

# HR CONNECTION

Serving Employees of the Board of Commissioners

November 17, 2014

## Policy Corner: Effective Communications

Updated 10/23/2014

The purpose of this policy is:

- A. To improve communications within the departments in order to improve efficiency, accuracy, and timeliness, and
- B. To ensure that all information necessary for employees to perform most effectively is received by those employees, and
- C. To ensure that all privileges, benefits, responsibilities, and other factors of employment with Delaware County are received and understood by employees, supervisors, and directors.



### Definitions:

Communication - Communication is any message (verbal or written), letter, memorandum, or other information sent from one party to another party, either directly or indirectly.

Reasonable time frame - A period of time as soon as possible so as not to reduce effectiveness and/or usefulness.

### Policy

In order to be highly effective and efficient, it is in the best interest to have accurate and timely communications among departments and employees. All employees, supervisors, directors, and other managers will be held accountable for the following:

- A. Sending all requested public information to the requesting party within a reasonable time frame,
- B. Distributing communications to employees listed on the communications as the receiving party within a reasonable time frame, and
- C. Reading, understanding, and acting upon communications within a reasonable time frame.

In the interest of promoting open and honest communication, it is a violation of the Effective Communications policy to record conversations, whether audio or video, with an electronic device, including but not limited to digital or tape recorders, cameras, or cellular phones, or any other recording device or service without written consent of all parties to the conversation. Human Resources may record investigative meetings and disciplinary proceedings without written consent, however all parties will be made aware of the recording prior to the meeting.

The purpose of this policy is to eliminate a chilling effect on the expression of views that may exist when one person is concerned that his or her conversation with another is being secretly recorded. This concern can inhibit spontaneous and honest dialogue, especially when sensitive, confidential or medical matters are being discussed.

Violation of this policy will result in disciplinary action, up to and including immediate termination.

**Read the complete policy at <http://www.co.delaware.oh.us/hr/documents.asp>**





Delaware County  
**ADMINISTRATIVE SERVICES DIVISION**

Dawn E. Huston, Director

**HUMAN RESOURCES    RECORDS CENTER    DOG & KENNEL**

**Effective Communications Policy**

**Consent Form for Recording**

(Not applicable to meetings under the Sunshine Law)

**Effective October 23, 2014**

In the interest of promoting open and honest communication, it is a violation of the Effective Communications policy to record conversations, whether audio or video, with an electronic device, including but not limited to digital or tape recorders, cameras, or cellular phones, or any other recording device or service without written consent of all parties to the conversation. Human Resources may record investigative meetings without written consent, however all parties will be made aware of the recording prior to the meeting.

Violation of this policy will result in disciplinary action, up to and including immediate termination.

I hereby consent to record the conversation taking place on \_\_\_\_\_ at \_\_\_\_\_ by \_\_\_\_\_  
Date Time  
\_\_\_\_\_, for the purpose of: \_\_\_\_\_.

*Employee name of individual recording*

Print Name	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Copies of all recordings must be maintained per the State of Ohio's public records laws and are subject to all applicable records retention schedules. Refer to the Public Records Policy on the Delaware County Intranet. Anyone who deletes or otherwise disposes of an authorized recording prior to the proper destruction period under the applicable schedule can be held responsible for the unlawful destruction of a public record.**

Distribution:    Return original form, signed by all parties, to Human Resources  
                         Copy to be distributed to above participants

10/2014

*Human Resources*  
10 Court Street, 2<sup>nd</sup> Floor  
Delaware, Ohio 43015  
(740)833-2120 or (740)548-7313  
Fax: (740)833-2119

*Records Center*  
2079 US 23 N. - Suite 5  
Delaware, Ohio 43015  
(740)833-2140 or (740) 548-7313  
Fax: (740)833-2139

*Dog & Kennel*  
10 Court Street, 2<sup>nd</sup> Floor  
Delaware, Ohio 43015  
(740)368-1915 or (740)548-7313  
Fax: (740)368-1919

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## ARE YOU A TEAM PLAYER?

**Teamwork is defined as the willingness of a group of people who work together to achieve a common goal.** Teams need strong team players to perform well. If you were choosing team members for a business team in your organization, who would the best team players be? Assuming that people have the right technical skills for the work to be done, what other factors would you use to select your team members?



### A GOOD TEAM PLAYER:

**Avoids workplace gossip.** Gossip is often negative, inflammatory and embarrassing to the person being spoken of. Consider the impact of what is being said. Does it cast negative accusations? Does it create rifts? Does it triumph in the misfortune of others? Does it serve to continue conflict or negativity? Is it hurtful or damaging? Is it something you would say in front of that person?

Gossip breaks down the trust level within the group, which results in employees second-guessing each other. Gossip is the death of teamwork as the group breaks up into groups and employees start refusing to work with others. Do you listen to your coworkers gossip so as not to be rude. You've been taught to be a team player right? Do you realize that acting as a listener, you are actually **supporting** and **promoting** gossiping? The more you listen, the more you encourage it. If you don't listen, the gossip has nowhere to go.

**Effectively communicates with peers** - Teams need people who speak up and express their thoughts and ideas clearly, professionally, directly, honestly, and with respect for others. A team member should not shy away from making a point but will make it in a professional way — in a positive, confident, and respectful manner.

**Is committed to excellence.** Everyone must be committed to showing excellence in everything they do. Members who are not committed to excellence will become the weak link and create distrust with peers.

**Is dependable and reliable:** Do you have excellent attendance? Are you punctual? Do you assume extra work responsibilities weekly or even monthly because your coworker has called in sick *again*? A good team player is someone other team members KNOW they can depend on. You can count on a reliable team member who gets work done and does their share to work hard and meet commitments. They give a good effort, and they expect other team members to do the same.

**Actively listens** - Good listeners are crucial for teams to function successfully. Teams need team players who can absorb, understand, and consider ideas and points of view from other people without debating and arguing every idea. A good team member also can receive criticism without being defensive. For effective communication and problem solving, team members need the self-control to listen first before speaking so that meaningful discussion results.

**Is an active participant** – Successful team members come prepared for meetings, listen and speak up in discussions. Team members who function as active participants take the initiative to help make things happen, and they volunteer for assignments. "What contribution can I make to help achieve success?"

**Is a problem solver** - Good team players are willing to deal with problems in a solutions-oriented manner. They are problem solvers, not blamers or dwellers. They don't look for others to fault, as the blamers do. It is important for a team player to not get stressed out when something. It is important to consider different points of views and compromise when these situations arise. While it is important for team players to share their thoughts and ideas, it is also important to consider others suggestions. Be open minded!

**Treats others in a respectful and supportive manner**—Team players treat peers with courtesy and respect — not just some of the time but **consistently**. In addition, they show understanding and the appropriate support of other team members to help get the job done. They don't place conditions on when they'll provide assistance, when they'll choose to listen, and when they'll share information. Effective team players deal with other people in a professional manner.

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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## DELAWARE COUNTY 2015 HOLIDAY SCHEDULE

HOLIDAY	ACTUAL HOLIDAY	COUNTY HOLIDAY
News Year's Day	Thursday, January 1	Thursday, January 1
Martin Luther King Day	Monday, January 19	Monday, January 19
President's Day	Monday, February 16	Monday, February 16
Memorial Day	Monday, May 25	Monday, May 25
Independence Day	Saturday, July 4	Friday, July 3
Labor Day	Monday, September 7	Monday, September 7
<i>Little Brown Jug Day*</i>	<i>Thursday, September 24</i>	<i>Thursday, September 24</i>
Veteran's Day	Wednesday, November 11	Wednesday, November 11
Thanksgiving Day	Thursday, November 26	Thursday, November 26
Day after Thanksgiving	Friday, November 27	Friday, November 27
<i>Christmas Eve*</i>	<i>Thursday, December 24</i>	<i>Thursday, December 24</i>
Christmas Day	Friday, December 25	Friday, December 25
<i>New Year's Eve*</i>	<i>Thursday, December 31</i>	<i>Thursday, December 31</i>

(\*) denotes holidays that are recognized as four (4) hour holidays.

Offices will be open four (4) hours in the AM, and closed four (4) hours in the PM.

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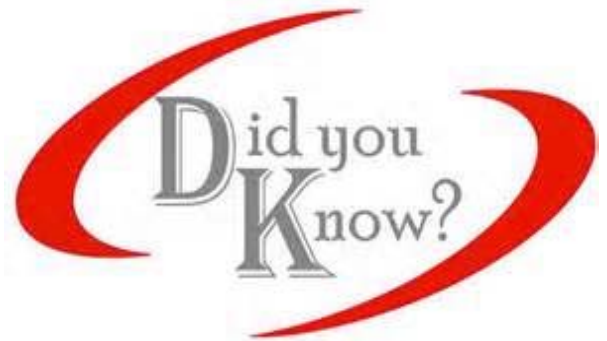
## OUTSIDE EMPLOYMENT

Employees are required to notify their Appointing Authority or Agency Head of any outside employment. No employee shall have outside employment which conflicts in any manner with the employee's ability to properly and efficiently perform his or her duties and responsibilities with the County. Employees are expected to be at work and fit for duty when scheduled. Employees are prohibited from engaging in secondary employment while on sick leave, disability leave, or family medical leave. Employees are strictly prohibited from engaging in or conducting outside private business during scheduled working hours and are further prohibited from engaging in conduct which creates a potential or actual conflict of interest with their duties and responsibilities as a County employee.

Please complete the attached and submit to your Director or Human Resources.

<http://www.co.delaware.oh.us/hrdocuments/policies/manual.pdf>

If you have questions regarding policies, please contact Mindy Owens at ext. 2129 or [mowens@co.delaware.oh.us](mailto:mowens@co.delaware.oh.us)



**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			

Directors will notify affected employees to discuss monetary pay out or approval of leave.

## Human Resources Staff

- |  |  |              |
|--|--|--------------|
| • <b>Dawn Huston</b> , Director of Administrative Services     | <a href="mailto:dhuston@co.delaware.oh.us">dhuston@co.delaware.oh.us</a>     | 740/833-2122 |
| • <b>Cindi Blair</b> , Insurance, Risk & Wellness              | <a href="mailto:cblair@co.delaware.oh.us">cblair@co.delaware.oh.us</a>       | 740/833-2124 |
| • <b>Brad Euans</b> , Workers Compensation/FMLA/HR Coordinator | <a href="mailto:beuans@co.delaware.oh.us">beuans@co.delaware.oh.us</a>       | 740/833-2127 |
| • <b>Amanda Kreft</b> , Insurance and Risk Assistant           | <a href="mailto:akreft@co.delaware.oh.us">akreft@co.delaware.oh.us</a>       | 740/833-2126 |
| • <b>Jennifer Downey</b> , HR Technician                       | <a href="mailto:jdowney@co.delaware.oh.us">jdowney@co.delaware.oh.us</a>     | 740/833-2125 |
| • <b>Mindy Owens</b> , HR Manager                              | <a href="mailto:mowens@co.delaware.oh.us">mowens@co.delaware.oh.us</a>       | 740/833-2129 |
| • <b>Pam Sonagere</b> , HR Coordinator                         | <a href="mailto:psonagere@co.delaware.oh.us">psonagere@co.delaware.oh.us</a> | 740/833-2885 |
| • <b>Dana Bushong</b> , HR Technician                          | <a href="mailto:dbushong@co.delaware.oh.us">dbushong@co.delaware.oh.us</a>   | 740/833-2123 |

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## Request for Outside Employment

**Instructions:** One form is required for each outside employment. Notice is required before accepting outside employment to avoid conflict of interest or duties.

**Section I – Employee Name:** \_\_\_\_\_

**Section II – Outside Employment Information.** Complete all boxes in each column where “NA” isn’t listed.

	Delaware County Employment	Outside Employment
Name of Employer:	Delaware County	
Address of Employer:	NA	
Phone # of Employer:	NA	(    )
Department Name:		
Job Title:		
Duties and Responsibilities:		
Begin/End Date:	NA	
Hours per week:		
Receiving Compensation	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Section III –Employee Statement.**

*I hereby certify that the outside employment reported above does not constitute a conflict with my Delaware County duties and responsibilities. Consistent with Ohio law, I understand and agree that Delaware County may deem this as a conflict of interest at which time I will be notified and may be required to end the employment. I am in receipt and understand the Ohio Ethics Policy. Should I have questions I will contact Delaware County Human Resources.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Routing: Employee must complete form and submit to their Department Director, who will complete Section IV and submit to the Director of Human Resources. Employee will be notified of result.*

**Section IV –Approvals.**

*In my judgment, the outside employment or activity described above is not in conflict with the employee’s current duties and responsibilities.*

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  Approved    Not Approved

Director of Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_  Approved    Not Approved

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

## Letting Go of the Things that Hold You Back

As we go through the various stages of our lives, we collect “stuff” that weighs us down. Letting go is a lifelong, proactive process – one in which we need to continually refine and redefine what we think makes a “good life”.

At each crossroad one should consider (1) what makes me happy; (2) what should I bring along on life’s journey and what to give away; (3) what to do and with whom to do it.

In their best selling book, Repacking Your Bags, Richard Leider and David Shapiro define “the good life” simply as:

“Living in the Place you belong; with the People you Love, Doing the Right Work, on Purpose”

In this workshop, which is adapted from their book, we’re going to examine, let go of and re-examine our “stuff” in three categories:

Home  
Work  
Relationships

You’ll not walk out of here with your load lightened, but you will be ready with the right questions to ask yourself as you commit to start making plans to live the “good life”!

Why do we keep carrying around this “stuff” in our lives? The answer often lies in the fact that we’re **willing to do so** in the hope it will provide something for us or others in the future. If that’s the case, and we’re making that decision **willingly** then why do we hear so much whining that we’re overloaded or stressed out or feeling weighed down?

**To start on that path to letting go of the things that are holding you back you may want to consider the following:**

- Share the load - sometimes just asking for help makes the load less heavy
- Commit to letting go of only one thing – whether it’s home, work or relationship it’s easier to start small
- Shift the load for awhile – alter your routine; take a day off
- Set a time limit – make a decision to carry the load only so long
- Make a checklist – seeing things get crossed off is a great morale booster
- Change your perspective – if you tell yourself you CAN lighten the load, you WILL lighten the load

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## WORK

Where we grew up, when we grew up and the kind of jobs in our family tree all influenced our work choices. And work satisfaction has a lot to do with how it was chosen. A high percentage of people who truly feel they are living the “good life” have work that uses their talents, not a job they do mainly to earn money.

Ask many people what their talents are and they’ll tell you they don’t know. But ask them what they feel they are not good at and they can rattle off a list a mile long.

### So what do you want to be when you grow up?

1. Imagine you’re just starting out in your work life. If you could do anything, how would you make your living?
2. Describe three things you would have to do to make that a reality?

### The following questions might also help you make choices to let go of the job load that is holding you back.

1. What are my talents? Write three that are the most important to you.
2. What am I passionate about?
3. In what type of work environment are you comfortable expressing your talents?

## RELATIONSHIPS

Too often we just trudge along with our partner, spouse, friends or family members unable or unwilling to improve things. We just keep on hoping in the back of our minds that something or someone will come along and make it all better or make us feel something we think we are missing.

The simple, though difficult thing to accept is that to have any kind of meaningful relationship with another person we have to be willing to let the other person “see the load we are carrying” and do it in a way that is accountable, rational and accepting of feedback.

Below are some questions to get you started thinking about how to have a conversation with that special person and get you both moving toward the “good life”.

1. What qualities are absolutely essential in someone:
  - a. You want to spend your life with in a personal relationship?
  - b. You want to be friends with?
  - c. You want in a supportive family member?
2. What three things about you do each of the above need to know about you?

### Now, pick one relationship you’d like to enhance:

- What feelings are going on inside you with them?
- What are the issues you’d like to discuss with them?
- What would you like your “good life” together to look like?

### Plan a time when your conversation will not be interrupted with outside interventions such as telephones, children, or immediate obligations. It’s ok to start small and slow, but start you must.

- Set a time limit – make a decision to carry the load only so long
- Make a checklist – seeing things get crossed off is a great morale booster
- Change your perspective – if you tell yourself you CAN lighten the load, you WILL lighten the load



## HOME

Letting go of “stuff” in our work and with our relationships is certainly something in which you won’t immediately see results in the next week or so. However, sometimes the overwhelmed feelings we have, or the stress we feel, is because our homes are not the most serene or uncluttered as they could be. By looking around our homes we can let go of things there that may be weighing us down as well..

First, you might want to consider just what “home” means to you. Not necessarily your current home, but when you think of “home”, what image comes to mind? Is it sleek and modern; more traditional; in the country; one story or two? Next ask yourself, what are the qualities that I would want in my “home”; a feeling of warmth; comfortable ease...

What’s keeping you from living in the “home” of your dreams? Isn’t it possible that all those things you’ve collected over the years are getting in the way of you living the “good life” in your home?

1. What is your most prized possession in your home? The one you would grab if your home was burning down?

When you get home tonight look around and think about this question. In doing so you will notice “things” that are just sitting around, gathering dust and really don’t have meaning for you. Do these things contribute to the qualities and meaning of “home” that you described above?

2. What feels like clutter to you?

You know the feeling you get when you walk into a certain room and your attention is drawn to something that doesn’t feel right. Is the closet so jammed you’re always having to push things aside to find what you want?

Do you always have to move a big pot out of the way to get to the one you use more often because it seems to fit there best?

Hopefully this session has now provided a template for designing the process for your “good life”. We suggest you take time to thoughtfully examine and explore what’s holding you back and let go of the things that are doing so. Remember, these may change at different crossroads of your life so this template can be used all along the way.

**Start Living in the Place you belong, with the People you Love, Doing the Right Work on Purpose!**

### Additional Information

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](http://www.guidanceresources.com)

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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](http://www.opers.org) • 1-800-222-PERS (7377)

## OPERS Tidbits

### Returning to work after retirement

After a member retires under any of the OPERS retirement plans, re-employment in a job that is covered by OPERS, including service in an elected position, may affect continuing receipt of benefits. Retirees who become re-employed must notify the employer that they are receiving an OPERS benefit. Retirees should discuss their re-employment plans with their employer to determine if there are any policies or restrictions on re-employment. The current employer is not required to re-hire an employee after retirement.

### OPERS retirees may become re-employed in OPERS-covered positions

If you return to employment during the first two months of your retirement, your current retirement allowance will be forfeited for each month in which re-employment occurs during those two months. The penalty will apply even if you waive your salary for the two-month period of re-employment. Contributions must begin from the first day of re-employment. Re-employed retirees are not eligible to select one of the OPERS retirement plans, but instead, will contribute to the Money Purchase Plan (See "Money Purchase Plan" on page 60 for details at <https://www.opers.org/pubs-archive/members/member%20handbook.pdf>).

Employee contributions made to OPERS during the two month forfeiture period will not be included in the calculation of the Money Purchase Plan benefits and will be refunded to the retiree at the termination of the re-employment without interest. While re-employed, your employer must provide primary health care coverage if it is available to employees in comparable positions. The re-employed retiree cannot waive the employer's health care coverage unless the retiree has coverage comparable to that provided by the employer and the coverage is provided by a source other than the employer or OPERS. Suspension or forfeiture of the retirement benefits interrupts the retiree's health care coverage.

Source: OPERS Members Handbook

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