

# HR CONNECTION

Serving Employees of the Board of Commissioners

July 17, 2014

## Policy Corner: UNLAWFUL DISCRIMINATION AND HARASSMENT

The County is committed to providing a facility that is safe and free from unlawful discrimination and harassment. Unlawful discrimination or harassment is behavior directed toward an employee because of his or her membership in a protected class such as: race, color, religion, sex, national origin, age, ancestry, disability, genetic information, or military status. Unlawful discrimination and harassment is inappropriate and illegal and will not be tolerated. All forms of unlawful discrimination and harassment are governed by this policy and must be reported and addressed in accordance with this policy.

### Examples

By way of example, sexual harassment is one type of unlawful harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Harassment on the basis of an employee's membership in any protected classification (as set forth above) is unlawful, will not be tolerated, and must be reported.
4. Unlawful discrimination and harassment does not generally encompass conduct of a socially acceptable nature. However, some conduct that is appropriate in a social setting may be inappropriate in the workplace. A victim's perceived acquiescence in the behavior does not negate the existence of unlawful discrimination or harassment. Inappropriate conduct that an employee perceives as being welcome by another employee may form the basis of a legitimate complaint.



### Off Duty Conduct

Unlawful discrimination or harassment that affects an individual's employment may extend beyond the confines of the workplace. Conduct that occurs off duty and off premises may also be subject to this policy.

Read the complete policy at <http://www.co.delaware.oh.us/hr/documents.asp> and click the Policy Manual link.

Questions? Contact HR at 740/833-2120.

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## Marital Status Change?

**Name change:** The names and Social Security numbers on your tax return must match your Social Security Administration records. If you change your name, report it to the Social Security Administration. To do that, file Form SS-5, Application for a Social Security Card. You can get the form on [SSA.gov](http://SSA.gov), by calling 800-772-1213 or from your local SSA office.

*The Delaware County Auditor Office will need a copy of your new SS card before the change payroll because the Form W-2 must match the Social Security office records.*



**Change tax withholding:** A change in your marital status means you must give your employer a new [Form W-4](#). If you and your spouse both work, your combined incomes may move you into a higher tax bracket. Use the [IRS Withholding Calculator](#) tool at IRS.gov to help you complete a new Form W-4.

**Address change:** Submit the address change by completing an Employee Action Form with your payroll administrator.

**Benefits Change Request:** A benefits change request form must be completed within 30 days of the event. Benefit change forms may be found at <http://www.co.delaware.oh.us/hr/open%20enrollment/Document%20C.pdf>.

**Contact Cindi Blair at 2124 or email [cblair@co.delaware.oh](mailto:cblair@co.delaware.oh) for additional required information and documentation.**

**Beneficiary Information:** Don't forget to make the necessary changes to your life insurance and OPERS beneficiary forms. Contact Cindi Blair at x2124 or email [cblair@co.delaware.oh](mailto:cblair@co.delaware.oh) to make changes to your life insurance. OPERS beneficiary designation forms may be obtained online at <https://www.opers.org/forms/formorder-member.shtml#beneficiary>

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## Learning and Development

### Mark your calendars



**Policy Manual Training will be conducted by the law firm of Fishel Hass Kim Albrecht LLC. Registration coming soon.**

**Supervisor Training Dates: August 19; session repeat August 29.** In addition to Policy training, we will offer Reasonable Suspicion Training, conducted by Recovery & Prevention Resources

**Employee Training Dates: October 3; session repeat October 7**

Times to be announced. Trainings are mandatory for all employees unless there are extenuating circumstances e.g. vacation/sick leave and approved by your Director. Alternate training arrangements will be made for Emergency personnel. Complete information will be available during registration.

(Supervisors are required to attend the Supervisor and Employee trainings.)

### Human Resources Staff

- |  |                             |              |
|--|-----------------------------|--------------|
| • Dawn Huston, Director of Administrative Services     | dhuston@co.delaware.oh.us   | 740/833-2122 |
| • Cindi Blair, Insurance, Risk & Wellness              | cblair@co.delaware.oh.us    | 740/833-2124 |
| • Brad Euans, Workers Compensation/FMLA/HR Coordinator | beuans@co.delaware.oh.us    | 740/833-2127 |
| • Amanda Kreft, Insurance and Risk Assistant           | akreft@co.delaware.oh.us    | 740/833-2126 |
| • Jennifer Downey, HR Assistant/Recruiter              | jdowney@co.delaware.oh.us   | 740/833-2125 |
| • Mindy Owens, HR Manager                              | mowens@co.delaware.oh.us    | 740/833-2129 |
| • Pam Sonagere, HR Coordinator                         | psonagere@co.delaware.oh.us | 740/833-2121 |

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## 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/HR/Wellness/](http://www.co.delaware.oh.us/HR/Wellness/)

It's hard to believe that we are over halfway through this year already! As a refresher, included below are the requirements for the **2014 Wellness Stipend**.

Dates and times will be announced for four more Informational Brown Bag Sessions throughout the remainder of 2014.

**Save the Date!!** The Health Fair will be held, as always, on the first Friday in August. This year the event falls on August 1, 2014 and will begin at 7:00 a.m. and run until noon at the Hamilton Williams Campus Center at Ohio Wesleyan University. Health Fair details and scheduling instructions will follow.



### The requirements for the 2014 Stipend include:

1. Completion of a Health Risk Assessment (HRA). The HRA is offered on-line and is **100% confidential**. The Insurance and Risk department will receive overall results of the assessments however, the assessment will not include identifying health information associated with them. The instructions to the Anthem Health Risk Assessment are attached. Health Risk Assessment completion deadline is October 1, 2014.
2. Have a routine physical exam done at your doctor's office. Our plan covers "routine/preventive" services at 100%. There is NO out-of-pocket cost for you to have this service completed. The form to be completed by your doctor is attached. In the event you have already had a routine physical exam completed in 2014, just have your doctor complete the attached form on page 9.
3. Attend at least one informational wellness session. Multiple "Brown Bag" informational and educational wellness sessions will be offered throughout the year and announced as they are scheduled. Employees will be encouraged to bring their lunch and attend a minimum of one session. You will be required to sign in to these sessions and attendance will be tracked.

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- Attend and participate in one wellness activity. These (physical) activities will also be announced throughout the year and will include things such as Wellness Walks, Walking Groups, 5k Run/Walks and the Healthy Ohio Walk just to name a few. Completion of other outside fitness events qualify as well. If you participate in an event, you will need to provide proof of completion to the HR office before the deadline date (registration for events are not acceptable).



- Attend and *participate* in the Annual Health Fair on August 1, 2014. Numerous valuable services are offered each year at the Health Fair. These services are again, at no cost to participants.

Participants will have until **November 14, 2014** to complete these five goals (completion of the HRA) is due by *October 1, 2014*). **If all five goals are completed and the necessary documentation is received by the Insurance & Risk Department by close of business on November 14, 2014, participants will receive a \$100 (taxed) stipend on the first pay in December!!**

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Delaware County, in coordination with our Wellness Program, would like to invite you to participate in **The Delaware County Employee Softball Tournament**. Only employees are eligible to participate, but all family members are welcome to come cheer us on!! All the pertinent details are below.

We are asking that a person from each department be designated to coordinate the sign up to participate. That coordinator will be responsible for submitting all names, via email to [Delco-Wellness@co.delaware.oh.us](mailto:Delco-Wellness@co.delaware.oh.us), by the July 28<sup>th</sup> deadline. Please do not respond individually. Once we have a complete list of participants we will begin putting teams together and distributing additional paperwork that will need completed. Game times will be available at a later date however, we are planning for late afternoon/evening games.

We are very excited to offer an employee based - FUN - outing such as this!! **Please consider participating and be sure not to miss the deadline for sign up!**

**September 13th & 14th, 2014**

Smith Park– Troy Road, Delaware

Bracket TBD based on number of teams

\$5.00 per Person to participate  
(to be donated to the charity of the winning teams choice)

**Sign up by July 28th, 2014**

We will do our best to create teams  
based on departments

This tournament will qualify as a  
Physical Activity for the Wellness Stipend

Winners Receive: Bragging rights, a team plaque &  
the choice of charity to support.



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## Delaware County Employee Health and Safety Fair

The 2014 Annual Delaware County Employee Health and Safety Fair is scheduled for Friday, August 1 from 7:00 a.m. until Noon.

The location will be the same as last year. The 2014 Health Fair will be held at Ohio Wesleyan University in the Hamilton Williams Campus Center.

As always, many services will be available for preventive care. These services are provided at no cost to employees and family members under the County health insurance coverage.

- We are using last year's vendor for the **blood work**. We are very happy to continue to enhance our usual blood work benefit at the Health Fair by offering a much more comprehensive clinical blood test and provide printed and on line results and health education tools as well as personal health coaching through Interactive Health! In order to register for the blood work, please see the attached flyer from Interactive Health and follow the instructions listed. You are able to register via the website OR call the 800 number. **You MUST have your insurance card available during registration as they will need group and ID numbers to complete the process.** Please see the attachment on pages 8 and 9.
- The James Mobile **Mammogram** Unit will be on site. In order to register for services please call The James directly to schedule your appointment at 1-800-240-4477.

**Blood work and the mammogram services MUST BE SCHEDULED in advance and are on a first come - first served basis. No exceptions.**

The Health Department will be offering tetanus inoculations. **If you are due for a tetanus shot and would like to get one at the Health Fair, please reply to this email.** No appointment is necessary for this service but we do need an accurate count.

Many informational and educational vendors will be on hand!

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## Register for Your Health Evaluation Today!

Delaware County has partnered with Interactive Health to deliver a wellness program available to all employees and spouses participating in the CEBCO: Delaware County health plan that makes healthy living fun and flexible!

### Sign-Up Today

Register for your free, onsite preventive health evaluation, which includes a health questionnaire, blood pressure screening and a comprehensive blood test that evaluates your risk for:

- cardiovascular disease
- diabetes
- liver and kidney disease
- anemia

...and much more – all in less than 20 minutes!

Don't miss out on this exciting opportunity to maximize your wellness program benefits!

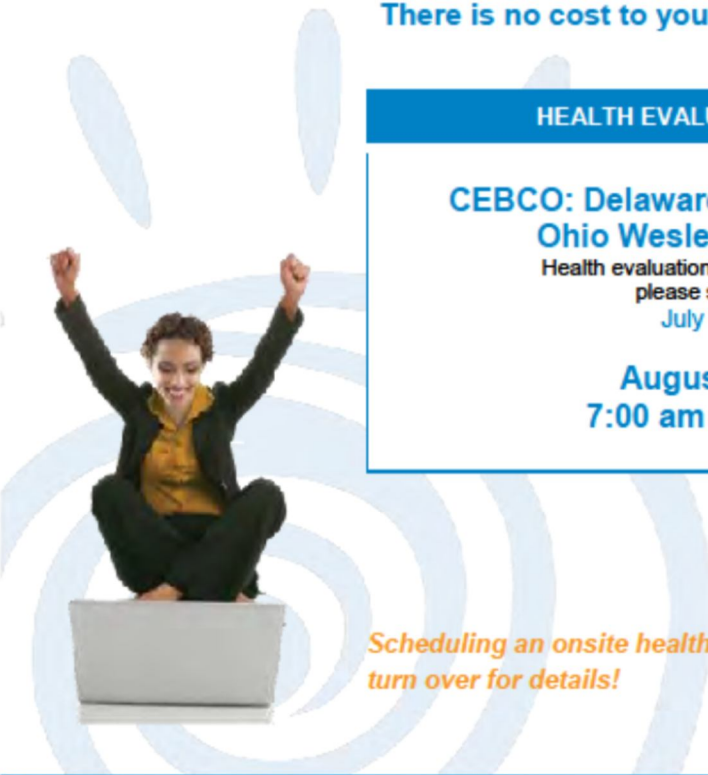
### There is no cost to you for the health evaluation

#### HEALTH EVALUATION LOCATION

### CEBCO: Delaware County Health Fair Ohio Wesleyan University

Health evaluations are by appointment,  
please schedule by:  
July 23, 2014

**August 1, 2014**  
**7:00 am – 12:00 pm**



*Scheduling an onsite health evaluation appointment is easy:  
turn over for details!*



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## How to Schedule Your Onsite Health Evaluation Appointment

1. Register online at [www.myinteractivehealth.com](http://www.myinteractivehealth.com) First time website users can register using sponsor code **WXBLZ**.
2. Click the "Schedule Your Health Evaluation" box at the top of the page.
3. Select your appointment location, date and time and complete your health questionnaire. *Please have your insurance card ready.*
4. Continue until you are prompted to **confirm your appointment**.
5. Send your lab results directly to your physician. (Provide your physician's name, fax and phone number when you register for your health evaluation.)

You may also schedule your appointment by calling Interactive Health at (800) 840-6100 between 8:00 a.m. and 6:00 p.m. Central Time.

*Your results are 100% confidential and will not be shared with your employer*

### You will need to **Fast** before your appointment

Please fast for 12 hours before your test. Drink plenty of plain water – no food or other beverages. If you are diabetic, pregnant, on medication, or have a medical condition that will prevent you from fasting 12 hours, please follow your doctor's instructions regarding fasting.

### Unable to attend onsite? **Participate at a nearby lab!**

You may select a lab location when you register online. Or call Interactive Health at (800) 840-6100 and ask to Test at a Lab. If you use this option, please schedule by August 15 and complete your test no later than August 29, 2014.





## 2014 Delaware County Employee Physician Verification

(Please Print)

Patient Name: \_\_\_\_\_

Employee Dept/Agency: \_\_\_\_\_

Check Up Date: \_\_\_\_\_

Name of Physician: \_\_\_\_\_

Address of Physician: \_\_\_\_\_  
\_\_\_\_\_

The above patient has come in for their 2014 Annual Preventive check-up. This is not a mandatory employment physical; this is a preventive, annual check-up. The County Plan pays 100% (in network) for preventive, annual check-ups.

Any lab work should be sent to an in-network lab and will be applied towards annual plan deductibles and co-insurance as outlined.

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Physicians Signature or stamp on line above.

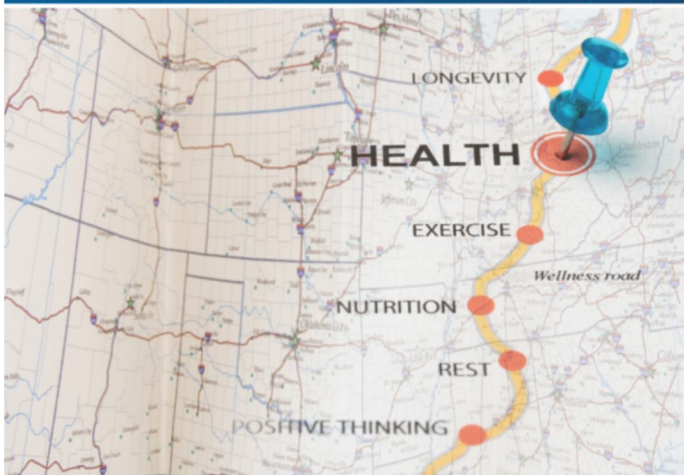
*\*Your personal healthcare information is private & protected by HIPAA. Delaware County does not wish to view your personal healthcare information or test results. All that is required is proof of your doctor's visit.*

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

## OPERS Tidbits

### Educational Webinars

OPERS offers targeted, educational webinars and recorded presentations tailored to Member-Directed Plan participants. To register for a webinar or to view a recorded online presentation, visit [www.opers.org](http://www.opers.org), and click on Seminar Options.



The content of these presentations is consistently updated, so be sure to check the Seminar Options page for the latest and most up-to-date listing of educational offering for Member-Directed Plan participants.

Source: Ohio PERS News, Spring 2014

**New to public employment?** As a member of Ohio PERS, you have 180 days from your first day of employment to select one of the three retirement plans: The Traditional Pension Plan, the Member-Directed Plan or the Combined Plan.

Be sure to view the ***“For new hires within 180-days of employment”*** online seminar.

- Additional information available at <https://www.opers.org/members/plan-select/index.shtml>
- [Click here for the Plan Selection Workbook.](#)

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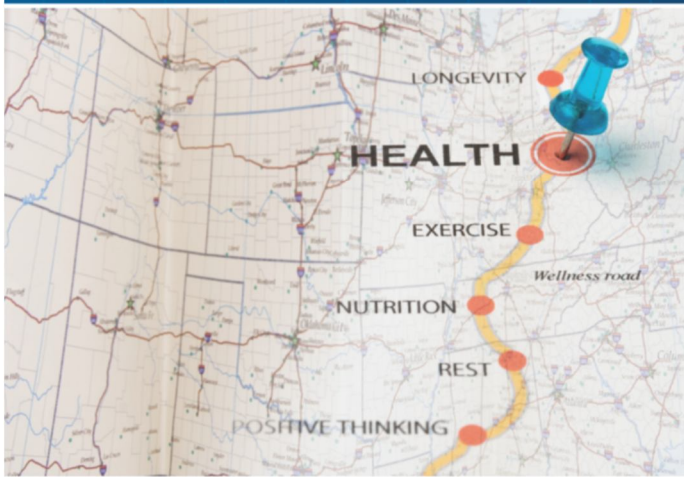


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## OPERS Health Care Changes

Due to changes in eligibility requirements, OPERS members who are eligible to retire with an effective date of Dec. 1, 2014, or prior need to understand that health care eligibility requirements change beginning January 2015. Employees need to know the facts and apply information to their particular situation.

**Simply put...** Beginning Jan. 1, 2015, members will be required to have at least 20 years of qualifying service and be at least 60 years old or have 30 years of qualifying service at any age.

This means eligible members have until November to decide whether or not to retire under the current health care eligibility rule of 10 years of qualifying service. Those who determine the current eligibility rules are the best for their situation must:

- Have received the full picture of pension and health care changes to make sure the decision is the right one for their particular situation;
- Terminate public employment and be off the payroll no later than Nov. 30, 2014;
- Apply for retirement; and
- Have a benefit-effective date on or before Dec. 1, 2014.

**New allowance calculation:** Beginning in 2015, new calculations will be used to determine the allowance amount provided for monthly premiums. The calculations will be based on a participant's age at first enrollment in the OPERS plan and years of qualifying service at retirement. Again, those contemplating retirement need to understand that, because of the change, health care costs could be impacted.

**Where to get exact facts:** We're asking employers to make sure retiring employees know how to get all the facts—before making a retirement decision. Employees are encouraged to:

- Access the [online Retirement Planner](#)
- [Sign in to online account](#) to generate health care cost estimates;
- Review all information at the [Your Path to Retirement - Learn, Plan, Act site](#) to help identify the most ideal time frame for retirement and make an informed decision on retiree health care coverage;
- If deciding to retire, file early and use the electronic retirement application.

Source: OPERS Employer Outreach, Spring Quarter 2014

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