

# HR CONNECTION

Serving Employees of the Board of Commissioners

June 22, 2016

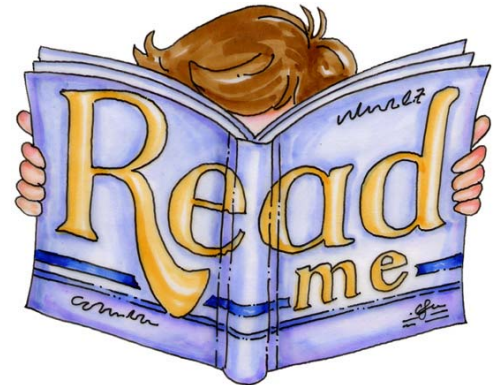
## Policy Corner

### Prior Service Credit for Vacation Accrual Policy

Purpose: To recognize employees' prior years of service with other Ohio political subdivisions for purposes of vacation credit.

This policy pertains to all departments within the realm of the Delaware County Commissioners.

Ohio Revised Code Sections 9.44, 124.13, and 325.19 address vacation leave accrual for public employees and specifically employees of county government. The aforementioned sections of the Ohio Revised Code also require that prior service with Ohio political subdivisions be credited to an employee for purposes of vacation accrual. Employees will be credited with prior service time once verification of that service time has been received from previous qualified employers. Vacation leave balances with Delaware County will be recalculated after receipt of verification of prior service time as follows:



- A. Vacation will be recalculated from the first date of employment with Delaware County if the request for verification from prior qualified employers was made within the first year of employment with Delaware County, or
- B. Vacation will be recalculated from the date request was made to prior qualified employers if the request for verification from prior qualified employers was made after the employee has been employed more than one (1) year with Delaware County.

One year will be considered as the completion of twenty-six pay periods.



The employee requesting prior service credit should complete Section I of the **Prior Service Form** located at <http://www.co.delaware.oh.us/hrdocuments/forms/PrevEmp.pdf> and forward to where previously employed. That agency must complete Section II and mail to the address provided at the bottom of the form.

**PLEASE NOTE:** A separate form is needed from each agency for which the employee is requesting prior service credit.

Read all policies at <http://www.co.delaware.oh.us/index.php/policies>  
Questions? Contact HR at 740/833-2120.

Delaware County Human Resources • 10 Court Street, 2nd Floor • Delaware, OH 43015  
740/833-2120 • 740/833-2119 (Fax)

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

# HR CONNECTION

Serving Employees of the Board of Commissioners

June 22, 2016

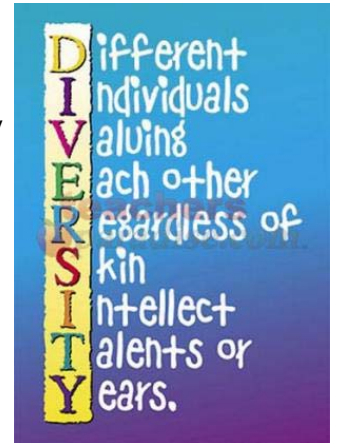
## LEARNING AND DEVELOPMENT

### Diversity

#### The Problem: Focusing on Differences

When people are divided into categories to demonstrate diversity, it reinforces the idea of categories or “groups” of people and separation. In these cases, instead of changing people’s attitudes, diversity training solidifies them.

- Historically, affirmative action was put in place to compensate for pervasive and entrenched discrimination that prevented women and minorities from succeeding in the workplace. As a result, the emphasis was on integrating groups of people into a white, male-dominated workplace.
- Today, although people don’t want to be discriminated against, most also don’t want to be labeled as a certain “type” or group and would prefer to be treated as an individual.



#### The Solution: Focusing on Respectful Interactions

- Bottom line: Diversity is not about integration, (which effectively involves pointing out specific groups of people) but about cultivating meaningful relationships—interacting with others in a way that is respectful and genuine, regardless of their “type.”
- The solution is to create awareness so we know how to:
- Treat each person as the individual he/she is.
- Communicate and resolve conflict with anyone.
- Resist the urge to compare others to themselves (he/she is “like me” or “not like me”).



#### Activity: Different or Alike?

Reflect on what makes you different from your immediate coworkers. For example, what your major was in school or a unique talent or skill you possess. Next, find something that you and your peers have in common. Again, seek out something that is not visually obvious.

### Understanding Bias

It is human nature to be biased. Bias becomes unproductive when we allow it to control our decision making without questioning our assumptions. Rather than thinking we can eliminate all our biases, a better approach is to consciously address them by questioning the validity of our assumptions and choosing behaviors that support fairness and equity.

Delaware County Human Resources • 10 Court Street, 2nd Floor • Delaware, OH 43015  
740/833-2120 • 740/833-2119 (Fax)

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

# HR CONNECTION

Serving Employees of the Board of Commissioners

June 22, 2016

## LEARNING AND DEVELOPMENT

### Fundamental Attribution Error (FAE)

Fundamental attribution error occurs when we explain someone's behavior based on their personality traits rather than on external circumstances. For example, you pass a colleague in the hall and say hello, but the other person doesn't respond. You think to yourself that she is rude or stuck-up. But perhaps she just received some bad news and is so preoccupied with that that she didn't hear you.

Another common example is what you say to yourself about other drivers on the road. Usually, if someone's driving behavior irritates you, you say that person is a bad driver. What if the driver is from out of town and struggling with directions?

Ask yourself:

- Do you make assumptions about others based on their "profile" (gender, age, race, religion, occupation, etc.)?
- Do you treat two or more employees the same because they share a similar characteristic?
- Do you attribute someone's success or failure to an inherent trait ("that's just the way they are")?

If you answered "yes" to any of these questions, you may have made a fundamental attribution error.



#### Activity: Identify a FAE You Have Made

Think about your interactions with others over the past several days or weeks. Think of how you perceived these interactions. Can you identify a time when you made a fundamental attribution error? It may help to think of a time you exhibited the same behavior as the other person, but you had completely different explanations for why you behaved the way you did versus why the other person behaved the way he/she did.

### Subtle Stereotyping

We all know that stereotyping—grouping people by simplistic, often inaccurate generalizations—is unproductive and can result in unfair treatment or discrimination. Recent research has found that people stereotype others in more subtle ways.

A study, completed by psychologists at Princeton University, found that stereotypes tend to be characterized in terms of warmth (or lack thereof) and competence (or lack thereof). Warmth was defined as whether a person had positive or negative intentions. Competence was defined as how effective a person was at fulfilling those intentions.

Furthermore, a positive judgment in one dimension was usually accompanied by a negative judgment in the other dimension.

Obviously, when people's perspectives are influenced by their warmth/competence judgments (which may or may not be accurate), then those perspectives may have poor outcomes. For example, the finance department in your organization may be stereotyped as high competence and low warmth—they do their job well, but they're basically not on your side. If that is the perspective in your organization, then they may have trouble finding people to mentor them and help them grow in the organization.



#### Activity: Personal Reflection

Take a few moments to think about any subtle stereotyping you have experienced or may be responsible for yourself.

Delaware County Human Resources • 10 Court Street, 2nd Floor • Delaware, OH 43015  
740/833-2120 • 740/833-2119 (Fax)

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

# HR CONNECTION

## LEARNING AND DEVELOPMENT

### Virtually Imperceptible Inequities

Unfair treatment isn't always in the form of blatant discrimination. In fact, it is more likely to occur in the form of small, subconscious behaviors that result in creating separation. Experiencing these behaviors on a regular basis causes the recipient to feel devalued. Mary Rowe, a researcher at MIT, coined the phrase "micro-inequity" to describe this phenomenon.

### Examples of Micro-Inequities

- Giving feedback to one employee more frequently than to others.
- Always eating lunch with the same person or group of people.
- Habitual seating arrangements in a meeting that don't allow others to sit close to the leader.
- Assuming a female employee doesn't want to work with a client requiring conference calls at odd hours because she is a new mother.
- At Ernst & Young, they discovered micro-inequities in how their firm assigned jobs. Women were assigned to nonprofit clients while men were assigned to Fortune 500 companies, which in turn affected promotions.



### Activity: Devaluing Others Self-Assessment

*Instructions:* Read each behavior and answer honestly whether you have done it and/or experienced it.

Devaluing Behavior	Done It	Experienced It
Shaken someone's hand but not made direct eye contact.	<input type="checkbox"/>	<input type="checkbox"/>
Barged in on someone's workspace without asking permission.	<input type="checkbox"/>	<input type="checkbox"/>
Interrupted one person (but not others).	<input type="checkbox"/>	<input type="checkbox"/>
Neglected to invite someone to a meeting.	<input type="checkbox"/>	<input type="checkbox"/>
Excluded someone from a group activity.	<input type="checkbox"/>	<input type="checkbox"/>
Checked emails, your phone, or your watch while someone was talking to you.	<input type="checkbox"/>	<input type="checkbox"/>
Asked someone to work on a day or at a time that is sacred to him/her.	<input type="checkbox"/>	<input type="checkbox"/>
Left someone out of a conversation.	<input type="checkbox"/>	<input type="checkbox"/>
Consistently mispronounced someone's name.	<input type="checkbox"/>	<input type="checkbox"/>
Relied on the same trusted colleagues for advice instead of seeking new perspectives.	<input type="checkbox"/>	<input type="checkbox"/>

# HR CONNECTION

Serving Employees of the Board of Commissioners

June 22, 2016

## LEARNING AND DEVELOPMENT

### The Antidote: Micro-Affirmations

One way to compensate for micro-inequities is to consciously work on micro-affirmations—small acts that help others succeed and feel valued. Examples of micro-affirmations include:

- Offering public and private recognition
- Giving credit to others
- Delivering clear and consistent feedback
- Soliciting opinions and input
- Greeting everyone
- Asking questions and listening carefully
- Having lunch with someone
- Mixing up seating at meetings
- Connecting on a personal level

### Individual Approach to Inclusion

As we've said, diversity is ultimately about relationships. So it's up to every individual to help create and maintain an inclusive atmosphere.



### Activity: How Inclusive Are You?

*Instructions:* Read each statement and determine how often you practice the described behavior. This isn't meant to make you feel bad about what you haven't done; rather, it's intended to get you thinking about what you can do to be more inclusive. Use the following scale: 1=never 2=sometimes 3=frequently 4=always

Statement	Frequency
I take the time to get to know a new employee's background. (work history, experience, education, interests,	1 2 3 4
I share my own background and experiences with others, especially with people who are "different" from me.	1 2 3 4
I solicit different perspectives before making a decision that impacts my work unit.	1 2 3 4
I have lunch with or socialize with someone outside my usual "group."	1 2 3 4
I actively seek to understand the viewpoint of someone I disagree with.	1 2 3 4
I adapt my communication or working style to show I respect the person I'm working with.	1 2 3 4
I take the time to resolve a conflict so that both sides feel as though their needs are met.	1 2 3 4

### Scoring:

7–14: You have room to grow and demonstrate more inclusiveness.

15–21: You demonstrate an average amount of inclusive behavior.

22–28: You are a role model for demonstrating inclusiveness.

Delaware County Human Resources • 10 Court Street, 2nd Floor • Delaware, OH 43015  
740/833-2120 • 740/833-2119 (Fax)

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

# HR CONNECTION

Serving Employees of the Board of Commissioners

June 22, 2016

## LEARNING AND DEVELOPMENT

### Employee Behaviors

One person can make a difference! Every employee can and should exhibit all of these behaviors.

- Adapt to different working styles, approaches to communicating, and preferences for interacting. For example: some people prefer to discuss matters in person while others prefer email, or some people prefer informal discussions while others prefer a formal, scheduled meeting.
- Communicate respectfully and effectively.
- Treat every person as a unique individual.
- Include and encourage all coworkers to participate in formal and informal meetings, discussions, gatherings, etc.

### Manager Behaviors

Practice everything that is expected of every employee, plus:

- Understand how personal preferences may affect personnel decisions, such as who gets promoted or who gets assigned plum projects. Bottom line: Make fair HR decisions.
- Coach and mentor individuals who may be struggling to engage with others appropriately.
- Manage employees individually. Get to know their personalities, unique skills, and interests.
- Make decisions based on employees' skills and abilities and the task requirements. Avoid assigning employees to projects based on age, gender, culture, etc.

### Showing Respect and Different Ways of Conveying Respect:

The dictionary defines respect as "having due regard for the feelings, wishes, rights or traditions of. Showing respect is perhaps the most vital component of maintaining an inclusive work environment. Respect is always different for each person. Here are some of the different ways it can be perceived:

- **Direct vs. indirect:** Some people prefer direct eye contact and straightforward conversations, and they would feel disrespected if the person they were speaking with did not make eye contact. Others prefer a more indirect approach—not coming directly to the point but making small talk first, and they would feel uncomfortable if the eye contact were too intense.
- **Time:** Some people believe being on time shows respect and being late shows disrespect. Others believe people are more important than time and don't worry about being late to an appointment or meeting if they are spending time with someone else.
- **Individual vs. group:** Some people value individual achievement and recognition while others value group achievement and recognition. Those who value group achievement may be unwilling to make decisions on their own because they view it as disrespectful to the rest of the group.
- **Hierarchy:** Some people respect positions and status levels more than others. As a result, these people may not speak up around higher-ups out of respect to them.
- **Reserved vs. emotional:** Some people believe that showing strong emotion signals a loss of control and therefore a lack of respect for others. Others believe strong emotions show that you care and that you value and respect others enough to be open with them.

### Communicating with Respect

This is one of the easiest—and most important—ways to show respect to others.

- Listen carefully first. Encourage others to share their opinions and ideas. Don't interrupt.
- Adjust your style to match the other person's preferences. The best way to find out his/her preferences is to simply ask.
- Consider what you say. It should be true, necessary, and helpful.

Delaware County Human Resources • 10 Court Street, 2nd Floor • Delaware, OH 43015  
740/833-2120 • 740/833-2119 (Fax)

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

# HR CONNECTION

Serving Employees of the Board of Commissioners

June 22, 2016

## THE OHIO ETHICS COMMISSION

### SSHHHHH! That's Confidential!

Confidentiality [R.C. 102.03(B)]: If an official or employee has access to confidential information in his or her public job, he or she is prohibited from disclosing or using that confidential information, in any way, unless the public agency has authorized the person to disclose or use it. This restriction is in effect during and after a person's public service, as long as the information remains confidential.

In the course of performing their public duties, many public officials and employees encounter or have access to information that is confidential. Under the Ethics Law (R.C. 102.03(B)), information may be confidential because of statutory provisions or because a public agency has deemed it necessary to keep it confidential.

Some examples of confidential information could include:

- Medical records
- Attorney-client privileged records
- Law enforcement personnel home addresses
- Records maintained in confidential databases

While it is necessary for certain public employees and officials to access confidential information, it is important to understand that the Ethics Law prohibits a public official or employee from using or disclosing confidential information without proper authorization.

This restriction does not have a time limit. Anyone who has left public service – for any reason – continues to be subject to this confidentiality provision of the Ohio Ethics Law. For example, a state investigator may not release to a friend or an outside employer any information about a person obtained from a confidential state database. Even after the investigator leaves the agency, he or she would continue to be restricted from disclosing this confidential information. Violations of this section are first degree misdemeanors subject to criminal penalties.

For additional information regarding what constitutes confidential information for your agency, please consult your agency's legal counsel.



## Save the Date

September 28, 2016 or October 5, 2016

The Delaware County Human Resources Department under the Board of Commissioners is pleased to offer the following trainings in 2016 for all Delaware County employees (mandatory attendance is required for individuals under the BOC)

**Ohio Ethics Training**, presented by Susan Willeke, Education and Communications Administrator with The Ohio Ethics Commission

*Registration information coming soon.*

Delaware County Human Resources • 10 Court Street, 2nd Floor • Delaware, OH 43015  
740/833-2120 • 740/833-2119 (Fax)

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

# HR CONNECTION

## Employee Assistance Program

Most of us have to face **change**, **stress**, or a **life-altering problem** now and then. Your EAP is designed to provide short-term counseling services for you and your family that can help you handle concerns constructively, before they become major issues

**Call anytime for confidential help with all of life's issues! 877-327-4452**

**First time users, follow these simple instructions and start exploring the resources offered to you on GuidanceResources® Online.**

1. Go to <http://www.guidanceresources.com> to reach the Web site.
2. Once on the guidanceresources.com home page, click on the blue link at the bottom right of the page that states **I am a first-time user**.
3. You will then be asked to enter your **Company/Organization ID**, located in the box below.

Your Company/Organization ID: **EAPCEB**

You will then be asked to enter a **User Name** and **Password**. Both can be anything you would like them to be but should be something you will remember. The **User Name** (often your name) must be at least six characters long and should have no spaces (for example: joesmith). The **Password Hint** is meant to prompt you if you forget your password. You must select the button verifying that you are at least 13 years of age, as required by federal law. Make sure that you complete all fields that have red asterisks, as these are required fields. When you've finished, click on the **Submit** button at the bottom of the page.

4. On the next page, you will be asked to enter the first 5 characters of the name of your company or organization.

Your Company Name: **Delaw**  
(First five (5) characters)

When you're finished, click on the **Submit** button on the bottom of the page.

5. On the next page, you will be asked to provide some demographic information. All of the fields are optional. Be sure to read the **Terms of Use** and click inside the check box to indicate your agreement to those terms. When you've finished, click on the **Submit** button at the bottom of the page.
6. You should now be on the Web site.



## Human Resources Staff

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

Delaware County Human Resources • 10 Court Street, 2nd Floor • Delaware, OH 43015  
740/833-2120 • 740/833-2119 (Fax)

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



# HR CONNECTION

Serving Employees of the Board of Commissioners

June 22, 2016

## Wellness

Cindi Blair,  
Insurance Risk &  
Wellness

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

Visit us online:

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

### Healthcare 101

#### Delaware County

##### • Health Insurance 101

★ **DEDUCTIBLE** -The amount you owe for covered health care services before your health insurance plan begins to pay. For example, your deductible under the Delaware County Medical Plan is \$100, your plan won't pay anything until you've paid \$100 for covered services. Some plans pay for certain health care services before you've met your deductible.

★ **COINSURANCE**- Refers to money that an individual is required to pay for services, after a deductible has been paid. Coinsurance is usually specified by a percentage. For example, under the Delaware County Medical Plan the insured pays 10% towards the charges for a service received from a network provider and Anthem pays the provider 90%.

★ **COPAYMENT**- A co-pay is a fixed dollar amount that an individual pays for specific services typically at the time of service.

Delaware County has co-pays for :  
Office Visits, Emergency Room and Urgent Care

★ **OUT-OF-POCKET MAXIMUM**- The out-of-pocket maximum is a VERY important feature of your health plan because it limits the total amount you pay each calendar year for Medical Health Care Expenses.

**Deductible**                      **Coinsurance**                      **Co-pays**  
All contribute to the out-of-pocket maximum

The Delaware County Medical Plan has a network individual  
**Out-Of-Pocket Maximum of \$1,250**

If you were to require a number of healthcare services  
and  
you use network physicians and facilities  
the most you will pay for Medical expenses in a year is **\$1,250**

Delaware County Human Resources ● 10 Court Street, 2nd Floor ● Delaware, OH 43015  
740/833-2120 ● 740/833-2119 (Fax)

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

# HR CONNECTION

Serving Employees of the Board of Commissioners

June 22, 2016

## Wellness

Cindi Blair,  
Insurance Risk &  
Wellness

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

Visit us online:

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

	Plan 2 PPO	
	In Network	Out-of-Network
Deductible Individual	\$100	\$200
Deductible Family	\$200	\$400
Office visits Doctor/specialist	\$15/\$15	30%
Out-of-pocket limit Individual	\$1,250	\$2,500
Out-of-pocket limit Family	\$2,500	\$5,000
Helpful information	*Access to 96% of hospitals and 91% of doctors nationwide Chart lists coverage for lowest tier only	

### Is preventive care covered?

Yes, preventive care from a network provider is covered at 100%. It's very important to take care of your health with regular checkups even when you feel fine. So talk to your doctor about screenings and immunizations that you may need to protect your health.

### Can I manage my health care on the Web?

Yes. As soon as you become a member, you'll be able to register at [anthem.com](http://anthem.com). It's designed to help you manage your health care and your coverage simply and conveniently. Many of our members find these self-service tools helpful:

- Check on your claims.
- Find a doctor.
- Track your health care spending.
- Compare quality and costs at hospitals and other facilities.
- Go paperless.
- Take your Health Assessment to learn about your health risks so you can address them.

Download the free [anthem.com](http://anthem.com) mobile app so you can manage your health care on the go!

Visit [anthem.com/guidedtour](http://anthem.com/guidedtour) to watch a video explaining how our website can help you.

Delaware County Human Resources • 10 Court Street, 2nd Floor • Delaware, OH 43015  
740/833-2120 • 740/833-2119 (Fax)

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

# HR CONNECTION

Serving Employees of the Board of Commissioners

June 22, 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

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

## June: Fireworks Safety Month

June marks National Fireworks Safety Month. Sponsored by Prevent Blindness America, this observance aims to increase public awareness about the dangers of non-professional fireworks use. With the Fourth of July right around the corner, families should take extra caution when deciding whether to incorporate fireworks into their holiday celebrations.

The U.S. Consumer Product Safety Commission estimates that fireworks are the cause of nearly 10,000 injuries per year, including burns and eye injuries. Other statistics and facts are as follows:

- Firecrackers cause an estimated 24 percent of injuries.
- Rockets cause an estimated 20 percent of injuries.
- Sparklers cause an estimated 18 percent of injuries.
- Children under the age of 15 experience almost half of all fireworks injuries.
- Men are twice as likely as women to be injured by fireworks.
- Injuries occur most often to the hands, eyes and face.
- Bystanders are more likely than operators to be injured by fireworks.
- The U.S. Eye Injury Registry lists bottle rockets as the major cause of fireworks-related eye injuries.

In order to safely celebrate during the holiday season, do not attempt to handle fireworks; attend a professional display instead. If using any fireworks without professional training, follow these safety recommendations:

- Keep young children away from fireworks, including sparklers, at all times.
- Allow older children to use fireworks only with appropriate adult supervision.
- Wear appropriate safety glasses when lighting, handling and watching fireworks.
- Keep first aid supplies and a bucket of water nearby in case of an emergency.
- Light fireworks outside, away from flammable objects such as leaves and grass.
- Do not light fireworks inside of a container of any type.
- Never point fireworks at another person or animal.
- Always follow the manufacturer's directions.
- Never use homemade fireworks.
- Douse malfunctioning fireworks with water and discard; do not try to relight fireworks.
- Store fireworks in a dry, cool area and keep out of reach of children.

If experiencing any eye injury from fireworks, seek medical attention immediately. Do not touch, rub or rinse the injured eye, as these actions may worsen the injury.

### Resources

U.S. Consumer Product Safety Commission: [www.cpsc.gov](http://www.cpsc.gov)

Prevent Blindness America: [www.preventblindness.org](http://www.preventblindness.org)

©2014 ComPsych® Corporation. All rights reserved. This information is for educational purposes only. It is always important to consult with the appropriate professional on financial, 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.

Delaware County Human Resources ● 10 Court Street, 2nd Floor ● Delaware, OH 43015  
740/833-2120 ● 740/833-2119 (Fax)

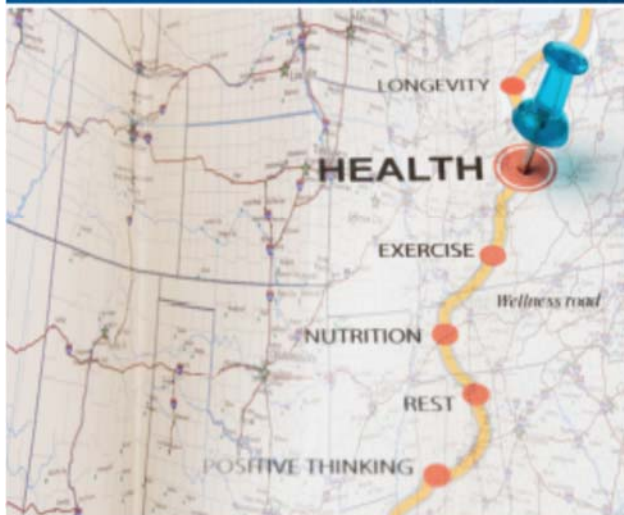
Visit us on the web at <http://www.co.delaware.oh.us/index.php/human-resources>

# HR CONNECTION

Serving Employees of the Board of Commissioners

June 22, 2016

## Map out your retirement pension income and health care



## OPERS Tidbits

### The Importance of Designating Beneficiaries

As a member of OPERS, you can designate one or more beneficiaries to receive a lump sum refund of your account. There are two ways you can make sure your money goes where you want it to: through automatic succession or a specific designation.

**Automatic Succession** - State law outlines the priority given to your relatives to receive a payout if you don't specifically designate a beneficiary. Known as automatic succession, the law gives this priority to beneficiaries upon your death:

1. Spouse
2. Children
3. Parents who depend on you for financial support
4. If none of the above, then parents share the refund equally
5. If all the options above are exhausted, the refund is paid to the estate.

**Specific Designation** - You can also name a specific person(s), trust, estate or an institution as your beneficiary. The beneficiary(ies) you name through a specific designation do not have to be relatives.

In some cases, the law overrides a specific designation. Marriage, divorce, dissolution of marriage, legal separation, or the birth or adoption of a child will void an existing specific designation. If you do not update your designation with OPERS after one of these events, the beneficiary will be determined by automatic succession.

Your account value may be refunded in a lump sum if the designation specifies a trust, estate or an institution or, if your named beneficiary is not eligible for monthly survivor benefits. If you designate two or more beneficiaries to receive a lump sum refund, you must specify the percentage each beneficiary receives. Otherwise, the money will be divided equally.

If you earned sufficient service credit and are survived by eligible children, they will receive monthly benefits regardless of a specific designation. You can learn more about the survivor benefits OPERS provides in the Survivor Benefits leaflet, available on the Member Publications page of [www.opers.org](http://www.opers.org).

You can make your beneficiary designation selection by logging into your online account. You can also complete a Universal Beneficiary Designation form (A-3U), available on the Member Forms page of [www.opers.org](http://www.opers.org).

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

### 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)

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>