

# HR CONNECTION

Serving Employees of the Board of Commissioners

February 18, 2016

## Policy Corner

### NEPOTISM

#### A. Hiring

The County will receive employment applications from relatives of current employees. However, the following four (4) situations shall prevent the County from hiring a relative of a current employee:

1. If one relative would have supervisory or disciplinary authority over another.
2. If one relative would audit the work of another.
3. If a conflict of interest exists between the relative and the employee or the relative and the County.
4. If the hiring of relatives could result in a conflict of interest.



#### B. Employment

An employee is not permitted to work in a position where his or her supervisor or anyone within his or her chain of command is a relative. If such a situation is created through promotion, transfer or marriage, one of the affected employees must be transferred or an accommodation acceptable to the County must be established. Termination of employment will be a last resort. If two employees marry, they will be subject to the same rules listed above as other relatives.



The provisions of O.R.C. §§ 102.03 and 2921.42 render it unlawful for a public official to use his or her influence to obtain a benefit, including a job for his or her relative. Any violation of these statutes may result in criminal prosecution and/or disciplinary action. For purposes of the Article, the term "relative" shall include: spouse, children, grandchildren, parents, grandparents, siblings, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father-in-law, mother-in-law, step-parents, step-children, step-siblings, and a legal guardian or other person who stands in the place of a parent to the employee.

## AUDITOR OF STATE FRAUD REPORTING SYSTEM

The Ohio Auditor of State's Office maintains a system for reporting fraud, including the misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or the United States mail. Contact information is as follows:

Telephone: 1-866-FRAUD OH (1-866-372-8364) US Mail: Ohio Auditor of State's Office

Special Investigations Unit

88 East Broad Street

P.O. Box 1140

Columbus, OH 43215

Web: [www.ohioauditor.gov](http://www.ohioauditor.gov)

Read the complete policy at <http://www.co.delaware.oh.us/hrdocuments/policies/internet.pdf>

Read 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

## LEARNING AND DEVELOPMENT

### Cultural Competency

What is culture? Culture is the shared values, traditions, norms, customs, art, history, folklore and institutions of a specific group of people.

A fancy definition of cultural competency is “the willingness and ability to interact respectfully and effectively with individuals and groups, acknowledging the common and different elements of our cultural identities.” The result is words and actions that recognize, affirm and value the worth of individuals and communities and protect and preserve the dignity of each. “Cultural intelligence” is another term for cultural competence.

#### What does cultural competence look like?

- Becoming aware of cultural identities and how these influence the way others are treated
- Engaging each other as individuals and groups in a continuing, meaningful dialogue with the intent to establish ways to reach shared goals
- Exploring ways to tap into the full potential of all members of an organization
- Demonstrating caring and respectful behavior
- Being conscious of the dynamics inherent when cultures interact
- Respecting each person as an individual

#### Elements of cultural competence

- Knowledge of self and our own cultural influences
- Awareness of others’ cultural influences
- Effective communication skills that convey respect and sensitivity
- Commitment to respecting individual rights, dignity and differences through respectful behaviors

#### Awareness of self

- Recognizing assumptions and selective perceptions that we make about ourselves and others
- Recognizing how we categorize or put people into “slots” to make them similar or different from ourselves
- Using context to help us interpret events and situations
- Looking at ourselves from an objective observer perspective
- Seeking out fresh information to confirm or refute our perceptions

#### Identifying common dimensions

The following worksheet will guide you in developing self-awareness, first by examining affinity groups, then by examining your own culture. Identify a dimension that your group has in common. It could be anything from being working mothers or vegetarian to political affiliations, sports, hobbies, driving the same car, etc.

**Common dimension:**

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**One thing I like about being in my department:**

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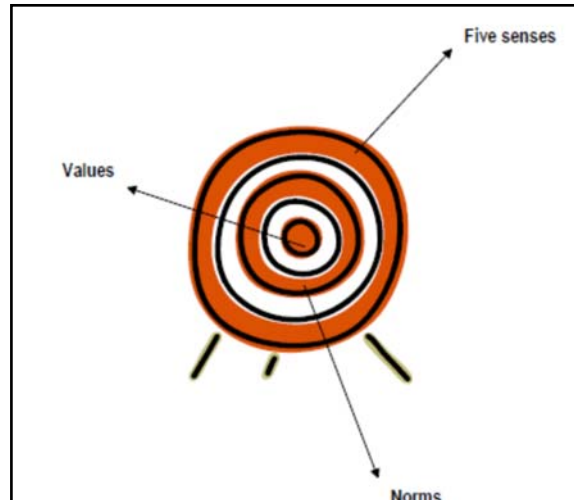
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## LEARNING AND DEVELOPMENT

The dimensions of cultural awareness can be represented by a bull's eye with three circles.

- ☑ The outside circle represents what is most commonly associated with cultural differences — things you notice (the five senses) such as language, clothing, food, housing, etc.
- ☑ The middle circle represents the norms of a particular culture, and the inner circle represents an individual's values.
- ☑ Values and norms describe what is considered “correct” behavior within a culture; norms apply to external/socially driven behaviors, and values generally apply to individual/internally driven behaviors.

So, to become aware of another culture you must not only notice the “superficial” differences (what you see, hear, touch, smell, taste), but also the deeper differences in norms and values that are reflected in how people behave in particular situations.



### How values differ among cultures

Much research has been conducted to determine which values differentiate cultures from one another. While there are differences among the studies, these five values stood out as those that help set apart one culture from another.

The five dimensions identified were:

#### Rules versus relationships

- People in a rules-oriented culture believe that rules, codes and standards take precedence over individual needs and special claims of friends and relatives
- People in a relationship-oriented culture believe that concern for a particular individual is more significant than conforming

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## LEARNING AND DEVELOPMENT

### Individual versus group

- People in an individually oriented culture are expected to decide matters largely on their own and to take care primarily of themselves and their immediate family
- People in a group-oriented culture are expected to serve the interests of the group and the quality of life is seen as directly dependent on the degree to which he/she takes care of others in the group, even (or especially) those outside their immediate family

### Reserved versus emotional

- People in a reserved culture are taught that it is “incorrect” or inappropriate to overtly show their feelings and it is better to hide feelings or keep them inside
- People in an emotional culture are used to an open display of emotions

### Achieved status versus inherent status

- People in an achievement-oriented culture have to prove their worth over and over again based on their accomplishments
- People in an inherent status culture derive their status from birth, age, gender or wealth

### Time-driven versus flexible time

- People in a time-driven culture view time as a chronological sequence of events. Planning and staying on schedule is imperative. Keeping time commitments is a reflection on their character
- People in a flexible time culture view time as intangible. Time commitments are desirable rather than absolute. People in this culture value the satisfactory completion of interactions with others over promptness and keeping a schedule.

### Stereotyping

One of the most common is stereotyping others. Everyone can be stereotyped in some way, and most often there will be a higher percentage of negative characteristics. We learn stereotypes through misinformation spread by the media and other people, rumors, jokes, etc. We can “unlearn” by educating ourselves about others, accepting others’ differences, and being open-minded.

### Acknowledging differences

- Common causes of misunderstanding
- Reducing misunderstanding
- Creating a culture of acceptance

### “Cool” versus “uncool” debriefing questions

1. Do you consider yourself “in” or “out”? “Cool” or “uncool”?
2. Are items on the “in” list considered more desirable by the group? Why or why not?
3. Are there items on the “uncool” list that are desirable? Undesirable?
4. What’s wrong with both lists?
5. Why do we want to be “in”?
6. Is conformity good or bad? Always?
7. What pressures do you feel to fit in?

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## LEARNING AND DEVELOPMENT

### Building bridges

1. Focus on similarities instead of differences
2. Work itself forms common ground
3. Be willing to get to know people as individuals
4. Foster an inclusive atmosphere



### Behaviors that support cultural competency

1. Adaptability
2. Openness
3. Resilience

### Behaviors that undermine cultural competence

What kinds of behaviors discourage cultural competence? Actions that perpetuate negative behaviors and support an environment that is unfriendly. Reflect and list additional behaviors.

1. People who are afraid to speak up and address issues
2. People who laugh at jokes at others expense
3. \_\_\_\_\_
4. \_\_\_\_\_

### Golden Rule:

Treat others as **you** would like to be treated.

### Platinum Rule:

Treat others as **they** would like to be treated.

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## Professional Development Opportunities Registration Information

Delaware County's goal is to "recruit, train, and retain the most qualified and productive staff for Delaware County; to promote mutual trust and respect for each other; and practice open and timely two-way communication with the expectation and confidence that people will do the right thing".

That is why the Human Resource Department, under the Board of Commissioners, is excited to offer two new courses available to all employees throughout Delaware County. The courses will be led by Dana Bushong, HR Technician for the BOC. **Each course will be held in a three part series during the typical lunch period, noon-12:45 p.m., in the HR conference room and are completely optional** Group sizes will be limited to **seven employees** (location and group size may vary depending on the number of individuals interested) and will be filled on a first come first serve basis. **Employees should plan to bring a packed lunch and be ready to participate.**



1. **"How to Manage your Emotions", will be divided over three Tuesdays in March (3/8, 3/15, & 3/22) from Noon to 12:45 p.m.** If recognizing, understanding and employing long-term strategies to channel emotions productively sounds appealing, this is the course for you.

### Course Objectives

- Identify your preferred strategy for handling conflict
- Understand the characteristics and drawbacks of each typical approach to conflict
- Recognize the various sources of conflict that most often occur in the workplace
- Implement strategies for effectively resolving conflicts that stem from each source
- Practice behaviors that minimize conflict
- Proactively address issues before they escalate into problems

2. **"Taking Control of Conflict", will be divided over three Tuesdays in April (4/5, 4/12, & 4/19) from Noon-12:45 p.m.** Would you like to identify the preferred strategy for handling conflict, practice behaviours that minimize conflict, and proactively address issues before they escalate? If so, please join us.

### Course Objectives

- Recognize the messages our emotions send us at work
- Understand the trigger-perception-response cycle
- Reframe our thinking to avoid emotional outbursts
- Replace emotional outbursts with productive confrontations
- Recover from your own or another person's emotional outburst
- Employ long-term strategies to channel emotions productively

*Please note all three parts of the course must be attended for course completion.*

<http://www.co.delaware.oh.us/hr/training.asp>



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## Delaware For Democracy

### Delaware for Democracy

The Delaware County Board of Elections has developed a program to address this need, "Delaware for Democracy," and the Delaware County Commissioners have supported this voluntary, county-wide program, through resolution, as a way to have government, business, and community groups show their civic pride by promoting successful elections. This county-wide program will offer friendly competition, reward participation, and acknowledge supporters while making Delaware County elections the best run elections in the state.

#### Guidelines:

1. Election Official Leave applies only to full-time employees, classified or unclassified. Any employee who is on any type of paid or unpaid leave of absence is not eligible. Each employee will be considered working for the county in another location, but will be paid the same hourly rate as other Precinct Election Officials for the time worked prior and after their normal work day.
2. The following waiver statement must be signed by each precinct official:



I the undersigned understand that voluntarily working for the Delaware County Board of Elections on Election Day before and after my normal work routine is not considered overtime for my normal work routine. I will not be working in my normal role, but will be paid per hour by the Board of Elections for the time before and after my normal role with the County.

#### Procedure:

Employees requesting election official leave and supervisors who receive the requests for leave must follow the procedures established:

1. A request for paid time off to serve as a Precinct Election Official on Election Day shall be submitted to the employee's immediate supervisor at least 14 calendar days prior to the date of the election or as soon as practical. To request the time off, the employee must complete the standard "Request for Leave" form and check the box for other, writing in Election Official on the form.
2. Upon receiving a properly completed "Request for Leave" form, the immediate supervisor shall note the date and time the request was received in the "Remarks" section. If the form is not completed properly, the supervisor shall notify the employee prior to marking the form for processing.
3. Requests for Election Official leave shall be subject to the operational needs of the employee's work unit and will be given the lowest priority as compared to other types of leave requests for the same date within the work unit.
4. The process will also be that for the first election after the program is implemented, the employee(s) with the most years of service shall be permitted to receive leave with pay. For subsequent elections, the employee(s) who have served as Precinct Election Officials in the immediate preceding election will move to the bottom of the eligibility list for Election Official leave in order of seniority.
5. The immediate supervisor can revoke the approval for the Election Official Leave if operational circumstances of the employee's work unit so necessitate. It is the employee's responsibility to notify the Board of Elections if the employee is no longer available to serve as an Election Official on Election Day.
6. On the workday following the election, the employee shall deliver a properly completed and signed Board of Elections form verifying their hours worked before, during and after their normal work day.
7. Any employee who fails to follow the procedures set forth in this work rule may be subject to disciplinary action, up to and including removal. The department/office will notify the Director of Administrative Services of any circumstances where fraud is suspected, so that improper payments can be recovered.

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## Delaware For Democracy

### How do you get started?

To be a Precinct Election Official you must meet the following requirements:

- Be a registered voter in Delaware County
- Attend a training class (classes will be offered on nights and weekends and you will be reimbursed by the Board of Elections for attending training)
- Be available from 5:30 am until 8:30 pm on Election Day
- Have transportation to and from training class and the polling location
- Possible accompany voting materials back to the Board of Elections on election night, for which you will be paid
- Have no prior felony convictions (unless the conviction has been reversed, expunged or pardoned)
- Arrange with your Elected Official or department head to represent your office in the "Delaware for Democracy" program, (see "Procedure" above)
- Fill out and return the Delaware County Election Official signup sheet
- Wait for the Board of Elections to assign you to a precinct and send additional information to your home (election worker assignment sheet / class schedule)
- Always remember you are representing Delaware County, your office and the Board of Elections
- Please wear proper dress for Election Day, i.e. nice pants or jeans, nice top and comfortable shoes. Keep in mind that heavy cologne/ perfume or smoke scent may be disagreeable to voters or other election officials

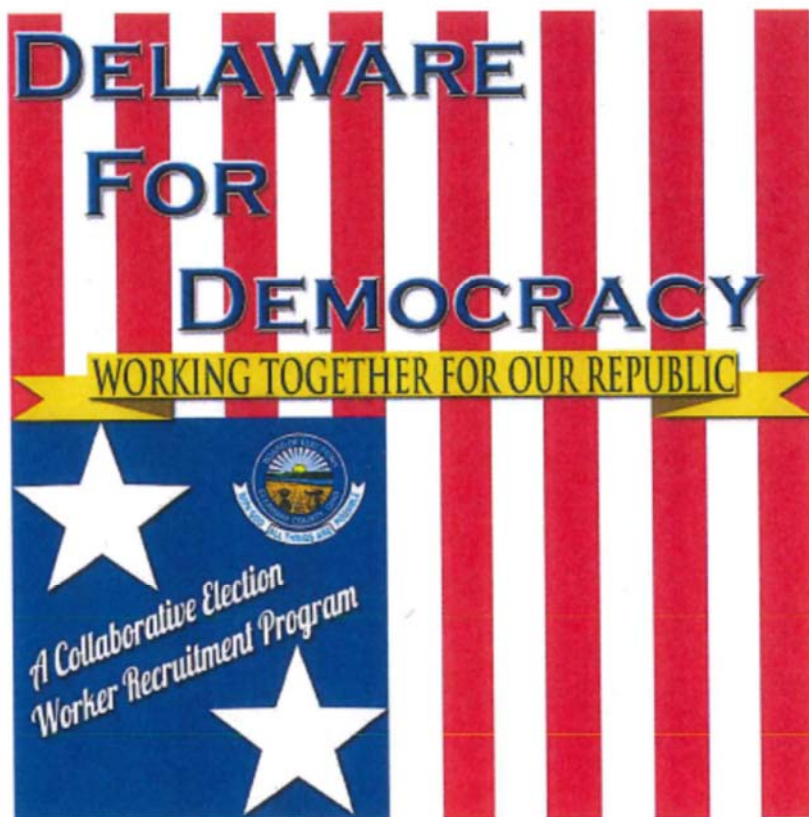


For additional questions, contact the Director of Administrative Services at (740) 833-2122 or the Board of Elections at (740) 833-2080.

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## MARCH 15<sup>th</sup> PRIMARY ELECTION ELECTION OFFICIALS NEEDED!

TO SERVE ON ELECTION DAY, YOU MUST MEET THE FOLLOWING REQUIREMENTS:

- Registered to vote in Delaware County
- No felony convictions
- Available to work 5:30am until approximately 8:30pm Election Day
- Attend paid training
- Transportation to and from polls
- Ability to work in a team environment and provide friendly customer service.



**Serve your community**

**Earn a minimum of \$120,  
plus paid training!**

**Facilitate our democracy**

**Get a behind-the-scenes  
look at the voting process**

*Join us today!*

*Josh Pedaline or  
Bonnie Spriggs (D)  
(740) 833-2094*

*or*

*Ali M. Solove (R)  
(740) 833-2085*

**DELAWARE COUNTY BOARD OF ELECTIONS**

2079 US HWY 23N  
P.O. BOX 8006  
DELAWARE, OH 43015  
(740) 833-2080

[www.co.delaware.oh.us/boe](http://www.co.delaware.oh.us/boe)



@delcoboe

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## IRS Security Awareness Tip Number 8: Tips to Keep Your Tax Records Secure; Protect Yourself from Identity Theft

If you're still keeping old tax returns and receipts stuffed in a shoe box stuck in the back of the closet, you might want to rethink that approach.

The IRS has teamed up with state revenue departments and the tax industry to make sure you understand the dangers to your personal and financial data. [Taxes. Security. Together.](#) Working in partnership with you, we can make a difference.

You should keep your tax records safe and secure, whether they are stored on paper or kept electronically. The same is true for any financial or health records you store, especially any document bearing Social Security numbers.

You should always keep copies of your tax returns and supporting documents for several years to support claims for tax credits and deductions.

Because of the sensitive data, the loss or theft of these documents could lead to identity theft and have an economic impact. These documents contain the Social Security numbers of you, your spouse and dependents, old W-2 income and bank account information. A burglar could easily turn your old shoe box full of documents into a tax-related identity theft crime.

Here are just a few of the easy and practical steps to better protect your tax records:

- Always retain a copy of your completed federal and state tax returns and their supporting materials. These prior-year returns will help you prepare your next year's taxes, and receipts will document any credits or deductions you claim should questions arise later.
- If you retain paper records, you should keep them in a secure location, preferably under lock and key, such as a secure desk drawer or a safe.
- If you retain your records electronically on your computer, you should always have an electronic back-up, in case your hard drive crashes. You should encrypt the files both on your computer and any back-up drives you use. You may have to purchase encryption software to ensure the files' security.
- Dispose of old tax records properly. Never toss paper tax returns and supporting documents into the trash. Your federal and state tax records, as well as any financial or health records should be shredded before disposal.
- If you are disposing of an old computer or back-up hard drive, keep in mind there is sensitive data on these. Deleting stored tax files will not remove them from your computer. You should wipe the drives of any electronic product you trash or sell, including tablets and mobile phones, to ensure you remove all personal data. Again, this may require special disk utility software.

The IRS recommends retaining copies of your tax returns and supporting documents for a minimum of three years to a maximum of seven years. [Remember to keep records relating to property you own for three to seven years after the year in which you dispose of the property.](#) Three years is a timeframe that allows you to file amended returns, or if questions arise on your tax return, and seven years is a timeframe that allows filing a claim for adjustment in a case of bad debt deduction or a loss from worthless securities.

Source: <https://www.irs.gov/uac/Tips-to-Keep-Your-Tax-Records-Secure-Protect-Yourself-from-Identity-Theft>

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## IRS Tax Filing Information

### Helpful Information regarding 1095 Forms

On December 29, 2015, the IRS released Notice 2016-04 that provided new due dates for filing form 1095-B. The due date for filing Form 1095-C, Employer-Provided Health Insurance Offer and Coverage, was changed from **January 31, 2016 to March 31, 2016**. . As a result of these extensions, individuals might not receive a Form 1095-C by the time they file their 2015 tax returns.

The IRS web-site states, **“While the information on these forms may assist in preparing a return, they are not required. Like last year, taxpayers can prepare and file their returns using information about their health insurance. Individuals do not have to wait for their Form 1095-B or 1095-C in order to file.”**

Individuals may refer to the Questions and Answers on the IRS web-site at: <https://www.irs.gov/Affordable-Care-Act/Questions-and-Answers-about-Health-Care-Information-Forms-for-Individuals>

Does a delay in an employer's 1095-C delivery affect an employee's individual ACA compliance?

57	Self-employment tax. Attach Schedule SE	57
58	Unreported social security and Medicare tax from Form 4137 or 8879	58
59	Additional tax on IRAs, other qualified retirement plans, etc. Attach Form 5329 if required	59
60a	Household employment taxes from Schedule H	60a
b	First-time homebuyer credit repayment. Attach Form 5405 if required	60b
61	Health care individual responsibility (see instructions) - Full-year coverage	61
62	Taxes from: a Form 8863 b Form 8862 c Instructions, enter codes	62
63	Add lines 58 through 62. This is your total tax	63
Payments:	64 Federal income tax withheld from Forms W-2 and 1099	64

### Do Your Federal Taxes for Free

You can prepare and electronically file your federal taxes for free using IRS Free File. It is fast, safe and easy to use. IRS Free File does the hard work for you with either brand-name tax software or online fillable forms. Here are six facts that you should know about Free File.

1. **Free Options for All.** If you make \$62,000 or less – as do 70 percent of Americans – you can choose easy-to-use software to do your taxes and e-file for free. If you make more than \$62,000 can use Free File Fillable Forms, the electronic version of IRS paper forms. Either way, it's free.
2. **Free File Does the Hard Work.** IRS Free File is a partnership between the IRS and tax software manufacturers that make their products available for free. You don't need to be a tax expert. The software will help find tax breaks you may be able to claim but might overlook, such as the Earned Income Tax Credit. The software asks the questions; you provide the answers. It will choose the right tax forms and do the math for you. Free File can also help with the health care law tax provisions.
3. **Free File on IRS.gov.** Access IRS Free File on [IRS.gov/freefile](http://IRS.gov/freefile) to avoid any charges for preparing or e-filing your federal tax return. Once you choose a Free File company, you'll go to their website to prepare, print and e-file your federal tax return.
4. **All Forms and Schedules are Free.** Whether you file Form 1040 EZ, Form 1040A or Form 1040, all are free. If you have a mortgage interest deduction, children in college or made money in the stock market, the Free File software will complete the forms and schedules you need.
5. **Free Extensions.** If you can't make the April 18 deadline (April 19 if you live in Maine or Massachusetts), you can use Free File to request an automatic six-month extension. Making the request is easy and free through IRS Free File. Just look for "free extensions for anyone" in the company offers. Remember, this is a six-month extension of time to file your tax return, not to pay your tax. If you think you owe, make an estimated payment with your extension request. Tax software will help you make this payment, or you can view other payment options at [IRS.gov](http://IRS.gov).
6. **Use IRS E-file.** Remember, the fastest way to get your refund is to combine e-file with direct deposit. If you owe taxes, you can e-file now and set up an automatic payment on any day until the due date. To view your payment options visit [IRS.gov/payments](http://IRS.gov/payments).

Source: <https://www.irs.gov/uac/Do-Your-Federal-Taxes-for-Free1>

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## THE OHIO ETHICS COMMISSION

### RESTRICTIONS ON NEPOTISM OR HIRING FAMILY MEMBERS

#### Introduction

The Ohio Ethics Law and related statutes are found in Ohio Revised Code (R.C.) Chapter 102, Sections 2921.42 and 2921.43. These laws generally prohibit public officials and employees from misusing their official positions for their own personal benefit or the benefit of their family members or business associates.

The Ethics Law applies to all people who serve as officials and employees for public agencies in Ohio. "Public agencies" include state departments, boards, and commissions, counties, cities, villages, townships, school districts, public colleges and universities, public libraries, port authorities, and all other public entities.

The Ohio Ethics Commission was created to administer, interpret, and assist in the enforcement of the Ethics Law for all officials in the state, except members and employees of the General Assembly and judicial officers and employees. In this information sheet, the word "official" indicates any person who serves a public agency, whether elected, appointed, or employed.

#### Purpose of this Information Sheet

The Commission prepared this information sheet to explain the Law as it applies to situations where a relative of an official seeks a job with the public agency she serves.

#### Using Position to Secure Job

An official is also prohibited, by R.C. 2921.42(A)(1) from using the "authority or influence of" her public position to secure a job for a family member. Even if an official abstains from decisions, the law prohibits the official from discussing, recommending, or otherwise using the prestige of her office, formally or informally, to get a family member a job.

R.C. 102.03(D) also prohibits an official from using her position to secure a job for a family member. R.C. 102.03(D) and (E) prohibit an official from using her influence with other public officers or employees, especially subordinates, to persuade them to hire her family member.

#### Penalties

The Ethics Law and related statutes are criminal laws. If a person is convicted of violating an ethics law, that person may receive a jail sentence and/or have a fine levied against her.

R.C. 2921.42(A)(1) is a fourth-degree felony with a maximum penalty of eighteen months in prison and/or a \$5000 fine. R.C. 102.03(D) is a first-degree misdemeanor with a maximum penalty of six months in prison and/or a \$1000 fine.

#### Conclusion

Please contact the Ethics Commission if you have questions about this information sheet or the Ohio Ethics Laws. This information sheet is not an advisory opinion, and is not intended to provide advice on specific facts. Copies of the Commission's formal advisory opinions can be obtained on the Commission's Web site: [www.ethics.ohio.gov](http://www.ethics.ohio.gov)

Read the complete factsheet at [http://www.ethics.ohio.gov/education/factsheets/nepotism\\_restrictions.pdf](http://www.ethics.ohio.gov/education/factsheets/nepotism_restrictions.pdf)



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**Q. My employee recently had a family member pass and came to me to ask how they should process their time-off request. What is our policy?**

**A.** Delaware County allows employees to utilize sick leave for the funeral of an immediate family member. Please refer to the policy manual or appropriate collective bargaining agreement for approved leave time and definition of immediate family member.

**Q. I recently started a part-time job, working 8 hours between Saturday and Sunday. My job with the County is M-F, 8 am-4:30 pm. Do I still need to report my outside employment?**

**A.** Yes, this information will be reviewed and kept in employees files. Employees should also notify their supervisors and HR if they no longer hold the additional position.

**Q. I would like to change the amount I contribute to my County Commissioner's Association deferred compensation account, do I need to notify the County?**

**A.** No, any changes made to the CCAO or Ohio Deferred Compensation accounts should be handled through the individual organization.

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



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

### Board of Commissioners

Jane Hawes.....Communications Manager.....Feb 10, 2016

### 911 Emergency Communications

Leslie Myles.....Telecommunicator.....Jan 19, 2016

Bethani Neighbarger..... Telecommunicator.....Jan 19, 2016



## Human Resources Staff

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

# HR CONNECTION

Serving Employees of the Board of Commissioners

February 18, 2016

## Wellness

Cindi Blair,  
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Visit us online:

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

## 2016 Wellness Program

We are very happy to be partnering with Staywell again this year to accomplish our **Wellness Goals**. The 2016 program is similarly structured to the 2015 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 300 and the reward amount is \$150 paid as a stipend on the first pay in December, 2016.


**Effective this year, spouses under the Delaware County/Cebco plan are now eligible to participate as well. Together, you have the ability to earn \$300 this year!**

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. See your progress as you complete and log activities throughout the year.

**The deadline for completion of all goals is September 30, 2016**

Please take the time to invest in your health and log onto the Staywell site and get enrolled. There's no better investment than your health and well-being!

<https://cebcowellness.staywell.com>



**COULD TROUBLE SLEEPING BOOST YOUR STROKE RISK?**

Lack of sleep can lead to several health problems, including an increased risk for stroke. Follow these steps to help you soothe your slumber.

[+ Learn More](#)

### WELLNESS



THE SOCIAL CONNECTION:

### INTERACTIVE TOOLS



CALORIE BURN RATE

### MULTIMEDIA TOOLS



JOB BURNOUT MAY BE HARD ON

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## MAKE HAPPY HAPPEN

For the second year, CEBCO has partnered with StayWell® to provide you with tools and resources to help you look and feel your best. By participating in the 2016 wellness program, you can take control of your health and set happiness in motion. As an added bonus, you'll be rewarded for your efforts. Employees and spouses in all counties must be covered under the CEBCO medical plan to participate.

## GET MOVING!



Complete the required activities and the activities of your choice between Oct. 15, 2015, and Sept. 30, 2016, to earn 300 points and get rewarded!

## DON'T FORGET!

To receive your reward, earn 300 points by completing the required activities and the activities of your choice between Oct. 15, 2015, and Sept. 30, 2016.

## DISCOVER WHERE YOU STAND

Complete the Health Risk Assessment and Health Screening.



The 10-minute health assessment will provide you with personalized results and recommendations on activities to help you take action. Answer a few questions about your current lifestyle habits and get targeted, practical advice for improving your health where you need it most.



Get a Health Screening and discover your numbers. At your Health Screening, you'll learn your numbers for height, weight, blood pressure, body mass index (BMI), cholesterol (HDL, LDL and total), triglycerides and glucose.

You have three Health Screening options:

- \* **Onsite:** Keep an eye out for more information on when and where on-site screenings are occurring in your county.
- \* **Your doctor:** If you are unable to attend an on-site screening, visit your doctor and complete the Health Care Provider Form. Download the form from the Programs tab on <https://cebcowellness.staywell.com>.
- \* **Lab appointment:** Visit <https://cebcowellness.staywell.com> to find an approved lab near you. You can schedule your appointment online.

Your screening results will be automatically uploaded by StayWell into your Health Risk Assessment within 14 business days of receipt.

## TAKE ACTION ON THE ACTIVITIES OF YOUR CHOICE

Choose from a variety of activities to earn additional points to achieve the 300 point requirement:

ACTIVITY	POINTS	ACTIVITY	POINTS
<b>Health Risk Assessment (required activity)</b> Online health assessment	50	<b>Self-Directed Coaching</b> (available January 2016) <b>New!</b> Work on your health goals at your own pace with self-directed coaching. You can choose to work on things like moving more, eating well, being smoke free, reducing stress or controlling weight.	50**
<b>Health Screening (required activity)</b> Onsite screening event, visit your doctor, or make a lab appointment	50	<b>10k-A-Day Challenge (6 weeks)</b> Add more activity to your day with the 10k-A-Day challenge. Track your progress on virtual routes, making stops at scenic sites along the way.	75*
<b>Health coaching</b> Complete three calls with a StayWell health coach to achieve your personal health goals.	100	<b>12 workouts per month</b> Workout 12 times a month and report your completion on the StayWell portal.	25**
<b>Community lifestyle management program</b> Complete three sessions of a diabetes management, Weight Watchers, Complete Health Improvement Program (CHIP), smoking cessation, nutrition and hospital-sponsored program. Sessions must be 30 minutes or more.	100	<b>Educational Session/Lunch-n-Learn Session</b> Attend a health-related educational session or lunch-n-learn.	25**
<b>Anthem ConditionCare Program</b> Develop a better understanding and learn how to better manage conditions like diabetes, heart failure, COPD, coronary artery disease, or asthma.	100	<b>County/Community Event</b> Community events include: walk, run or bike events and sports league participation.	25**
<b>Anthem Future Moms Program</b> Have a healthier pregnancy with support of a nurse from the Future Moms program.	100	<b>PREVENTIVE CARE</b>	
<b>Digital Workshops</b> <b>New!</b> Choose from 17 different online learning modules covering key health topics like nutrition, cholesterol, exercise, flu safety and much more!	25**	<b>Preventive Exams</b> Includes annual physicals, mammograms, colonoscopy, prostate and cervical cancer screenings.	75*
		<b>Flu Shot</b>	25*
		<b>New! Dental Exam</b>	25*
		<b>New! Vision Exam</b>	25*
		<b>Meet 2 of 4 health metrics from your health screening</b>	50 each***

\* Limit of one per year    \*\* Limit of two per year

\*\*\*Maximum of 100 points. No more than 2 credits will apply toward points total.



# HR CONNECTION

Serving Employees of the Board of Commissioners

February 18, 2016

## 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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Mon – Fri; 8 am – 5 pm  
beuans@co.delaware.oh.us

## Improving Your Personal Safety Awareness Skills

With today's crime rate soaring, it pays to be aware of your surroundings. You can take care of yourself by following some simple safety tips.

### A Scenario

You ended up leaving work one evening a little later than planned. Actually, you could have stayed at work even longer, but you promised your family that you would make it home for dinner.

You dash in to the local store to get groceries and as you wait in line to pay, you begin to think about everything you will need to complete your project at work in the morning. You are in such a rush that you almost forget to wait for the change from the cashier.

You dart out of the store and, while deep in thought, you juggle with grocery bags and fumble for the car keys. Before you realize what has happened, you feel an arm grab you around the middle from behind and feel someone leaning up against you, claiming to have a knife. He demands that you get into your car with him.

You wonder:

- How can this be happening?
- Where did he come from?
- How long had he been watching you?
- Did anyone else in the parking lot see what is happening to you?
- Will anyone help you?
- How can you help yourself?

### The Need for Awareness

It is possible to quickly become just another crime statistic, especially when you are unaware of your surroundings.

Violent crimes take place at the workplace, during your commute or in and around your home. According to the Federal Bureau of Investigation (FBI) Crime Statistics, incidents in the United States occur at the following rates:

- A forcible rape is committed every 5 minutes.
- A murder takes place every 22 minutes.
- Robberies take place every 49 seconds.
- Aggravated assaults occur every 30 seconds.



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The U.S. Department of Justice, Bureau of Justice Statistics indicates that these criminal activities can take place anywhere. Here are the locations where victims most frequently experienced violent crimes (rape, robbery or assault):

- On the street or in a parking lot: 36 percent
- In or near the victims' own home: 26 percent
- In a commercial building: 7 percent

What can you do to prevent yourself or your loved ones from becoming the target of criminals? By opening your eyes, ears and mind to increasing your awareness on a daily basis, you will diminish the potency of the criminal's favorite weapon: surprise.

### Personal Safety-awareness Skills

As you make an effort to increase your situational awareness skills, your risks of becoming victimized start to diminish. You need to constantly become aware of your surroundings.

You must train yourself to use all of your senses to detect and assess the people, places, objects and situations you encounter that may pose a threat. In addition to the five senses, you must learn to tune in to your instinct and intuition. Trusting these valuable tools can help you avoid becoming an undesirable target.

Attackers will initially profile you as a victim either by observing you or actually approaching you. Sometimes they will intentionally bump into you or ask you a simple question to get a read on you. They want to see if you appear to be an easy target. They want someone who is not paying attention and can be easily surprised or overpowered, someone who would not put up a fight or struggle or make a scene to get help from others.

Criminals do not want to get caught. Therefore, they look for people who can be easily intimidated and controlled.

More than a quarter of all rapes take place during the day, and nearly 50 percent of all robberies occur between 6:00 a.m. and 6:00 p.m. The extra awareness that we tend to have with us at night needs to be carried over into daylight hours. Increasing awareness will reduce your chances of being targeted in a crime.



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### Exercises to Increase Your Awareness Skills

The following activities will help you sharpen your abilities to stay aware of what is happening in your environment:

- Do not let yourself be taken by surprise. If someone does take you off guard, note what time of day it happens and write down who, what, where, why and when. What could you have been doing differently to avoid surprise?
- Select an item of clothing or accessory to note or observe on people. For example, see how many people with red neckties or pink nail polish you can observe in one day. By looking for one particular characteristic, you will get in the habit of being more aware of who is around you and scanning your environment.
- Select places that you frequent, such as the parking lot at work or the grocery store, and think through points where it would be easy for a criminal to ambush you. Do not pick points that are too obvious; try to think like a criminal. How could you avoid these areas? If you were ambushed, what would be the easiest escape route?
- Learn to use what is around you to become more aware. Listen for footsteps behind you. Smell for cigarette smoke indicating that someone else may be lurking nearby even if you cannot see anyone. Try to tune in to your gut feeling, even if you cannot place a finger on why something feels wrong, rather than rationalizing the discomfort away.

Do not get caught in a fog, thinking through what you need to do for your presentation or trying to remember if it is your turn to drive the carpool. Learn to be in the moment, aware of who and what is around you. You will greatly decrease your chances of being victimized if you project an image that says you are aware.

If you do become a target, your active awareness can help you assess the situation more quickly and head in the right direction to get help. Consider taking a self-defense course that can arm you with simple, effective, hands-on techniques to escape from a variety of dangerous situations. Utilize all of your senses and intuition that will help you react quickly to a crime and keep you from being a victim. Do not be an easy target.

Source:  
<https://www.guidanceresources.com>

Resources:  
Safety Awareness & Family Education Network: [www.safenetwork.org](http://www.safenetwork.org)  
National Crime Prevention Council: [www.ncpc.org](http://www.ncpc.org)

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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

### Disability Benefits

Members whose disability benefit applications are approved by the OPERS Board and are eligible for Social Security Disability Insurance (SSDI) must apply for SSDI within 90 days of the OPERS Board's approval of the member's disability benefit application. The member must provide OPERS with a copy of the SSDI application as evidence of compliance with this requirement. Failure to comply with this requirement will result in suspension of the disability benefit until compliance. This requirement does not apply to members in the OPERS Law Enforcement Division. For additional information about how SSDI can impact your benefit please see the *Disability Benefits* leaflet at [www.opers.org](http://www.opers.org).

#### Applying for Disability Benefits Under Both Disability Plans

You are responsible for filing the *Disability Benefit Application* (DR-1) along with reports by your employer and your physician(s).

The *Disability Benefit Application* (DR-1) must be completed by you and be signed in the presence of a notary public. The *Report of Physician* (DR-APS) is to be completed by your physician. It must describe in detail the disability on which the application is based. You must sign the DR-APS form authorizing your physician to make a report to the OPERS Board of Trustees. If you have more than one physician you may submit multiple reports. Only primary disabling conditions listed on the DR-APS form will be considered when determining whether or not you are permanently disabled.

The *Report of Employer for Disability Benefit Applicant form* (DR-4) is to be completed by your employer and the payroll officer for the department in which you were employed. A written job description must be submitted by the employer along with their completed form.

After we have received all three forms and your proof of date of birth, you will be required to have a medical review by an independent medical examiner arranged by OPERS' third party administrator. OPERS pays the fee for this medical review. All medical information submitted in support of your application must be received no later than the business day before your first medical examination. Medical information received after this date will not be used in the medical review.

Source: [www.opers.org](http://www.opers.org)

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