

# HR CONNECTION

Serving Employees of the Board of Commissioners

June 13, 2014

## Policy Corner: Hours Of Work and Overtime

### Compensatory Time – Non-Exempt Employees Only

**Non-exempt employees:** At the discretion of the Appointing Authority, certain non-exempt employees may be permitted to take compensatory time-off in lieu of overtime payment. Compensatory time, like overtime, shall accrue at a rate of at one and one-half times the hours actually worked and, for non-safety forces, applies only to hours actually worked in excess of forty (40) in any one work week. Compensatory time must be used within one hundred eighty (180) days of its accrual. Compensatory time will be used on a first-in, first-out basis. Compensatory time not used within the requisite time period will be paid out.

Non-safety force employees may not exceed the maximum accrual cap of two hundred forty (240) hours. Safety forces employees may not exceed the maximum accrual cap of four hundred eighty (480) hours.

The appointing authority may, at its sole discretion, require an employee to use his compensatory time prior to the employee reaching the one hundred eighty (180) day accrual limit. Additionally, the Appointing Authority may choose to pay out an employee's compensatory time. If an employee's compensatory time is paid out, the employee shall receive payment at the employee's regular rate of pay at the time of payment.

The next scheduled comp payout is December 12, 2014.

December 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**Would you like clarification on a policy?**

Contact Mindy Owens in Human Resources at 740/833-2129 or [mowens@co.delaware.oh.us](mailto:mowens@co.delaware.oh.us)

### Earned Time-Off – Overtime Exempt Employees

**Exempt employees:** Employees who are exempt from the overtime provisions of the FLSA shall not receive compensatory time. However, if approved by the appointing authority, a bona fide executive, administrative or professional employee may receive earned time off. Earned time off may not be given on a time and one half basis, but may be given as an hour for hour trade for hours worked on a particular project. Earned time off shall not be paid out and shall either be used or lost.

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

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## Learning and Development

### Customer Service, Dress Code and Blood Borne Pathogens

June's training is being customized for each department. Check with your supervisor for dates and times!



*Do you have questions from a previous training? I am happy to assist. Call me at extension 2121 or email me at [psonagere@co.delaware.oh.us](mailto:psonagere@co.delaware.oh.us)*

*Pam Sonagere*

### Human Resources Department Hours

Monday thru Friday, 8 am to 4:30 pm

Our goal is to be a resource for all employees. To meet your needs, we are happy to meet with you before 8 am and after 4:30 pm. Contact us to schedule an appointment.

## Human Resources Staff

• Dawn Huston, Director of Administrative Services	<a href="mailto:dhuston@co.delaware.oh.us">dhuston@co.delaware.oh.us</a>	740/833-2122
• Cindi Blair, Insurance, Risk & Wellness	<a href="mailto:cblair@co.delaware.oh.us">cblair@co.delaware.oh.us</a>	740/833-2124
• Brad Euans, Workers Compensation/FMLA/HR Coordinator	<a href="mailto:beuans@co.delaware.oh.us">beuans@co.delaware.oh.us</a>	740/833-2127
• Amanda Kreft, Insurance and Risk Assistant	<a href="mailto:akreft@co.delaware.oh.us">akreft@co.delaware.oh.us</a>	740/833-2126
• Jennifer Downey, HR Assistant/Recruiter	<a href="mailto:jdowney@co.delaware.oh.us">jdowney@co.delaware.oh.us</a>	740/833-2125
• Mindy Owens, HR Manager	<a href="mailto:mowens@co.delaware.oh.us">mowens@co.delaware.oh.us</a>	740/833-2129
• Pam Sonagere, HR Coordinator	<a href="mailto:psonagere@co.delaware.oh.us">psonagere@co.delaware.oh.us</a>	740/833-2121
• Molly Levings, HR Coordinator	<a href="mailto:mlevings@co.delaware.oh.us">mlevings@co.delaware.oh.us</a>	740/833-2123

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Visit us on the web at <http://www.co.delaware.oh.us/hr/>

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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/)

Just a quick reminder of “Condition Care” programs that are available through Anthem’s 360 Health Program. If you or a family member suffer from a long-term health problem, these programs are available, at no cost, to assist you!

## Feel your best ConditionCare

Let our health professionals help you live your best life

Do you or a covered family member have a long-term (chronic) health problem? ConditionCare is a program for you and there's no extra cost for you to join.

When you join ConditionCare, you'll get:

- 24-hour, toll-free access to a nurse who'll answer your questions.
- A health assessment by phone.
- Support from nurse care managers, pharmacists, dietitians, doctors and other health care professionals to help you reach your health goals.
- Educational guides, newsletters and tools to help you learn more about your condition.

ConditionCare nurse care managers work with members of all ages who have:

- Asthma.
- Diabetes.
- Chronic obstructive pulmonary disease (COPD).
- Heart failure.
- Coronary artery disease.

We may call to find out if ConditionCare can help you and ask you to sign up. To protect you, we'll verify your address or date of birth before talking about your health. ConditionCare is for the whole family, so we can help parents manage their children's chronic conditions, too.



Get help taking care of your health

To learn more or to join ConditionCare,  
call us toll free at 888-249-3820.



Anthem Blue Cross and Blue Shield is the trade name of Community Insurance Company, independent licensee of the Blue Cross and Blue Shield Association. ANTHEM is a registered trademark of Anthem Insurance Companies, Inc. The Blue Cross and Blue Shield names and symbols are registered marks of the Blue Cross and Blue Shield Association.  
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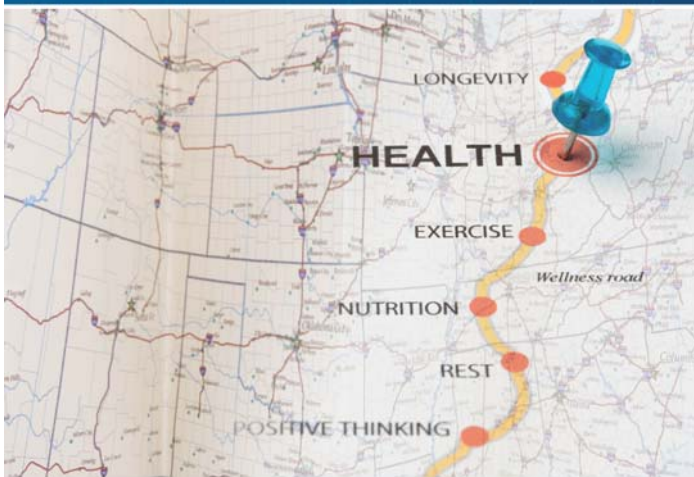


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## Map out your retirement pension income and health care



### 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

### Online Benefits Estimator

OPERS offers a Web-based benefit estimator\* that you can use at any time to run estimate scenarios yourself. Simply log on to OPERS' [Online Account](#) using the User ID and Password you chose when you registered to use your Online Account. Once you've logged in, you'll see an option to select the Benefit Estimate.

If you haven't signed up to use your Online Account, then please visit the [Online Account Registration Page](#). You'll choose your own User ID and Password during the registration process. Once you have them, then follow the instructions above to access the calculator.

Members may contact OPERS for additional estimates or account information throughout the year. Contact OPERS at (800)222-PERS (7377) or online at [www.opers.org](http://www.opers.org)

Source: <https://www.opers.org/members/traditional/estimator.shtml>