

HR CONNECTION

Serving Employees of the Board of Commissioners

February 17, 2015

Policy Corner: Professional Conduct

In pursuit of providing the highest quality standard of service to the customers, employees are expected to perform their duties within the policies, procedures and directives of management. Employees are expected to be efficient and to utilize their hours at work to conduct the public work. Employees are subject to disciplinary action for inefficiency and loss of production if personal issues interfere with productivity.

Employees must also professionally provide services to the public. Conduct that is abusive, discourteous, neglectful, purposefully performed incorrectly and against policy or standard procedure, or not performed when required will not be tolerated. Further, speech that is disparaging of the County, its officers, management or employees and not constitutionally protected shall not be tolerated. To be constitutionally protected, speech must:

- a) Address a matter of public concern, and
- b) Outweigh any governmental interests.

Speech that is purely job related or of purely personal interest is not a matter of public concern.

An employee's conduct or misconduct while not on duty that brings discredit to the County, interferes with the County's ability to provide services to the public, or violates any policy, procedure, or agreement of the County will not be tolerated.

An employee who is arrested for any criminal offense, including, but not limited to, any crime that constitutes a misdemeanor or felony and any arrest or charge of operating a motor vehicle while under the influence of drugs and / or alcohol must report that arrest immediately to his/her supervisor or department director who will inform Human Resources, or the employee may report the incident directly to Human Resources. Delaware County will carefully consider the impact that the arrest or criminal charge makes on its operations and consider any applicable employment decisions based on that impact.

Any employee found to be in violation of this Section shall be subject to possible disciplinary action up to and including removal and/or criminal prosecution.

Any employee who has a question as to whether or not his/her actions or activities are in violation of this Section should review the County Personnel Policy Manual, County and Ohio Ethics Policy and/or direct such inquiry to his/her immediate supervisor, department director, Human Resources or appointing authority.

Read the complete policy at <http://www.co.delaware.oh.us/index.php/policies> and click the Policy Manual link.

Questions? Contact HR at 740/833-2120.



HR CONNECTION

Workplace Gratitude

Attitude is everything. Gratitude is the absolute attitude adjustment and one of the single most effective ways to increase happiness. With the power of gratitude and appreciation, you can transform an undesirable atmosphere into a new spirit of thankfulness in your office, bringing enthusiasm and satisfaction and building strong bonds with your co-workers. Gratitude happens when we go beyond just appreciating something to expressing it and acknowledging it.

In order to feel appreciated, we must begin by appreciating. It doesn't matter what your supervisor is doing or what your co-workers are doing. You can take the responsibility for carrying the spirit of appreciation each day to your office, and letting the power of gratitude revitalize your workplace. We want to know that what we do makes a difference and our contributions are appreciated. We all appreciate being thanked for the time, thought, and creativity in which we help solve a problem, resolve an issue, or update a process.

Recognition helps us feel valued and our role in the organization or team feels significant and needed. In turn, this helps to elevate a sense of accomplishment and satisfaction. While gratitude fills us with a sense of self-worth, it inspires us to trust each other more, thereby creating a cohesive team.

The first step in communicating appreciation is noticing the good work of others. "Thanks for stepping in to help Sally. Your explanation was complete, and the support you gave was clear and concise. I know she appreciated your help." As you do so, you will start to build a culture in which all members know that their contributions, even the daily small ones, are of value.

In the ages of communicating through emails, putting gratitude in writing is priceless. It shows that you care enough to take the time to say "thank you" and create a lasting memory of appreciation. Be sure to say what the person did that you appreciate, how their behaviour was valued, and be genuine.

HOW TO EXPRESS GRATITUDE

- ✓ Say thanks
- ✓ Adopt an "it's the thought that counts" attitude
- ✓ Communicate openly and honestly
- ✓ Be prepared for some kind words
- ✓ Thank those you serve
- ✓ Know that gratitude encourages repeat performances

ATTENTION MANAGERS: GRATITUDE MAKES YOU MORE EFFECTIVE

Sincere and timely praise is often a more persuasive method of prompting change than by using criticism. Expressing gratitude is found to be highly motivating, while expressing criticism is deterring.

**I HAVE THE
ATTITUDE
FOR
GRATITUDE**

WE WANT TO CELEBRATE WITH YOU

**Let us know when you receive a THANK YOU!
Send us a copy and we will display on our new**

"Wall of Gratitude"

**located in the entrance of the Board of
Commissioners Building.**

Copies will be posted for 30 days or as space allows.

HR CONNECTION

Serving Employees of the Board of Commissioners

February 17, 2015

Building a Culture of Trust

Trust is foremost in the foundation of successful interpersonal relationships. Trust is built and maintained by many actions and interactions over time. It is not a technique, but one of character.

HOW DO WE BUILD AND MAINTAIN TRUST AT WORK?

- ✓ Never compromise your personal ethics and integrity.
- ✓ Give all internal and external customers the respect you want for yourself.
- ✓ Maintain confidentiality.
- ✓ Focus on shared, rather than personal goals.
- ✓ Always do the right thing.
- ✓ Be consistent in your message and behavior.



CHARACTERISTICS OF AN EFFECTIVE PROFESSIONAL RELATIONSHIP

- ✓ **Trust** – This is the groundwork of every good relationship. When you trust your co-workers, you form a connection that supports you to communicate more effectively.
- ✓ **Respect** – When you respect co-workers, you value their input and they value yours.
- ✓ **Mindfulness** – Those who are mindful are thoughtful in their words, and they don't allow negative emotions to impact others.
- ✓ **Dependability** – Always follow through on your commitments. Respond timely to requests and hold yourself accountable.
- ✓ **Welcome Diversity** – When we grow in healthy relationships, we welcome diversity. We value ideas of others and appreciate their input.
- ✓ **Honest Communication** – We communicate all day in a variety of ways whether through email, meetings or on the phone. All strong relationships are dependent on honest communication.

Human Resources Staff

- | | | |
|--|----------------------------|--------------|
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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


LEARNING AND DEVELOPMENT

Diversity in the Workplace

Diversity is commonly defined as acknowledging, understanding, accepting, valuing, and celebrating differences among people with respect to age, class, ethnicity, gender, physical and mental ability, race, sexual orientation, spiritual practice, and public assistance status. Workplace diversity embraces mutual respect among employees regardless if we work in groups or independently. As employees we recognize the many strengths that diversity brings to the workplace.

Diversity is not just race and gender. While we should not exclude race and gender, we need to appreciate that not all diversities are visible. In any group, you'll find different thoughts, values, social backgrounds, levels of education, generation, sexual orientation, marital status, political or religious beliefs, physical abilities, and life experience.

These attributes contribute to the variety of ideas and perspectives in the workplace and defines an individual's "personal" diversity. No one individual's personal diversity is exactly like another's. As we recognize, value, and embrace diversity, we are recognizing, valuing, and embracing the individuality of each person. Although we are all unique, we share many attributes of others. Reflect on one person you consider to be "different" and see if you can identify ways how you are alike.



Developing empathy skills is an effective way of increasing our acceptance of others. Reflect on a time when you:

- experienced prejudice or discrimination;
- discriminated against somebody else;
- witnessed discrimination and did nothing about it;
- witnessed discrimination and did something about it.

Obstacle	What Can I Do
Prejudice is the leading obstacle to diversity. Prejudice is often unconscious, which makes it difficult to conquer.	Become aware of your prejudices and assumptions. Knowledge is power. Educate yourself with the facts.
People from different background have different expectations about management styles, work rules and customary behavior.	Get to know your coworker's culture and differences. This will help you connect with your coworker to better understand their behavior.
People are resistant to change. Some feel there is no need to change and cannot see the benefits of diversity.	Focus on the benefits of diversity. Think of all the positive reasons diversity offers such as sharing ideas for problem solving and increasing social responsibility. You will see resistance become less of a concern as time passes.

Questions: Contact Dana Bushong at 740/833-2123

HR CONNECTION

Serving Employees of the Board of Commissioners

February 17, 2015



You look like you can start saving.
Put some away for your retirement.

AMERICA SAVES WEEK
Feb. 23 - 28, 2015

Pledge
to save
now!

America Saves Week is coordinated by America Saves and the American Savings Education Council. Started in 2007, the Week is an annual opportunity for organizations to promote good savings behaviour and a chance for individuals to assess their own saving status. The 2014 Annual National Survey Assessing Household Savings (released during America Saves Week) revealed that while most Americans are meeting immediate financial needs, they are worse off than several years ago.

- Only about one-third of Americans feel prepared for their long term financial future.
- 68 percent reported that they are spending less than their income and saving the difference. Down from 73 Percent in 2010.
- Nearly two-thirds of respondents (64%) said that they "have sufficient emergency savings to pay for unexpected expenses like car repairs or a doctor visit." Down from 71 percent in 2010.
- 76 percent said that they are reducing their consumer debt, or are consumer debt-free. Down from 79 percent in 2010.
- With more societal encouragement and support, more Americans will be persuaded to Set a Goal. Make a Plan. Save Automatically

How to Save Automatically

The best automatic saving is when you make a decision to do so, then it just happens:

Every pay period, your employer can deduct a certain amount from your paycheck and transfer it to an Ohio 457 Deferred Compensation Plan. Delaware County is proud to partner with **County Commissioners' Association of Ohio 457 Deferred Compensation Plan** and **Ohio Public Employees Deferred Compensation Program**. See attached fliers for enrollment and contact information.

Why Automatic Savings Works

Over time, these automatic deposits add up. \$50 a month accumulates to \$600 a year and \$3,000 after five years, plus interest that has compounded. Soon you will be able to cover many unexpected expenses without putting them on your credit card or taking out a payday loan. If you can't afford to save even \$50 a month, there are alternatives.

I Don't Have Enough Money to Save

But if even \$25 is too much, just save your loose change. If every day you just put some or all of the loose change in your pocket or purse into a jar, and don't spend it, you will find that in a year you will probably accumulate over \$100.

Just saving loose change has persuaded many Americans that they are able to save. And when they become convinced that they can save, they find other ways to build an emergency fund or save for other goals.

Everyone has the ability to save. At America Saves, we say "Start Small, Think Big." You can start with only \$10 a week or month. Over time, your deposits will add up. Even small amounts of savings can help you in the future.

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Did You Know?

Q. How much loose change is available for Americans to save?

A. The U.S. Treasury says that Americans hold about \$15 billion in loose change.

Q. What is the typical amount of emergency savings that Americans need?

A. According to one recent survey, the typical amount Americans spent last year on unexpected expenditures was \$2000. Surprisingly, lower-income households in the survey cited the same amount.

Q. What are the two most important types of emergency expenditures?

A. According to the same survey, two-thirds of unexpected expenditures were related to medical care or motor vehicles.

Q. How long does it take to completely pay off a \$1000 credit card balance if monthly payments are 2% of this balance and there is a 24% penalty interest rate?

A. One will never pay off balance. All payments pay off only interest owed.

Q. About how much more do families with a savings plan save than those without such a plan?

A. According to one study, if family incomes are the same, those families with a plan save about twice as much as those who do not have one.

Q. If they have no other income, how much must someone who retires at 65 have saved in order to be assured of an annual income of \$50,000?

A. For a male at age 65, he should have \$620,000 saved to ensure an average income of \$50,000 a year for life, for a female at age 65, she should have \$665,000.

Q. What percentage of elderly individuals depend entirely on Social Security payments for income?

A. In 2006, 25% of individuals age 65 and older relied 100% on Social Security payments for their income.

Q. What is the most effective way to save \$100,000?

A. Tell your employer or bank to transfer, each month, as much of your paycheck as possible automatically to a savings or investment account. This is a far more reliable way to acquire \$100,000 than to buy lottery tickets or wait for an insurance settlement.

Q. If one saves \$200 a month with a 5% annual yield, after 30 years how much savings will have accumulated?

A. Over \$170,000 will have accumulated, and most of this amount will represent interest earned and compounded.

Q. What represents the most effective way lower-income families have built assets over the past several decades?

A. Through buying a home and paying off the mortgage in full. Over four-fifths of the assets of lower-income homeowners represent home equity.

Source: <http://www.americasavesweek.org>

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Visit us on the web at <http://www.co.delaware.oh.us/index.php/human-resources>

Your Representative Will Be On-Site . . .

County Commissioners' Association of Ohio 457 Deferred Compensation Plan



Making your dreams a reality.

WHETHER YOU'RE A
PLAN PARTICIPANT
OR THINKING ABOUT
ENROLLING, SCHEDULE
TIME TODAY TO PLAN
FOR A MORE
SECURE TOMORROW.

PLAN NOW to visit with your CCAO Deferred Compensation Plan representative¹ to start writing your retirement journal and begin making your dreams a reality. Individual meetings with your CCAO representative give you a free added benefit. In this one-on-one, person-to-person setting, all of your questions will be answered and you can complete your personal retirement journal.

Your CCAO representative, Tonya Stockton, will be available to review accounts, answer questions, and provide information about the plan.

Delaware County Commissioner's Conference Room B

Tuesday, February 24, 2015 from 8:30a.m.-4:00p.m.

Wednesday, February 25, 2015 from 8:30a.m.-12:00p.m.

Don't wait! Call 740/833-2100 to schedule a meeting.

WITH A LITTLE PLANNING, you can take full advantage of everything your retirement Plan has to offer, including:

Tonya Stockton, CRPC
(614) 284-1379 or
(800) 284-0444, ext 667

- Convenient payroll deduction
- Deferred current federal and/or state taxes on contributions and any earnings
- An array of investment choices managed by professional money managers
- The power of compounding by investing steadily over time
- Plan and account information and changes online, by phone or from a licensed representative^{1,2}
- Quarterly statements, financial and investment education, and investment option updates
- Access to your account through our website: www.CCAO457.com²
- KeyTalk® voice response system at (800) 284-0444²

¹ Representatives of GWFS Equities, Inc. are not registered investment advisors and cannot offer financial, legal or tax advice. Please consult with your financial planner, attorney and/or tax advisor as needed.
² Access to KeyTalk and/or any website may be limited or unavailable during periods of peak demand, market volatility, systems upgrades/maintenance or other reasons.

Core securities, when offered, are offered through GWFS Equities, Inc. and/or other broker dealers.

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Invest in a retirement plan that gives you access to your money **without penalty** when you leave employment

REGARDLESS OF YOUR AGE!



Consider the advantages of the Program:

- ✓ No sale charges, commissions, or sales expenses.
- ✓ Informational assistance from salaried Account Executives up to and throughout retirement
- ✓ Easier investing with LifePath Portfolios
- ✓ A wide array of investment options, including mutual funds and a stable value option

For fund information including fund fees and expenses that apply, request a fund profile or prospectus. Fund prospectuses can be obtained by calling 1-877-644-6457. Before investing, carefully consider the fund's investment objectives, risks, charges, and expenses. The fund prospectus contains this and other important information. Read the prospectuses carefully before investing.

Ohio Deferred Compensation serves public employees—like you!



1-877-644-6457



www.Ohio457.org

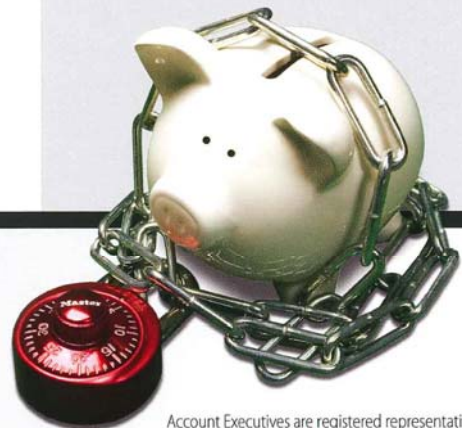
When you're a participant in Ohio Deferred Compensation, you are eligible to withdraw retirement investments upon severance from employment **without a 10% penalty.**

Investing involves market risk, including possible loss of principal.

Qualified retirement plans, deferred compensation plans, and individual retirement accounts are all different, including fees and when you can access funds. Assets rolled over from your account(s) may be subject to surrender charges, other fees and/or a 10% tax penalty if withdrawn before age 59½.

Neither Nationwide nor any of its representatives give legal or tax advice. Please contact your legal or tax advisor for such advice.

Like other funds, target date funds are subject to market risk and loss. Loss of principal can occur at any time, including before, at or after the target date. There is no guarantee that target date funds will provide enough income for retirement.



OHIO DEFERRED
COMPENSATION

OHIO PUBLIC EMPLOYEES DEFERRED COMPENSATION PROGRAM
257 EAST TOWN ST., SUITE 457, COLUMBUS, OH 43215

Account Executives are registered representatives of Nationwide Investment Services Corporation, Member FINRA. NRM-3206OH-OH.10 (09/11)



I'm Ready to Enroll

Enroll

1. An EZ Enrollment Form is on the next page. Congratulations on your decision to save for your future!

SMarT Plan

2. Joining the SMarT Plan will give a boost to your retirement savings.



How does the SMarT Plan work?

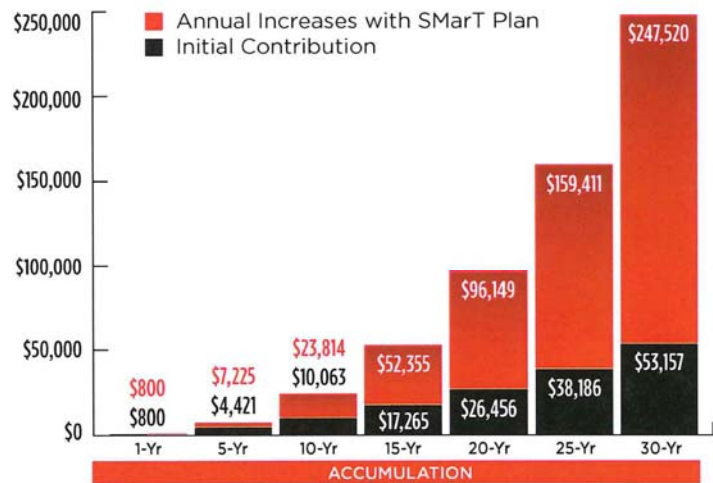
Your pre-tax payroll deferral will automatically increase each year (not to exceed the annual limit allowed by law).

What if I change my mind?

No problem! You can always change your SMarT increase amount or reset to another deferral amount by contacting the Program.

SMarT Example: Reaching your investing goal doesn't have to be such a stretch.

Demonstration of the potential effect of ongoing increases in deferrals	
Assumed rate of return	5.00%
Current bi-weekly contribution	\$30
Annual per pay increased contribution	\$10
Current Account Balance	\$0



These are hypothetical compounding examples and are not intended to predict or project the investment results of any specific investment. Investment return is not guaranteed and will vary depending on your investments and market experience. Fund level fees are not reflected in these examples. Taxes will be due at withdrawal and will lower the totals shown.



Dave Wood
614-302-4229

woodd2@nationwide.com



**OHIO DEFERRED
COMPENSATION**

OHIO PUBLIC EMPLOYEES DEFERRED COMPENSATION PROGRAM

Neither Nationwide nor plan representatives may offer tax advice. Please contact your legal or tax advisor for such services.

Investing involves market risk, including possible loss of principal or investment.

Retirement Specialists are Registered Representatives of Nationwide Investment Services Corporation, Member FINRA.

Information provided by Retirement Specialists is for educational purposes only and not intended as tax, legal, or investment advice.

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NRM-9613OH-OH.1 (08/13)

HR CONNECTION

Serving Employees of the Board of Commissioners

February 17, 2015

Wellness

Cindi Blair,
Insurance Risk &
Wellness

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

Visit us online:

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

Have You Scheduled Your On-Site Wellness Screening?

We are happy to announce that we have confirmed all on-site screening dates, times and locations. You may visit any location as long as you are pre-registered. **Appointments should be scheduled as soon as possible to accommodate staffing needs.** All scheduling will close 24 hours before the day of the event.

In order to schedule for an on-site appointment, you must log in at the Staywell website at <https://cebcowellness.staywell.com>

Below is the schedule, which is also available for you to choose from on the Staywell website after you log in.

2.18.15	Olentangy Environmental Control Center 10333 Olentangy River Rd., Powell, OH 43065 Conference Room	10:00 a.m. – 3:00 p.m.
2.25.15	Alum Creek Water Reclamation Facility 7767 Walker Woods Blvd., Lewis Center, OH 43035 Conference Room	9:00 a.m. – 2:00 p.m.
3.11.15	Delaware County Commissioners Office 101 N. Sandusky Street, Delaware OH 43015 Meeting Room	9:00 a.m. – 5:00 p.m.
3.16.15	Delaware County Engineer's Complex 50 Channing Street, Delaware, OH 43015 DCSE 2 nd Floor Conference Room	9:00 a.m. – 4:30 p.m.
3.18.15	Delaware County Commissioners Office 101 N. Sandusky Street, Delaware, OH 43015 Meeting Room	9:00 a.m. – 5:00 p.m.

The 2015 Wellness program is similarly structured to the 2014 program. Employees are required to obtain a specific number of points to achieve the reward. Regular and routine services such as an annual exam, flu shot, and blood work, etc. will earn points towards your reward. The required number of points is 450 and the reward amount is \$200 paid as a stipend on the first pay in December 2015.

The program is available as an on-line portal and is independently tracked by you! This portal is accessible on your phone or home computer at your convenience. You can see your progress as you complete and log activities throughout the year.

The deadline for completion of all goals is September 30, 2015

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HR CONNECTION

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February 17, 2015

Safety and Risk Management

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

Brad Euans, Workers Compensation/FMLA/HR Coordinator

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

Distracted Driving

Distracted driving is any activity that could divert a person's attention away from the primary task of driving. All distractions endanger driver, passenger, and bystander safety. These types of distractions include:

- Texting
- Using a cell phone or smartphone
- Eating and drinking
- Talking to passengers
- Grooming
- Reading, including maps
- Using a navigation system
- Watching a video
- Adjusting a radio, CD player, or MP3 player



But, because text messaging requires visual, manual, and cognitive attention from the driver, it is by far the most alarming distraction.

The best way to end distracted driving is to educate all Americans about the danger it poses. On this page, you'll find facts and statistics that are powerfully persuasive. If you don't already think distracted driving is a safety problem, please take a moment to learn more. And, as with everything on Distraction.gov, please share these facts with others. Together, we can help save lives.

Key Facts and Statistics

- ✓ The number of people killed in distraction-affected crashes decreased slightly from 3,360 in 2011 to 3,328 in 2012. An estimated 421,000 people were injured in motor vehicle crashes involving a distracted driver, this was a nine percent increase from the estimated 387,000 people injured in 2011.
- ✓ 10% of drivers of all ages under the age of 20 involved in fatal crashes were reported as distracted at the time of the crash. This age group has the largest proportion of drivers who were distracted.
- ✓ Five seconds is the average time your eyes are off the road while texting. When traveling at 55mph, that's enough time to cover the length of a football field blindfolded.
- ✓ A quarter of teens respond to a text message once or more every time they drive. 20 percent of teens and 10 percent of parents admit that they have extended, multi-message text conversations while driving.

Source: <http://www.distraction.gov>

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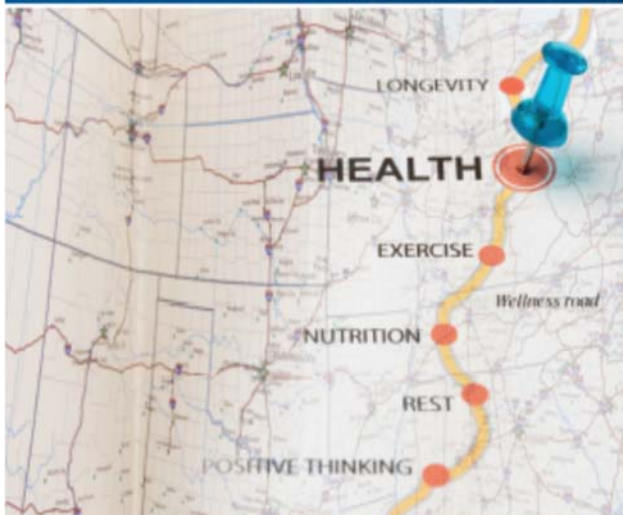
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HR CONNECTION

Serving Employees of the Board of Commissioners

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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

Purchase of Service Credit

Out-of-State, Federal, or Ohio Municipal Retirement System Service Credit

Allows purchasing service credit for:

- Service with the federal government
- Service in another state which, had the service been in Ohio, would have been covered by an Ohio retirement system
- Contributing service in a municipal system in this state

The maximum credit which may be purchased is five years or an amount equal to your total Ohio service credit, whichever is less. For persons retiring on a joint basis, a maximum of five years of out-of-state service may be purchased between the non-uniformed retirement systems, OPERS, STRS and SERS.

The cost of such purchase is the contribution for your first year of full-time Ohio credit after the service to be purchased, multiplied by the number of years purchased, plus interest. Certification by the appropriate authority must be presented. OPERS cannot accept affidavits for proof of out-of-state, federal, or municipal retirement system service credit.

Service credit being used, or that will be used in a retirement payment other than Social Security, may not be purchased. A **Certification of Federal, Out-of-state or Municipal Service (Form OS-1)** must be completed for certification of the service to be purchased.

Military Service

You may purchase up to five years of active military service or an amount equal to accumulated Ohio service credit, whichever is less, if that service is not used for other retirement pay (except Social Security or for retired pay for non-regular service under 10 U.S.C.A. 12731-12739). Also, if you were captured by the enemy you may purchase additional credit for up to five years spent as a prisoner of war.

For persons retiring on a joint basis, a maximum of five years of military service may be purchased between the non-uniformed retirement systems, OPERS, STRS, and SERS. The cost is calculated by multiplying your earnable salary for the 12 months of contributions preceding the purchase by a percentage rate set by the Retirement Board.

Because the cost is based on current salary, future cost statements would be at a higher amount unless an installment payment or payroll deduction is made. Consequently, after the first partial payment or payroll deduction is made, interest shall be applied to any unpaid balance. A copy of the **discharge or separation (Form DD 214)** must be submitted as evidence of the member's military service and discharge.

Source: <https://www.opers.org/about/membership/service-credit.shtml>

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