

HR CONNECTION

Serving Employees of the Board of Commissioners

March 18, 2014

Policy Corner: Fair Labor Standards Act (FLSA)

Due to federal regulations, employees who are non-exempt (hourly employees) from the overtime provisions of the FLSA are:

- prohibited from signing in or beginning work before their scheduled starting time
- signing out/stopping work past their scheduled quitting time except with supervisory approval or in emergency situations
- Additionally, non-exempt employees who receive an unpaid lunch period are prohibited from working during their lunch period except with supervisory approval or in emergency situations.
- Non-exempt employees who work outside their regularly scheduled hours in contravention of this rule shall be paid for all hours actually worked, but may be disciplined accordingly.

Failure to properly sign in or out as required, misrepresenting time worked, altering any time record, or allowing a time record to be altered by others will result in disciplinary action.

Questions? Contact HR at 740/833-2120.

Learning and Development

Diversity training will be offered in April 2014. Don't miss this opportunity to increase your cultural awareness, knowledge, and skills!

- Build relationships with co-workers who are of a different gender, culture, socio-economic status and/or background.
- Approach challenges with clients or customers in a more creative way, understanding that different people see things different ways.

Date, time, and location to be announced.

Do you have a suggestion for training? Email Pam Sonagere, HR Coordinator, at PSonagere@co.delaware.oh.us or call 740/833-2121.

SAVE THE DATE

5th Annual Employee Services Fair



**Friday April 25, 2014
9 am-2 pm**

Additional information coming soon!

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TRAINING OPPORTUNITY

Alert, Lockdown, Inform, Counter, and Evacuate

The Delaware County Sheriff's Office is offering A.L.I.C.E. training for County Employees.

This nationally-renowned training was developed following examination of school shootings, such as the one that occurred April 20, 1999 at Columbine High School in Colorado. This training will be very similar to the training provided to school systems throughout Delaware County.

Tuesday, March 25th, 2014 at 10 am or 1 pm
Willis Building, Board of Elections Conference Room
2079 US Highway 23 North
Delaware, Ohio 43015

Training is expected to last approximately 1 - 1 ½ hours.

Please coordinate your attendance with your supervisor.

Due to limited seating, registration is required. RSVP to Brad Euans at beuans@co.delaware.oh.us or call at extension 2127. Be sure to indicate if you wish to attend the 10 am or 1 pm session!



Meet Your 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
• Molly Levings, HR Coordinator	mlevings@co.delaware.oh.us	740/833-2123

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/hr/>

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Wellness

Cindi Blair
Insurance Risk & Well-
ness Technician
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/)

Grocery Store Tours

Currently, we have two tours scheduled for the month of April. Since space is very limited and class size is small, this class is on a first come first serve basis. We are limited to six people for each tour. We expect the tours to be in high demand, so more classes will be added throughout the year!

**“Grocery Store
Tours” offered at
no cost to
employees!**

If you are interested in participating, please first check your calendar to ensure availability and then RSVP to delco-wellness@co.delaware.oh.us

These classes are on your own time but are sure to be very beneficial!



Grocery Store Tour

Are you confused about what to buy at the grocery store?

Would you like to learn more about organic produce or natural sweeteners?

Please join Kelli Parrish RN, Holistic Health Coach for a fun and informative grocery store tour.

Kroger (on Houk Rd in Delaware)

Wednesday, April 16th

or

Wednesday, April 23rd

5:30-6:30pm

As we explore the shelves from aisle to aisle, you'll learn about planning and preparing healthy meals, the benefits of edibles such as kale, quinoa, and coconut oil, and walk away knowing exactly why you need to read the label on everything you buy!

For more information visit: www.pathways2prevention.com

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Child Abuse Prevention Month

5K and 1 Mile Kid Run

Delaware County Department of
Job and Family Services



April 19, 2014

Run begins at 9:00 am

**Mill Run Crossing, Delaware
(Behind Meijer Rt. 36/37)**

Register at: **Premierraces.com**

Same day registration begins at 8:00 am
All Proceeds Benefit Children/Families working with
Delaware County Children Services

A great opportunity for a great cause.

Completion of this event will also fulfill your "Wellness Activity" requirement for the 2014 Wellness Stipend.

County employees get a \$10 discount off the registration fee.

Discount Code: child123

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