal Beneficiary Designation to cover all their retirement plans, which may consist of primary and contingent beneficiary(ies).

Your account will be refunded in a lump sum if you designate multiple beneficiaries, a trust, estate or an institution. If you designate two or more beneficiaries to receive a lump sum refund of your account, you must specify the percentage of the lump sum that each beneficiary should receive.

If you do not specify a percentage, the lump sum will be divided equally among the beneficiaries. However, if you participated in the Traditional Pension or Combined Plan and are survived by one or more eligible children, only monthly benefits may be paid under certain circumstances. An eligible child is any unmarried, natural or legally adopted child under age 18 (or 22 if the child is a qualified student attending an accredited school) or any age if the child is determined to be physically or mentally incompetent.

For details about survivor benefits, see page 46 of the member handbook. <https://www.opers.org/pubs-archive/members/member%20handbook.pdf>

Is your contact information up-to-date?

Log in to your OPERS online account at www.opers.org, and review your personal information, including your beneficiary designations, to make sure OPERS has your current address, phone number and e-mail address.

Source: www.opers.org