

HR CONNECTION

Serving Employees of the Board of Commissioners

July 17, 2015

Policy Corner

JOB ASSIGNMENTS / TEMPORARY ASSIGNMENTS

Employees shall be expected to fully, dutifully, and conscientiously perform those tasks as assigned to them. Employees may be expected, from time to time, to complete job assignments which are typically not performed by them or contained in their job description. No employee can refuse a job assignment unless it would violate law or place him in an imminently harmful or life-threatening situation. If an employee objects to an assignment, he should complete the assignment first and then file a complaint under the Complaint Procedure in the Policy Manual.



PERFORMANCE EVALUATIONS

The County may complete annual performance evaluations. Evaluations may be conducted more frequently such as on quarterly or mid-year basis as determined necessary by the Departmental Director or Appointing Authority. Evaluations, if conducted, will be based upon defined and specific criteria and will generally be reviewed and signed by the employee's direct supervisor, and those superiors in the direct chain-of-command. The results will be discussed with the employee and the employee will be asked to sign the evaluation. An employee's signature will reflect their receipt of the evaluation, not their agreement with its contents. Should the employee refuse to sign, a notation will be made reflecting the date and time of the review along with the employee's refusal to sign. Employees may offer a written response to their performance evaluation. Such response, if given, will be maintained with the evaluation.

REPORTING TO WORK AND TARDINESS

Employees are expected to report for and remain at work as scheduled and to be at their work stations at their starting time. Employees who call off work for personal reasons should call off in advance of their starting time in accordance with procedures established by their Appointing Authority or Department Director. Employees who call off must make contact with their supervisor or designee each day of their absence unless they have made alternate arrangements. Calling off work in accordance with this procedure will not necessarily result in an employee receiving approved leave for their absence. The County will consider the underlying reason for the absence in order to determine whether to grant approved leave.

An employee, who reports to work late, extends his / her lunch or break without authorization, or who leaves before the end of his or her scheduled shift, may be disciplined and docked pay. Pay will be docked in the lowest increments permitted by the County's time-keeping system, or in 15-minute increments.

Read these and all policies at <http://www.co.delaware.oh.us/index.php/policies>.

Questions? Contact HR at 740/833-2120.

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740/833-2120 • 740/833-2119 (Fax)

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LEARNING AND DEVELOPMENT

Gossiping. It seems so harmless...minor chitchat about coworkers. How can you tell the difference between chitchat or gossip? While chitchat and light conversation can be neutral, gossip is often inflammatory. Consider this: What is the impact of what is being said? Does it cast negative accusations? Does it serve to perpetuate negativity? Is it hurtful or damaging?

Sharing of unsubstantiated information is gossip. If the story is told without good will, then it is gossip.

Gossip is harmful

Gossip can have many adverse effects on an organization by increasing conflict and decreasing morale. It creates stressed relationships which in return creates poor working relationships and conditions. Ultimately this results in employees going to the supervisor to settle differences. Gossip is the death of teamwork as coworkers create cliques and employees don't want to work in a toxic environment. Gossip results in the supervisor spending an enormous amount of time trying to figure out who said what to whom, which creates a loss of productivity.

How can you break the gossip cycle?

Let's say you are not a gossip. You simply listen to your coworkers because you don't want to be rude. Consider that you, as a listener, are enabling the gossip. Active listening actually supports and encourages gossiping. If you don't listen, the gossip has nowhere to go.

- Don't participate, just walk away.
- Avoid the gossip by having as little interaction with that person as possible.
- Choose your friends wisely at work. You spend a good deal of time at work so it's natural for friendships to develop. Associating with gossipers will give the perception that you are a gossip.
- Be direct. If you confront the gossip and confidently tell him or her that such conversation is uncomfortable for you and other coworkers, it's likely he or she will limit interaction.
- Report gossiping to your supervisor. Gossiping wastes a lot of time and hurts morale. A supervisor interested in a healthy work environment will value the opportunity to correct this type of situation.

What managers are expected to do:

Remind employees that gossiping is a violation of the Professional Conduct policy. The County requires that all employees maintain high standards in interpersonal relationships with internal and external customers. Interpersonal skills include, but are not limited to, professional, positive and effective communication, active and efficient listening skills, positive attitudes and professional demeanor.

- Inform your employees that gossiping is harmful to a positive work environment and will not be tolerated.
- If an employee is complaining to you of gossiping, be proactive. Meet with the offender and begin the investigation. Describe how this behavior results in lack of trust from others. Begin the progressive discipline process. This goal is to stop the negative behavior. Include employees in group discussions and expectations about gossiping. This gives approval for coworkers to hold each other accountable for having a "gossip-free" office.
- As a supervisor, do not engage in gossip.



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IRS SUMMERTIME TAX TIP

Ten Things to Know about Identity Theft and Your Taxes

Learning you are a victim of identity theft can be a stressful event. Identity theft is also a challenge to businesses, organizations and government agencies, including the IRS. Tax-related identity theft occurs when someone uses your stolen Social Security number to file a tax return claiming a fraudulent refund.

Many times, you may not be aware that someone has stolen your identity. The IRS may be the first to let you know you're a victim of ID theft after you try to file your taxes.

The IRS combats tax-related identity theft with a strategy of prevention, detection and victim assistance. The IRS is making progress against this crime and it remains one of the agency's highest priorities.



Here are ten things to know about ID Theft:

- 1. Protect your Records.** Do not carry your Social Security card or other documents with your SSN on them. Only provide your SSN if it's necessary and you know the person requesting it. Protect your personal information at home and protect your computers with anti-spam and anti-virus software. Routinely change passwords for Internet accounts.
- 2. Don't Fall for Scams.** The IRS will not call you to demand immediate payment, nor will it call about taxes owed without first mailing you a bill. Beware of threatening phone calls from someone claiming to be from the IRS. If you have no reason to believe you owe taxes, report the incident to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484.
- 3. Report ID Theft to Law Enforcement.** If your SSN was compromised and you think you may be the victim of tax-related ID theft, file a police report. You can also file a report with the Federal Trade Commission using the FTC Complaint Assistant. It's also important to contact one of the three credit bureaus so they can place a freeze on your account.
- 4. Complete an IRS Form 14039 Identity Theft Affidavit.** Once you've filed a police report, file an IRS Form 14039 Identity Theft Affidavit. Print the form and mail or fax it according to the instructions. Continue to pay your taxes and file your tax return, even if you must do so by paper.
- 5. Understand IRS Notices.** Once the IRS verifies a taxpayer's identity, the agency will mail a particular letter to the taxpayer. The notice says that the IRS is monitoring the taxpayer's account. Some notices may contain a unique Identity Protection Personal Identification Number (IP PIN) for tax filing purposes.
- 6. IP PINs.** If a taxpayer reports that they are a victim of ID theft or the IRS identifies a taxpayer as being a victim, they will be issued an IP PIN. The IP PIN is a unique six-digit number that a victim of ID theft uses to file a tax return. In 2014, the IRS launched an IP PIN Pilot program. The program offers residents of Florida, Georgia and Washington, D.C., the opportunity to apply for an IP PIN, due to high levels of tax-related identity theft there.
- 7. Data Breaches.** If you learn about a data breach that may have compromised your personal information, keep in mind not every data breach results in identity theft. Further, not every identity theft case involves taxes. Make sure you know what kind of information has been stolen, so you can take the appropriate steps before contacting the IRS.
- 8. Report Suspicious Activity.** If you suspect or know of an individual or business that is committing tax fraud, you can visit IRS.gov and follow the chart on How to Report Suspected Tax Fraud Activity.



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IRS SUMMERTIME TAX TIP

Ten Things to Know about Identity Theft and Your Taxes, Continued...

9. **Combating ID Theft.** Over the past few years, nearly 2,000 people were convicted in connection with refund fraud related to identity theft. The average prison sentence for identity theft-related tax refund fraud grew to 43 months in 2014 from 38 months in 2013, with the longest sentence being 27 years. During 2014, the IRS stopped more than \$15 billion of fraudulent refunds, including those related to identity theft. Additionally, as the IRS improves its processing filters, the agency has also been able to halt more suspicious returns before they are processed. So far this year, new fraud filters stopped about 3 million suspicious returns for review, an increase of more than 700,000 from the year before.

10. **Service Options.** Information about tax-related identity theft is available online. Refer to a special section on IRS.gov devoted to identity theft and a phone number available for victims to obtain assistance.

Don't Overlook the Child and Dependent Care Tax Credit this Summer

Day camps are common during the summer months. Many parents pay for them for their children while they work or look for work. If this applies to you, your costs may qualify for a federal tax credit that can lower your taxes. Here are the top ten tips to know about the Child and Dependent Care Credit:

- **Care for Qualifying Persons.** Your expenses must be for the care of one or more qualifying persons. Your dependent child or children under age 13 usually qualify. For more about this rule, see Publication 503, Child and Dependent Care Expenses.
- **Work-related Expenses.** Your expenses for care must be work-related. This means that you must pay for the care so you can work or look for work. This rule also applies to your spouse if you file a joint return. Your spouse meets this rule during any month they are a full-time student. They also meet it if they're physically or mentally incapable of self-care.
- **Earned Income Required.** You must have earned income, such as from wages, salaries and tips. It also includes net earnings from self-employment. Your spouse must also have earned income if you file jointly. Your spouse is treated as having earned income for any month that they are a full-time student or incapable of self-care. This rule also applies to you if you file a joint return. Refer to Publication 503 for more details.
- **Joint Return if Married.** Generally, married couples must file a joint return. You can still take the credit, however, if you are legally separated or living apart from your spouse.
- **Type of Care.** You may qualify for it whether you pay for care at home, at a daycare facility or at a day camp.
- **Credit Amount.** The credit is worth between 20 and 35 percent of your allowable expenses. The percentage depends on the amount of your income.
- **Expense Limits.** The total expense that you can use in a year is limited. The limit is \$3,000 for one qualifying person or \$6,000 for two or more.
- **Certain Care Does Not Qualify.** You may not include the cost of certain types of care for the tax credit, including:
 - Overnight camps or summer school tutoring costs.
 - Care provided by your spouse or your child who is under age 19 at the end of the year.
 - Care given by a person you can claim as your dependent.
- **Keep Records and Receipts.** Keep all your receipts and records for when you file your tax return next year. You will need the name, address and taxpayer identification number of the care provider. You must report this information when you claim the credit on Form 2441, Child and Dependent Care Expenses.
- **Dependent Care Benefits.** Special rules apply if you get dependent care benefits from your employer. See Publication 503 for more on this topic.

Remember that this credit is not just a summer tax benefit. You may be able to claim it for qualifying care that you pay for at any time during the year.

Source: IRS.gov

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THE OHIO ETHICS COMMISSION

THE OHIO'S ETHICS LAW

Purposes of the Ethics Law:

- Protect the public from the financial, family, or business conflicts of its public servants
- Encourage impartiality in governmental decisions by restricting public actions on matters in which public officials and employees have direct and definite conflicts of interest
- Promote citizen confidence in the actions of public agencies

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

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

Restrict participation in public matters involving direct and definite personal, family and business interests of a public official or employee;

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

Reminder about Summer Jobs and Restrictions on Nepotism

During summer vacation, many high school and college students seek summer jobs. Many of these are seasonal full-time or part-time jobs (such as lifeguards and camp counselors) with cities, villages, school districts, and other public agencies that offer summer programs.

What does the law prohibit? Ohio's Ethics Law prohibits **all** public officials and employees from:

- Hiring their family members for public jobs;
- Using their public positions to get public jobs (or other contracts) for family members [for example, a public official can't ask someone else at the agency to hire the official's family member]; and
- Using their public positions to get promotions, selective raises, or other job-related benefits for their family members.

Who is a "public official"? A public official is any person, paid or unpaid, and regardless of how much money earned:

- Who is **elected** or **appointed** to a full-time or part-time public position; or
- Who is **employed** by a public agency in a full-time or part-time public job.

Source: <http://www.ethics.ohio.gov/education/factsheets>

View The Ohio Ethics Law: Overview and Insights

Unveiled in February 2014, this e-course presents new scenarios and potential conflict situations to help the learner understand and comply with the Ohio Ethics Law.

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



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Q. I recently found out that a coworker has been telling other coworkers that I have given her information about others, which isn't true. I want to confront the coworker but am not sure that's the best way to deal with this. What are my rights?

A. You are within your rights to confront this person. Before doing so, I would suggest you reflect on what you want for the outcome. I would encourage you to go to your supervisor with this information. If you feel you need to confront your coworker, I would recommend having a meeting with the supervisor serving as the mediator. Remember to remain professional in your communication.

Q. I am interested in applying for another position within the County. Do I need to complete the online application?

A. Yes, to be considered for a vacancy, you need to complete the online application. I would encourage you to update and attach your resume as well.

Submit your questions to Mindy Owens at mowens@co.delaware.oh.us



EMAIL ETIQUETTE

- Avoid sarcasm and too much humor.** It can come across as rude or abrupt.
- Use a descriptive subject line** that's no more than four to five words. Examples of a good subject line include "Follow Up to Our Meeting" "Meeting date changed"
- Double-check that you've selected the correct recipient.** It's easy to select the wrong name, which can be embarrassing to you and to the person who receives the email by mistake.
- Remember, email is not private.** Don't put anything in email that you wouldn't want the others to know.
- Proofread.** Check for spelling, typos and word usage. Don't rely on spell-checkers. Read and re-read before sending.
- Respond within 24 hours.** If you require more time, let the sender know you're reviewing the email and when you'll get back to that person.
- Reply to your emails — even if the email wasn't intended for you.** A reply isn't necessary but serves as good email etiquette so the sender can send it to the correct person.
- Never use** all caps or all lowercase.
- Start with** *hi, hello, good afternoon* or *good morning*.
- The ideal font** is Arial, Calibri or Times New Roman. As for color, black is the safest choice. The ideal font size is 11 or 12.



Human Resources Staff

| | | |
|--|--|--------------|
| • Dawn Huston , Director of Administrative Services | dhuston@co.delaware.oh.us | 740/833-2122 |
| • Cindi Blair , Insurance, Risk & Wellness Coordinator | cblair@co.delaware.oh.us | 740/833-2124 |
| • Brad Euans , Workers Compensation/FMLA/HR Coordinator | beuans@co.delaware.oh.us | 740/833-2127 |
| • Amanda Kreft , Insurance and Risk Assistant | akreft@co.delaware.oh.us | 740/833-2126 |
| • Jenny Downey , HR Technician | jdowney@co.delaware.oh.us | 740/833-2125 |
| • Mindy Owens , HR Manager | mowens@co.delaware.oh.us | 740/833-2129 |
| • Dana Bushong , HR Technician | dbushong@co.delaware.oh.us | 740/833-2123 |
| • Pam Sonagere , Sheriff's Office HR Manager/County Spec Projects | psonagere@co.delaware.oh.us | 740/833-2885 |

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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)

Managing Personal Finances

Effective management of personal finances can be a challenge for many Americans. By July, 2008, consumer balances on credit cards, auto loans and other debt rose to over \$2.5 trillion – a 10% annualized increase. Many salaries are increasing annually at a rate below the rate of inflation, and yet bills still need to be paid. Learning to make the smartest decisions possible about how to budget and spend your money can help you gain control over your finances and lessen the likelihood of a financial crisis.

Financial Warning Signs

- Little or no savings
- Don't have or follow a budget
- Lack of sufficient health insurance
- Getting turned down for a loan or credit
- Using payday loans
- Financing a vehicle for more than 5 years
- Consolidating debt while still using available credit
- Using one credit card to make a minimum payment on another
- Having a credit account more than 30 days late
- Only paying the minimum due on your credit cards the majority of the time
- Borrowing money from friends and/or relatives to meet financial obligations
- Picking and choosing which accounts to pay because you can't afford to pay all of your obligations
- Missing a house payment
- Having multiple mortgages on your home
- Reaching the credit limit on one or more credit cards
- Borrowing money to pay off credit card balance or using a balance transfer credit card and then accrue significant new balance
- Stressing/losing sleep over your finances
- Afraid to pick up your phone because you're being contacted by a collection agency
- Ignoring the signs

Without a plan for financial success, it is difficult to know which decisions are the right ones to make. Creating and sticking to a budget will provide you with a clearer financial picture and give you a better sense of control over your money. Creating and living within a budget isn't as difficult as it sounds. There is one main rule to follow – don't spend more than you are earning.

The Value of Budgeting

- To provide you with peace of mind
- To help you create wealth
- Improves your ability to get good credit
- Improves marital relations
- Make your expenses manageable
- Reduce debts as quickly as possible
- Find ways to save money
- Change negative spending habits

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To get started on your budget, you will need your:

- Paycheck stubs
- Bank and investment statements
- Bills and credit card statements
- Receipts
- Paper and pen/computer

Whatever timeframe you choose to use for your budget is fine, but it is recommended that you begin with estimating monthly income and expenses to get an accurate sense of how much you're earning and how much you're spending.

Creating Your Budget in Three Simple Steps

Step One: Determine Your Total Income

Figure out your take-home pay by looking at the net (after tax) amount on your paycheck stubs. Bank statements can be used to measure such non-wage income as interest, dividends, etc. Be sure to include any income from alimony, child support or any other consistent income you receive.

Step Two: Assess Your Expenses

Identify all of your expenses; there are typically three types of expenses:

- Fixed: Set payments, such as rent/mortgage or utility bills.
- Flexible: Adjustable expenses such as entertainment or clothing.
- Combined: Expenses that need to be budgeted for, but that can be adjusted in amount, such as groceries.

Step Three: Subtract your Expenses from Your Income

Subtract your expense total from your income total. If you have money left, then you are living within your budget and you can make some choices on how you use the surplus. If your expense total is larger than your income total, you'll need to review your budget and find places to reduce spending.

Managing Your Budget

Make wise budget cuts. Prioritize your expenses, and determine which purchases can be eliminated or reduced. Rethink big-ticket items like home remodeling to make sure they are really necessary.

Document every transaction. Create a filing system for all income and expenses. Consider buying a ledger sheet to record these transactions. Set up a filing system using plastic trays, a hanging-file cabinet or paper envelopes. File all receipts and bill stubs in different categories as you process them. Also, keep your checkbook register up to date.

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Managing Your Budget, Continued...

- Computerize your efforts. Consider purchasing a financial-management program such as Quicken or Microsoft Money, which can help you log every transaction, track savings and expenditures easily and balance your accounts electronically through your bank.
- Monitor your budget. Check the budget regularly to see if you are on track. Compare the amounts spent to the amounts budgeted, and adjust your spending habits accordingly.
- Predetermine your withdrawals. Before going to the bank or cash machine, know exactly how much money you'll need to withdraw. Make this money last a designated period of time.
- Pay off your credit-card balance each month. When using credit cards, make an entry in your financial or checkbook register for each individual charge the day the charge is made. This will prevent charge-card bills from catching you by surprise without adequate cash in your bank account to cover them.

Understanding Credit

When deciding whether to give you credit and at what rate, lenders use your credit, or FICO, score. An important part of your financial life, the score is made up of the following components:

- Payment History = 35%: Includes timeliness of payments on accounts, including credit cards, store accounts, installment loans and mortgages. Recent late or missed payments hurt your score more. Length of Credit History = 15%: How long your accounts have been established and how long since you've used them.
- Amounts Owed = 30%: Total owed on all accounts, including how much of the credit line is used.
- New Credit = 10%: How many accounts and/or requests for accounts you've made in a period of time.
- Types of Credit Used = 10%: What types of credit accounts you have.

Tips for Saving and Reducing Debt

Reducing Debt

- Live below your means
- Determine needs vs. wants
- List all of your debts and the related interest rate. Then pay off the highest interest rate debt first.
- Talk directly to credit card companies if you are having difficulty paying off your debt. They are often willing to set up a different type payment plan.
- If you have equity in your home, when interest rates are low, you can consider consolidating your debt into a refinancing arrangement and pay off your debt with the line of credit.
- Shop around for credit cards with a lower interest rate that allow you to roll your debt into them. But be sure to pay off the entire debt by the sunset date of the lower interest.
- Don't use credit cards that have an annual fee
- Make sure you pay on time. There are hefty fees attached for being late.

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Increasing Savings

- Save all of your loose change in one place, and then take to the bank and deposit in savings.
- When you get a raise, automatically have the increase in income diverted to a savings account.
- If keep spending the money you are trying to save, look into a money market account or CD that limits your access to the funds.
- Take advantage of savings through employer-sponsored retirement plans and flexible spending accounts. You reduce your taxable income and can take advantage of employer contributions to add to your savings.
- If your savings account is earning a smaller interest rate than your debt is collecting, pay off your debt before building your savings.

Other Tips

- Make a list and stick to it when grocery shopping. And DON'T shop when hungry
- Clip coupons for the items you use frequently.
- Plan your menus around the grocery specials for the week
- Shop in bulk at one of the discount stores
- Instead of buying shredded cheese, buy in bulk and shred all at one time and put in separate packages.
- Old refrigerators, furnaces and air conditioners are energy hogs. If your appliances are 10 years old or older, it might be wise to invest in a new refrigerator or stove. The savings on energy is significant.
- Get used to wearing sweaters around the house and turn that heat down.
- At least once a year review your phone bills for the previous three months to see what local, toll, and long distance calls you normally make. Call several phone companies, including wireless companies, to find an inexpensive calling plan that meets your needs.
- Ask your physician or pharmacist for generic drugs whenever appropriate.
- Get only the insurance that you need the most and can afford.
- If you have student loans, look into consolidating them and reducing the interest rate.

This information is brought to you by ComPsych® GuidanceResources®. This company-sponsored benefit offers confidential help and support 24 hours a day, 7 days per week, at no cost to you or your immediate family. Our Guidance Consultants can assist you with your concerns at your company's ComPsych 800 number or Online at: www.guidanceresources.com

This information is for educational purposes only. It is always important to consult with the appropriate professional on medical, legal, behavioral or other issues. As you read this information, it is your responsibility to make sure that the facts and ideas apply to your situation.

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| Budget Worksheet | Estimated | Actual | Difference |
|---|-----------|----------|------------|
| A: Income | | | |
| Salary | \$ _____ | \$ _____ | \$ _____ |
| Spouse Salary | \$ _____ | \$ _____ | \$ _____ |
| Interest | \$ _____ | \$ _____ | \$ _____ |
| Alimony/child support | \$ _____ | \$ _____ | \$ _____ |
| Other Income | \$ _____ | \$ _____ | \$ _____ |
| Total Income: | \$ _____ | \$ _____ | \$ _____ |
| B: Expenses | | | |
| Rent or mortgage (including property taxes) | \$ _____ | \$ _____ | \$ _____ |
| Automobile loan payment | \$ _____ | \$ _____ | \$ _____ |
| Other loans | \$ _____ | \$ _____ | \$ _____ |
| Home & auto insurance | \$ _____ | \$ _____ | \$ _____ |
| Home & auto maintenance | \$ _____ | \$ _____ | \$ _____ |
| Public Transportation | \$ _____ | \$ _____ | \$ _____ |
| Health care | \$ _____ | \$ _____ | \$ _____ |
| Education | \$ _____ | \$ _____ | \$ _____ |
| Utilities (natural gas, electric, water, waste management, phone, cable, internet) | \$ _____ | \$ _____ | \$ _____ |
| | \$ _____ | \$ _____ | \$ _____ |
| | \$ _____ | \$ _____ | \$ _____ |
| Food | \$ _____ | \$ _____ | \$ _____ |
| Clothing | \$ _____ | \$ _____ | \$ _____ |
| Day care | \$ _____ | \$ _____ | \$ _____ |
| Gifts | \$ _____ | \$ _____ | \$ _____ |
| Retirement savings | \$ _____ | \$ _____ | \$ _____ |
| Other savings | \$ _____ | \$ _____ | \$ _____ |
| Religious payments | \$ _____ | \$ _____ | \$ _____ |
| Charitable contributions | \$ _____ | \$ _____ | \$ _____ |
| Subscriptions | \$ _____ | \$ _____ | \$ _____ |
| Memberships/clubs | \$ _____ | \$ _____ | \$ _____ |
| Entertainment | \$ _____ | \$ _____ | \$ _____ |
| Vacations | \$ _____ | \$ _____ | \$ _____ |
| Pocket money | \$ _____ | \$ _____ | \$ _____ |
| Other | \$ _____ | \$ _____ | \$ _____ |
| Total Expenses | \$ _____ | \$ _____ | \$ _____ |
| C. Net surplus or deficit (A minus B) | \$ _____ | \$ _____ | \$ _____ |

HR CONNECTION

Serving Employees of the Board of Commissioners

July 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

BLOODBORNE PATHOGEN REFRESHER

Though they can't be seen, there are hundreds of tiny organisms living in blood and other body fluids that can cause disease in humans. These are called bloodborne pathogens.

Some of these organisms are harmless and can be handled easily by the body's immune system, but others can cause severe illness, such as hepatitis or AIDS.

Remember to use universal precautions and treat all blood or potentially infectious body fluids as if they are contaminated. Avoid contact whenever possible, and whenever it's not, wear personal protective equipment. If you find yourself in a situation where you have to come in contact with blood or other body fluids and you don't have any standard personal protective equipment handy, you can improvise. Use a towel, plastic bag, or some other barrier to help avoid direct contact.

Standard precautions are designed to prevent transmission of HIV, HBV, and HCV. Standard precautions must be observed in all situations where there is potential for contact with blood or other potentially infectious body fluids. Standard Precautions means that **all** blood and body fluids must be treated as if they are infectious.

Using Standard Precautions means you must take steps to protect yourself and others from the risks associated with BBPs.

Standard precautions apply to:

- | | |
|-----------------------|--------------------|
| Blood | • Amniotic fluid |
| • Semen | • Feces |
| • Vaginal secretions | • Nasal secretions |
| • Saliva | • Sputum |
| • Cerebrospinal fluid | • Sweat |
| • Synovial fluid | • Tears |
| • Pleural fluid | • Urine |
| • Peritoneal fluid | • Vomitus |



PREVENTION: Universal precautions

- Treat all blood and other potentially infectious body fluids as if infected .
- Avoid direct contact with blood and body fluids & contaminated materials
- Wear PPE appropriate for job
- Practice good housekeeping and personal hygiene
- Follow proper decontamination procedures
- Dispose of all contaminated materials properly
- Seek prompt medical attention in the event of exposure



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>

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Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) may be required based on the activity being performed. Examples of PPE include: gloves, gowns, aprons, face shields, and masks. It is essential that PPE be worn when appropriate and also that it is removed and disposed of correctly. This means it must not contaminate you or the environment.



Special PPE Precautions

- Cover open cuts, rashes, and other broken skin.
- Check condition before using
- Remove carefully to avoid contaminating yourself or anything around you
- Dispose properly
- Don't mix contaminated clothing or laundry with other laundry
- Wash hands thoroughly after removing gloves.

Procedural Response to Bloodborne Pathogen Exposure

Despite your best efforts, there is a possibility you may be exposed to blood or body fluids. An exposure incident is defined as a specific eye, mouth, nose or skin contact with potentially infectious materials.

If you have an exposure, follow these steps:

Flush the area on your body that was exposed with warm water, then wash with soap and water. Vigorously scrub all areas. It is the abrasive action of scrubbing that removes contaminants from the skin.

If you have an open wound, squeeze gently to make it bleed, then wash with soap and water.

Notify your supervisor and complete an Incident Report. Seek medical treatment.

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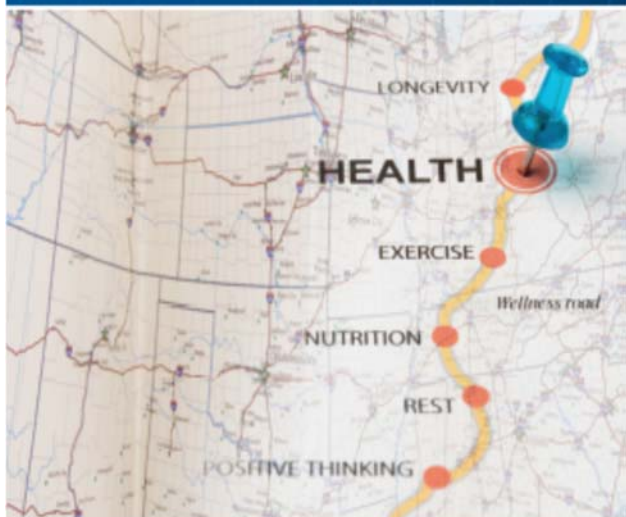
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HR CONNECTION

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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

2015 Educational Offerings: Seminars and online resources for members in the Traditional Plan, Combined Plan, Member-Directed Plan

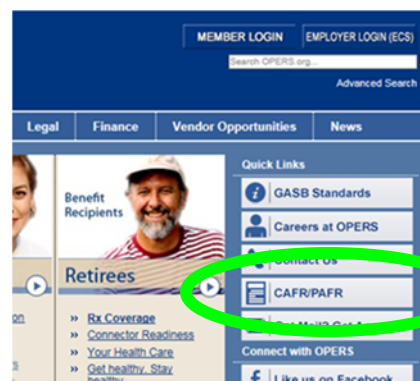
Can't attend an in-person seminar? Register for a live, interactive webinar or view a recorded presentation - on your time, at your convenience.

Recorded online presentations can be viewed at any time and registration is not required. These presentations cover topics ranging from re-employment and refunding your account, to disability benefits and how to view your annual statement. To register for a webinar or to view a recorded presentation, visit www.opers.org, and click on Educational Opportunities.

Got Mail? Get Answers. New section of OPERS website

As an OPERS member, we know you receive a lot of mail. That's why we now offer a section of www.opers.org called "Got Mail? Get Answers." This page is designed to provide you with an overview of our most common account-related mailings, so you know what you received, why you received it, and any action that you need to take.

You can view a detailed list of the most recent OPERS mailings, including descriptions and resources that provide additional information. To access this page, simply click on the "Got Mail? Get Answers" quick link located on right side of the [opers.org](http://www.opers.org) home page.



Source: www.opers.org

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