

HR CONNECTION

Serving Employees of the Board of Commissioners

May 14, 2014

Policy Corner: Sick Leave

All employees shall be entitled to sick leave in accordance with §§ 124.38 and 124.39 of the Ohio Revised Code as follows:

A. Accumulation

Each employee shall be entitled for each completed eighty (80) hours of service to sick leave of four (4) and six-tenths (6/10) hours of pay, and unused sick leave may be accumulated without limit. Previous accumulated sick leave of an employee who has separated from public service shall be re-credited if re-employment in public service takes place within ten (10) years of the last termination from public service and the employee provides proof of the prior leave balance. An employee is expected to provide proof of a prior sick leave balance within ninety (90) days of commencing employment with the County. An employee who transfers from one public agency to another shall be credited with up to the maximum of sick leave accumulation permitted in the public agency to which the employee transfers.

B. Use

Sick leave may be used by employees and upon approval of the County for absences due to the following:

1. Illness, injury, or pregnancy-related medical condition of the employee.
2. Exposure of an employee to a contagious disease which could be communicated to and jeopardize the health of other employees.
3. Examination of the employee, including medical, psychological, dental, or optical examination, by an appropriate licensed medical practitioner.
4. Death of a member of the employee's immediate family. Such usage shall be limited to reasonably necessary time, not to exceed five (5) days. The County may grant additional time off on a case-by-case basis.
5. Illness, injury, or pregnancy-related medical condition of a member of the employee's immediate family where the employee's presence is reasonably necessary for the health and welfare of the employee or affected family member.
6. Medical, dental or optical examinations or treatments of an employee or of a member of an employee's immediate family where the employee's care and attendance is reasonably required.

Elective cosmetic surgeries or other procedures that are not medically necessary do not constitute an appropriate usage of sick leave. Other appropriate leaves of absence, such as vacation, may be requested for such purposes.

For purposes of sick leave, immediate family is defined as: grandparent; great-grandparents; brother; sister; brother-in-law; sister-in-law; daughter-in-law; son-in-law; father; mother; father-in-law; mother-in-law; spouse; child; step-child; step-parent; grandchild; legal guardian; or other person who stands in place of a parent.

Grandparent-in-law, aunts and uncles shall also be considered immediate family for bereavement leave purposes. Such usage shall be limited to reasonably required time, not to exceed one (1) day. The County may grant additional time off on a case-by-case basis, not to exceed three (3) days.

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Policy Corner: Sick Leave, continued

C. Employee Notification

When an employee is unable to report to work due to illness or other acceptable sick leave reason, he or she shall notify his or her supervisor by calling the supervisor and speaking directly with the supervisor or, if unavailable, with another supervisor in their department. Employees are not permitted to leave messages, text or email their supervisor when notifying them of their absence. Absences must be reported at least one half hour prior to the employee's scheduled shift. An employee must continue such notification each succeeding day of absence except in cases of prolonged illness or absence where the employee has been granted a set period of leave. Failure of an employee to make proper notification may result in denial of sick leave and/or appropriate disciplinary action.

D. Written Statement

Proof of illness, such as a doctor's excuse, may be required when the County believes the absence(s) to be excessive, chronic, patterned, or abusive. A satisfactory licensed medical practitioner's certificate may be required at any time, but will generally be required in each case when an employee has been absent more than three (3) consecutive days. When a licensed medical practitioner's certificate is required, it must be submitted to Human Resources before an employee will be permitted to return to work from leave. The licensed medical practitioner's certificate must be signed personally by the treating practitioner, and must verify the nature of the illness, and that the employee was unable to work during the period in question, not simply that the employee was "under the doctor's care." For absences where a licensed medical practitioner's certificate is not required, the employee must submit a written statement to Human Resources explaining the nature of the illness.

E. Sick Leave Abuse

Application by an employee for sick leave through fraud or dishonesty will result in denial of such leave together with disciplinary action up to and including termination. Patterns of sick leave usage immediately prior or subsequent to holidays, vacation, days off and/or weekends or excessive sick leave usage may result in sick leave denial and appropriate disciplinary action. The County reserves the right to investigate allegations of sick leave abuse. The County reserves the right to question employees concerning their sick leave use. Whenever an employee is on sick leave, he or she must be at home during his or her scheduled work hours or obtaining treatment or medication.

F. Uses of Other Leave

Other accumulated unused leaves may be used for sick leave purposes, at the discretion of the Appointing Authority.

G. Sick Leave Charge

Sick leave shall be charged in minimum increments of one-quarter (1/4) hour. When sick leave is used, it shall be deducted from the employee's credit on the basis of one hour of sick leave for every one hour of absence from previously scheduled work. Sick leave payments shall not exceed the normal scheduled workday or workweek earnings. Employees may utilize sick leave only for the hours and days on which they are scheduled to work.

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

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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LEARNING AND DEVELOPMENT

Social Media Training

The Human Resources Department will be conducting required Social Media Training during the month of May. Social Media training encourages employees to think critically and consider audience perception prior to participating in social media.

Customer Service, Dress Code and Safe Work Practices Training coming in June.

As this topic varies widely between departments, the Human Resources Department will deliver personalized department trainings in June. Dates and times are in the process of being scheduled.

Do you have a suggestion for training?



*Email Pam Sonagere,
HR Coordinator,
at PSonagere@co.delaware.oh.us or call
740/833-2121.*

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

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Wellness

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Visit us online:

www.co.delaware.oh.us/HR/Wellness/

5 Simple Ways to Make Your Workday Healthier

Posted: 02/13/2014 8:18 pm EST Updated: 04/15/2014 5:59 am EDT



Many people welcomed 2014 with an enlightened sense of determination to make profound changes in their lives and get healthy. Now that we are a little further into the year, however, resolve and tenacity are beginning to wear thin. Sheer willpower can only take you so far. So what to do now? One of the most profound actions you can take to ensure continued success is to set up your surroundings and schedule to align with your goals. Let's start with your office. Here are five tips and tricks you can implement to improve your health while at work!

1. Be Prepared

Review your schedule for the following week. Mentally run through the days and visualize everything that you intend to do in this time frame. Do you have sufficient time to rest your mind and nourish your body with food between meetings, presentations, and deadlines? If not, make edits to your schedule and plan your work more efficiently. You will never be able to consistently make healthy choices on the fly due to factors beyond your control. You must make a plan ahead of time to guide you in times of doubt and stress. Then, all you need to do is execute. Planning in advance will bring you confidence and peace of mind which, incidentally, are conducive to your well-being.

Tips:

- Check what is due and calculate how long it will take you to complete the work. Then, spread out the workload in your calendar over several days. As the deadline approaches you will not need to compromise break times to complete the assignment making it easier to stick to your plan.
- Few meetings are so important that they cannot simply be moved to an alternate time. Change meetings that interfere with your healthy plans.
- Prepare tomorrow's meals the night before. This way you won't have to waste any time wondering what you should have for lunch.

2. Schedule Meals Like Meetings

Set reminders in your schedule at 10 a.m., 1 p.m., and 4 p.m. to eat a small meal of 250 to 350 calories. The time can vary depending on when you ate your breakfast and the intensity of your morning workout but you should never allow more than three to four hours to pass without eating something nutritious. You need to feed your body and your brain so you can stay alert and engaged throughout the whole work day. Progressively fueling your body will stabilize your energy levels throughout the day, so you won't experience the after-lunch lull.

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5 Simple Ways to Make Your Workday Healthier cont.

Just as you would set an agenda for a meeting, prepare your meals ahead of time to know exactly what you will be eating and have it readily available. This will abate the chances that you might succumb to a Snickers bar!

Tips:

- Add a cup of vegetables to your lunch to feel more full.
- Focus on nutrients more than calories. A handful of grapes and a handful of M&Ms will have different effects on you both physically and mentally.
- Stock up the company refrigerator with plenty of healthy food. The best way to insure yourself against giving in to temptation is to have healthy alternatives readily available.

3. Exercise during lunch

Speaking of the after-lunch lull, do you often feel tired or experience a "dip" in the afternoon? This can be easily avoided by exerting some energy during lunch. Energy begets more energy. Your presentation will be a breeze if you are feeling that endorphin rush from your run. Just like your meals, treat your work-outs as important meetings. Alternatively, go for a walk during actual meetings. The main goal here is to stay active as much as possible.

Tips:

- Remember to get up and stretch often!
- Be realistic with your expectations. Commit to two or three workouts a week on your calendar and adjust according to your personal goals.

4. Change One Bad Habit

Everyone has a routine vice they partake in. Maybe you drink a Frappuccino every morning. Or perhaps you're a frequent afternoon visitor of the vending machine? Try switching this up for a healthier alternative. Grab an apple or a bag of carrots. This way, you stick with the ingrained habit of leaving your desk for a snack at this time, yet you substitute a healthier option. This can be applied to routines you keep any time of day. Small changes --> big wins!

Tips:

- Replace cream in your coffee with almond milk.
- Instead of grabbing candy, eat some grapes that you've stocked in the fridge.
- Work on just one habit at a time. Attempting to change too many things at once will only confuse you and not yield any sustainable benefits.

5. Deftly Maneuver Through Office Traps

I am referring to all of the donuts, pastries and cakes that seem to constantly be making an appearance. Remember, these are not treats, they are traps! Don't follow the masses to the bagel spread. Instead, head to the refrigerator, where you've placed your healthy alternatives in preparation for situations just like this one. The ability to systematically foresee and avoid giving in to these temptations is integral in your long term success.

Tips:

- Think about changing the culture in your workplace. What about bringing in Greek frozen yogurt instead of ice cream to go with the birthday cake?
- Avoid the area where tempting treats are laid out. Out of sight, out of mind.

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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
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Annual Drivers Record Check

The County Self Insurance policy requires that when a personal vehicle is used on County business, proof of insurance must be furnished prior to use. Delaware County's insurance acts as secondary insurance coverage excess of the employee's personal insurance when a personal vehicle is used for County business if, and only if, the employee carries personal insurance with limits of insurance of at least \$100,000 for bodily injury per person; \$300,000 for bodily injury per occurrence; and \$100,000 for property damage per occurrence; or a combined single limit of \$300,000.

Employees may enter their personal driver's license information in the online reporting tool which will then be provided to CORSA. The information that is necessary for CORSA to run a driver records check is listed below:

- The State where driver's license was issued (i.e. Ohio);
- The driver's license number;
- First, middle and last name of the driver;
- The driver's date of birth;
- The driver's gender.

Employees who drive either a County-owned vehicle or their personal vehicle for County-related business, go to the following web page and complete the requested information. **The information needs to be entered into the web page no later than 5/23/14.**

Web address: <https://secure.co.delaware.oh.us/insurance%20update.asp>

Individuals who do not complete this information will not be authorized to drive on County business and may affect their ability to effectively perform the required duties of their positions.

We are happy to answer any questions or concerns you or your employees may have. Inquiries may be directed to Brad Euans by calling 740-833-2127.

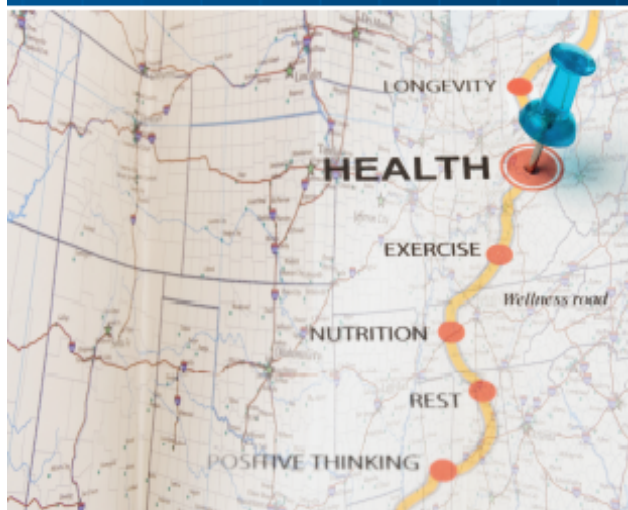
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Map out your retirement pension income and health care



OPERS Tidbits

What is 'service credit' under the Traditional Pension and Combined Plans?

Service credit is the number of years and months that you have either earned through contributing service or that you have purchased. Total service credit is one of the factors used to determine eligibility for and calculation of the age and service retirement benefit formula in the Traditional Pension and Combined Plans.

In addition to contributing service credit, you may purchase credit for other types of service, including military service, out-of-state or federal service, leave of absence, and service that was exempt. If you think you are eligible to purchase service credit, contact OPERS for the proper forms required to purchase additional service credit and to obtain a cost statement.

Is service credit earned in the Member-Directed or Combined Plans?

Member-Directed Plan

Service credit is not a factor in determining your retirement benefits in the Member-Directed Plan. Member contributions, employer contributions, and the performance of the investment options you choose will determine your retirement benefits.

Combined Plan

Service credit in the Combined Plan is used to determine eligibility for, and the calculation of, a retirement benefit under the defined benefit portion of the Combined Plan. You must meet certain requirements to receive age and service retirement benefits under the Combined Plan.

Log onto <https://www.opers.org/members/FAQ/service-credit.shtml> to read the complete article.

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)

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