

HR CONNECTION

Serving Employees of the Board of Commissioners

October 15, 2015

Policy Corner - County Employee Participation in Political Activities

Purpose: To establish ethical standards in accordance with the Ohio Revised Code (ORC) 124.57 and Ohio Administrative Code (O.A.C.) 123-1-46-02, with regards to County Employee Participation in Political Activities.

- Political activity refers to the process in which one supports or shows a preference on an issue or individual.
- Classified employee refers to employees who are protected by civil service laws.
- Unclassified employee refers to employees who are not protected by civil service laws.



Delaware County employees permissible participation in political activity varies depending upon the classification of the employee. Generally, **unclassified** employees may participate in political activity with few restrictions while **classified** employees have stricter limitations on their participation. A County employee may verify their classification status by contacting their supervisor or personnel coordinator.

The following are general guidelines regarding County employee participation in political activities. These guidelines are not intended to be exhaustive in scope but rather to provide general guidance on political participation by County employees.

Unclassified Employees are prohibited from:

- Participating in any political activity on County time.
- Soliciting political contributions from any County employee.

Classified Employees are prohibited from:

- Participating in partisan political activity on County time.
- Participating in or declaring to be a candidate in a partisan election.
- Soliciting political contributions from any County employee.
- Receiving or collecting money for a partisan campaign.
- Selling political party fundraising tickets.
- Holding office, elected or appointed, in political party or within a partisan candidate's campaign organization.
- Participation in a political action committee or political caucuses which supports partisan activity.
- Circulating nominating petitions.
- Distributing political material.

All Delaware County employees are strictly **prohibited** from using County time, facilities or resources for political purposes. Unclassified employees who wish to participate in political activity during normal business hours must utilize administrative leave without pay, vacation or personal leave. No compensatory leave or any other type of leave, except as listed above, may be used to participate in political activity.

All County employees under the supervision and control of the Commissioners Office, directly or indirectly, are **prohibited** from soliciting other County employees for any political contributions.

No Delaware County Officer or employee will expend public funds for any type of political activity.

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

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LEARNING AND DEVELOPMENT

Tips & Tricks to Improve your Business Writing

Communicating via email has significantly changed how people communicate in business. The formal business letter is often replaced with a quick email--an exchange often taken lightly in the business world. Many think because of the speed and informality associated with emails, they can get away with poor grammar and punctuation. However, the quality of business emails reflects your image as a professional and that of your department. Whether sending an email, memo or business letter, all material should be clear and concise.



- While writing business documents you should avoid vague and ambiguous statements that the reader may not be able to understand or interpret.
- It is better in business to be too formal than too casual. Lean toward a professional business letter when writing business emails.
- Jokes, slang and clichés have no place in business writing, especially since every document is a public record.
- Check your grammar, punctuation and spelling. This rule is applicable to all forms of business writing. Spelling and grammatical errors will make you and the County look unprofessional.
- Whenever possible, use active voice instead of passive voice. Active voice makes documents stronger by showing responsibility or giving credit for an action. Instead of writing, "The meeting was led by Bill," write: "Bill led the meeting."
- Know when to use "that" and "which."

That introduces what is called an **essential clause**. Essential clauses add information that is vital to the point of the sentence.

Example: *I do not trust products **that** claim "all natural ingredients" because this phrase can mean almost anything.*
We would not know the type of products being discussed without the *that* clause.

Which introduces a **nonessential clause**, which adds supplementary information.

Example: *The product claiming "all natural ingredients," **which** appeared in the Sunday newspaper, is on sale.*
The product is already identified.

Source: Material created by Jane Straus and GrammarBook.com. Copyright by Jane Straus/GrammarBook.com.

- Avoid using acronyms and buzzwords.
- Use a strong, active voice instead of the impersonal, passive voice. "The meeting agenda could be discussed further" is passive. "Let's discuss the meeting agenda" is active.
- Less is more. To lighten up your sentences, consider the following: for the purpose of = for; the majority of = most; on a daily basis = daily; in order to = to
- Does your writing flow well? Have one point flow naturally into the next.
- After writing your document, review to verify that it makes sense, that there is no necessary information that has been omitted and no gaps in logic. Readers should be able to easily grasp what you are telling them.

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Planning for Your Performance Review

Many people feel uncomfortable candidly discussing their professional achievements and challenges with their managers. Hearing criticism about your professional skills, no matter how constructive, can be difficult. However, a performance appraisal is your opportunity to spotlight your achievements and make sure your hard work is recognized. Here are some ideas to help you make the most of your next review.

Goals of a Performance Review

While every department has a slightly different review process, the primary goals of an employee appraisal generally are similar. The purpose of the review is for you and your manager to look back at your accomplishments, compare them to your stated long-term and short-term job objectives and participate in constructive feedback about your performance. Hopefully, your manager has kept you updated formally or informally on your progress throughout the year, so there should be no major surprises.

A performance appraisal should promote open discussion between the manager and employee. Both parties should have an opportunity to share ideas and concerns, celebrate achievements and discuss how the employee can continue to improve his or her skills. As a result, the manager and the employee can mutually identify any additional training the employee needs to continue to develop and improve skills. Some companies use the review discussion to map out the employee's new objectives for the year to come.

Preparing for a Performance Review

You should have a clear understanding of your goals even before you begin thinking about your performance review. These objectives should guide your day-to-day activities and help you prioritize your work.

Many companies follow a template for setting annual objectives and evaluating performance. In some companies, you may be asked to complete a self-evaluation. If your company does not have a defined process, ask your manager for specifics on how you should prepare for your review.

Take some time to reflect on your accomplishments for the year. Prepare a written summary highlighting your key successes against each of your job objectives. Be specific, and provide examples to illustrate key points. If you have gone above and beyond the requirements of your job, include the details in your written summary. Depending on your position, you also may quantify the impact your work has had on the company's performance, such as exceeding your area's sales goal by 10 percent or reducing by two weeks the amount of time to complete a team project.

Try to focus on the results, rather than the effort you expended. For example, say, "I was able to finish XYZ project on time and under budget, resulting in increased opportunity for the sales team and reduced cost for my department," rather than, "I spent over 60 hours working on this project and came in on the weekend, too."

Consider in advance what type of feedback would be helpful for you to do your job better. If you anticipate disagreement over whether you reached a particular goal, try to frame your responses in a positive manner rather than a defensive one. Planning ahead will help you organize your thoughts so you can present yourself professionally.

Participating in Your Review

Here are some suggestions to help you get the most out of the meeting. Bear in mind that each company's review process is unique and these are general comments:

- Be open to your manager's suggestions. Approach the discussion with an open mind, and listen objectively to your supervisor's comments. Hopefully, your manager will let you know what you did well in addition to giving you suggestions about how you can improve. Remember that every performance review should contain both positive feedback and suggestions for improvement.

- Make sure you understand your performance rating. In order to move forward in your career, you will need to understand how and on what criteria your manager evaluates your performance. Ask for clarification if your manager's comments are vague. Ask your manager to give you an example of an action that prompted his or her positive or negative feedback.



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- Share your ideas. Even if you feel anxious, try to participate in the conversation. If you have ideas about how you can improve your performance, offer them. Your review can be a good place to discuss any concerns or questions you have about your work. If you feel an aspect of your review is inaccurate, ask for examples that illustrate why your manager feels this way or note that you disagree with a particular comment. Some companies encourage "360 reviews," in which you assess your manager's performance as it relates to your goals. Even if it is not an official part of the process, it can be helpful to let your manager know what sort of coaching worked best for you during the year. Keep a copy of your review. The goal of giving feedback is to help you continue to improve your performance. Make sure you have a copy of your review to which you can refer throughout the following year. It also can help to refresh your memory when it comes time to write next year's review.

What to Do When You Disagree

Hopefully, both you and your manager will have similar impressions of the quality of your work. There may be times where you disagree with your manager's assessment. Consider the following suggestions to help resolve these differences:

- Ask for some time to read your review. It is easy to be overly sensitive to criticism, especially when you first hear it in such a high-pressure setting. It is often best to sleep on it before responding, especially if you are upset by some of the material presented. Ask for a few days to think about your review and schedule a follow-up meeting.
- Decide whether you feel your manager's criticism is inaccurate. Calmly reflect on what was said, and compare it to your own recollection of your performance. Focus on the facts, not feelings.
- Prepare a response if you truly feel that your manager's comments do not reflect your real performance. Try to provide specific written examples to illustrate your point of view. If your company has a defined performance-management process, ask what steps are available to you when you disagree with your review.
- Present your concerns to your manager. Strive to approach the conversation professionally while calmly discussing why you disagree with his or her assessment. Your manager may come to agree with you but may decide to let the original performance rating stand. At some companies, it may be

possible to meet with a human-resources manager to discuss your review if you are not able to come to a consensus with your manager.

A performance review gives you the opportunity to discuss your employment goals and make plans for your career growth. As you go through your review, seek to demonstrate your professionalism and ability to work as part of a team. Even if you do not agree with every detail, by successfully navigating your performance assessment you can illustrate to your manager your value as an employee.

Source: ©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.

Identify next steps

We have a choice about what we do with the feedback we are given. We can either ignore it and keep doing what we were before, or we can make a decision to learn from it and grow. The key to success is having a positive mindset, where we thrive on continually learning and growing, as opposed to a fixed mindset, where we avoid challenge and are satisfied with our current situation. Try to shift your focus to continual self-development, going out of your comfort zone and taking on new challenges.

Collaborate with your supervisor for guidance on achieving your career goals.



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EMERGENCY CONTACT INFORMATION

In a recent review of our personnel files, we found many employees' emergency contact information to be outdated. We would like to encourage employees to update their information in the event that contact would be necessary. Employees may update their emergency contact information one of two ways.

1. Log into **IFAS**, click on the **Employee Online** tab at the top of the screen and then select **Emergency Info** on the right hand side of the page, or
2. **Email** Dana Bushong at dbushong@co.delaware.oh.us. Upon receipt, we will enter your information in IFAS. Please include the following information in your email:
 - ✓ Emergency Contact Name(s)
 - ✓ Relationship
 - ✓ Addresses
 - ✓ Telephone Number(s)
 - ✓ Employee's health care provider's name and phone number

PERSONNEL POLICY MANUAL TRAINING

Don't miss the annual Personnel Policy Manual Training at the Willis Building, 2079 US Hwy 23 N. There are four opportunities to attend:

- **Monday, Nov 9 - 9:00 am-11:30 am**
- **Monday, Nov 9 - 1:00 pm-3:30 pm**
- **Monday, Nov 16 - 9:00 am-11:30 am**
- **Monday, Nov 16 - 1:00 pm-3:30 pm**



The presentation will be conducted by Brad Bennett with Fishel, Hass, Kim and Albrecht and is **mandatory** for all employees, including supervisors, managers and directors, under the Board of Commissioners. **Please coordinate your registration with your supervisor.** Alternate training arrangements will be made for Emergency Services (EMS and 911) personnel.

All employees must bring their own copies of the Personnel Policy Manual to the training. The Policy Manual may be downloaded from <http://www.co.delaware.oh.us/hrdocuments/policies/manual.pdf>

Click Here to Register: <http://www.co.delaware.oh.us/hr/policytraining.asp>

Questions? Contact Dana Bushong at dbushong@co.delaware.oh.us

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THE OHIO ETHICS COMMISSION

Are there any limits on a public employee who is seeking a new job?

Yes. The Ethics Law prohibits anyone in public service from using their position to solicit or obtain a new job from an “improper” source. An improper source is anyone that is:

- Regulated by the public employee’s agency;
- Doing or seeking to do business with the agency; or
- Interested in matters before the agency.



For example, a public employee cannot seek a job with the very company he or she regulates on behalf of his/her agency. Under the Ethics Law, a new job is a substantial “thing of value” that cannot be pursued from an improper source.

However, there is an exception from this prohibition if the public employee can and does completely withdraw from any matter involving the entity with the available job. In order to pursue such a job opportunity, the public employee would need to approach his/her supervisor and/or the agency’s legal office before applying for the job. If the agency officially removes the employee from all matters related to that entity, the job opportunity can be pursued.

Be aware that the public agency is not obligated to remove someone from such projects/matters to allow the public employee apply for a job. If the agency does not agree to remove the public employee, he/she cannot pursue the job from the improper source as described above.

It is important to note that the public employee could not simply ask a co-worker or someone on his/her staff to cover the assignment. If the agency agrees to remove the public employee and he/she gets the job, the public employee must withdraw from anything dealing with that entity for the remainder of his/her time at the agency.

If the public employee applies for the job, but does not get it, the agency can choose to return him/her to the project/matters related to that entity.

A final note: a public agency cannot create a policy or rule that is less restrictive than the Ethics Law. However, an agency may have a policy or rule that is more restrictive. Questions? Contact the Ethics Commission!



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.

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.

Source: The Voice of Ethics, Summer 2015 Edition, <http://www.ethics.ohio.gov/education/newsletters/15-08.pdf>

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Q. I am a new employee and I signed up for dental insurance coverage. However, I haven't received my card. How do I request a copy?

A. Dental ID cards are not distributed. Let your dentist know you have the MetLife PDP coverage. Your dentist can verify coverage using a toll-free automated system. An overview and FAQ for the MetLife Dental Benefits can be reviewed on our website at <http://www.co.delaware.oh.us/hrdocuments/benefits/DentalHighlight.pdf>. You may also contact Cindi Blair at extension 2124, or cblair@co.delaware.oh.us with additional questions.

Q. I'm getting ready to purchase a house. What department does verification of my employment and income?

A. Brad Euans in Human Resources performs employment verifications for BOC employees. He may be reached at 740/833-2127 or beuans@co.delaware.oh.us

Q. I have attended the policy manual training the last two-years. Why is this mandatory for me again?

A. As public employees, we have an obligation to uphold the highest level of integrity as we carry out our responsibilities. Our annual policy manual training provides an opportunity to learn about and discuss the rules, regulations, and policies that apply to all of us. The training not only discusses compliance topics, such as harassment and discrimination, but also provides important information covering important and updated policies.

Submit your questions to Mindy Owens at mowens@co.delaware.oh.us



THOUGHT FOR THE DAY

We are the creative force of our life, and through our own decisions rather than our conditions, if we carefully learn to do certain things, we can accomplish those goals.

~Stephen Covey

Human Resources Staff

• Dawn Huston, Director of Administrative Services	dhuston@co.delaware.oh.us	740/833-2122
• Cindi Blair, Insurance, Risk & Wellness Coordinator	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
• Jenny Downey, HR Technician	jdowney@co.delaware.oh.us	740/833-2125
• Mindy Owens, HR Manager	mowens@co.delaware.oh.us	740/833-2129
• Dana Bushong, HR Technician	dbushong@co.delaware.oh.us	740/833-2123
• Pam Sonagere, Sheriff's Office HR Manager/County Spec Projects	psonagere@co.delaware.oh.us	740/833-2885

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Wellness

Cindi Blair,
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Visit us online:

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

EXERCISES YOU CAN DO WHILE SITTING AT YOUR DESK

Sitting at a desk to work all day is not good for the body. However, if you have to sit for a long period of time, there are some simple exercises you can do to improve your overall body health.

Hands and Arms

- Hand stretches: Make fists and tense the muscles in your hands, then relax. Next, spread and stretch your fingers as wide as possible, and then relax.
- Finger stretches: Put your index finger on the edge of your desk. Keeping your wrist straight, gently push your finger into the desk and hold as you take a couple deep breaths. Repeat with all fingers. Do not stretch the thumbs using this method.
- Thumb stretches: Put your left palm on the top of your desk. Keep your wrist straight and relax all of your fingers. With your right hand, stretch your thumb away from your forefinger as far as is comfortable. Hold and take a few deep breaths. Release and then repeat with the other thumb.
- Hand grips: Get a stress ball or a hand grip; squeeze it to strengthen forearm muscles and relieve hand stress.
- Wrist rolls: Regularly rolling your wrists helps prevent carpal tunnel syndrome and improve blood circulation.
- Reach and stretch: Reach forward to the sides and above your head to stretch your arms. Simple stretches help prevent stiffness. They also help relax the muscles and, in turn, prevent pinched nerves and other complications from tense muscles.
- Shoulder rolls: Roll your shoulders forward and then roll them backward. This helps relieve the tension in the shoulder and upper back muscles.
- Add some weight: Take two filled water bottles or two books, and put one in each hand. With your arms starting at your sides, slowly lift the items up, holding your arms out to the sides. Hold for a few seconds and then lower slowly. Repeat this at least 10 times. This will strengthen your upper arms and shoulders.
- Bicep curl: Hold a filled water bottle in your hand. Sit up straight in your chair, and hold the bottle in your arm with your palm facing up. Curl your arm so the bottle goes to shoulder level. Repeat at least five times and then switch to the other arm. Even with the light weight of a water bottle, this will help strengthen biceps.
- Rubber band stretch: Get a large rubber or elastic band. Grab it with both hands, and pull it outward while stretching the arms.



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Wellness

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Insurance Risk &
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Visit us online:

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

EXERCISES YOU CAN DO WHILE SITTING AT YOUR DESK, CONTINUED

Feet and Legs

- Stand and stretch: Get up from your chair at least every half hour to stretch or walk around. This will help prevent blood clots from developing in your legs. (Blood clots are very common among middle-aged workers who sit for long periods of time.)
- Ankle rolls: In a sitting position, lift each leg slightly and roll each ankle. This helps improve blood circulation and prevent the tingling, pins-and-needles feeling a person can get when blood circulation is cut off.
- Raise your toes: Keep your heels on the ground and lift your toes. This helps blood circulation to the feet. While it works well in a seated position, it works best if you can stand.
- Calf stretches: Put both legs in front of you while sitting. Lift your legs on the balls of the feet and set them down. Rest when your calves are tired, and then repeat after about 10 minutes. Do three repetitions to exercise the calf muscles.
- Hip flexes: While sitting in a chair, lift one foot slightly off the floor. Keep your knee bent in a 90-degree angle, and hold the position for as long as possible. This helps strengthen thigh muscles.



Neck

- Neck rolls: Drop your chin and slowly and carefully roll your neck. Raise the chin up and slowly bend your neck to each side, trying to touch your ear to your shoulder without raising your shoulder. This helps lessen tension and neck strain.
- Just shrug: Pull your shoulders up to your ears, and then release the tension and drop your shoulders. Do this at least three times to relieve tension in the shoulders and neck.

Torso

- Get on the ball: Purchase a large-size stability ball or stability ball-style desk chair. Sitting on it daily helps keep your back straight and abs firm.
- Tone your abs: While sitting, take a deep breath in, suck in your stomach, hold the position and then release slowly. Repeat a number of times.
- Reverse stretch: People who sit at a desk or work on a computer all day tend to hunch forward. Take time to counter that position with backwards stretches. Open your arms wide, rotate your wrists so both thumbs point up and backwards, and then pull your shoulders back. You should feel the muscles stretch in your shoulders and upper chest.
- Twist: Sit up straight and place your right arm behind your right hip. Twist to the right and hold. Do this again with your left arm and hip. You should feel the muscles on your sides and back stretch.

Source: <https://www.guidanceresources.com/>

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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

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HALLOWEEN SAFETY

Making Your Home Safe for Trick-or-Treaters

Concern and consideration should be shown for neighborhood children that may make their way to your home in the search for candy. By taking a few precautions, you can be sure that your home is ready for trick-or-treaters:

- Illuminate the front porch/patio in order to allow maximum visibility. This indicates that your home is a safe place to visit.
- Remove any items that may be lying around your front yard. If children run across your lawn, they may injure themselves.
- Place any jack-o'-lanterns out of the way of visiting children. This reduces the risk of having it knocked over, starting a fire or burning a child.
- As with any open flame, never leave a burning candle unattended.
- Clear your sidewalk and front steps of any debris that may cause children to trip and fall.
- Above all else, remember that Halloween is supposed to be fun. By working with your child to ensure his or her safety, this holiday can be an enjoyable experience for your entire family and neighborhood.



Trick-or-Treating

Parents or chaperones should always accompany young children while trick-or-treating. If you cannot go along and adult supervision cannot be arranged, be sure that your child goes with a group of children that you are familiar with and that they are restricted to certain neighborhoods and times.

Plan a specific route ahead of time that your child will be following. This route should be in your own neighborhood and include only well-lit streets. Children trick-or-treating at night should carry flashlights as well. Glow sticks, which are popular Halloween items, don't illuminate as well as flashlights and burn out quickly. Instruct your child to only visit homes that are well-lit. Children should also be instructed to remain on the porch of the homes they visit - they should never enter inside.

Review traffic laws with your child, especially if he or she is trick-or-treating at night. Because of their excitement, traffic safety is usually not in the forefront of children's minds. Stress the importance of not running between parked cars and not crossing the street in the middle of the block. Your child should only cross the street at crosswalks and corners, and should always look both ways before they go. Make it clear to your child that under no circumstance should he or she go somewhere with a stranger.

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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).

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HALLOWEEN SAFETY, CONTINUED

If your child does not know your home's phone number, have him or her commit it to memory before setting out to trick-or-treat. Supply some coins so he or she will be able to place a call in the event of an emergency. If you have a cellular phone, you may opt to give it to your child as an additional safeguard.

Trick-or-treating

- Avoid trick-or-treating alone. Walk in groups or with a trusted adult.
- Plan a specific route ahead of time.
- Hold a flashlight while walking to help others see you. Always walk – do not run from house to house.
- Look both ways before crossing the street. Use established crosswalks wherever possible.
- Never walk near lit candles or luminaries. Be sure to wear flame-resistant costumes.
- Be sure walking areas and stairs are well-lit and free of obstacles that could result in falls.
- Avoid costumes that require a mask. Masks tend to be bulky and can obscure your child's vision.
- Always test makeup in a small area first. Remove makeup before bedtime to prevent possible skin and eye irritation.
- Lower the risk for serious eye injury by avoiding decorative contact lenses.
- Wear well-fitting costumes and shoes to avoid blocked vision, trips and falls. Choose a costume that is flame-retardant.
- Examine all treats for choking hazards and tampering before eating them.
- Eat only factory-wrapped treats. Avoid eating homemade treats made by strangers.
- Immediately dispose of any candy or food item that is unwrapped.

Decorations

- It is safest to use a flashlight or battery-operated candle in a jack-o-lantern.
- If using a real candle in a jack-o-lantern, use extreme caution. Be sure to place lit pumpkins well away from anything that can burn, and never leave them unattended.
- Use only decorative lights that have been tested for safety by a recognized testing laboratory. Products marked "UL Listed" have been tested and passed rigorous safety inspections by Underwriters Laboratories.
- Check each set of lights for broken or cracked sockets, frayed or bare wires, or loose connections.
- Never overload extensions cords.
- Keep cornstalks, dried flowers, and crepe paper decorations away from all open flames and heat sources, including light bulbs and heaters.
- Keep exits clear of any decorations, so nothing blocks escape routes.
- When attending Halloween parties, note exit routes and plan how to quickly leave in case of an emergency.

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740/833-2120 • 740/833-2119 (Fax)

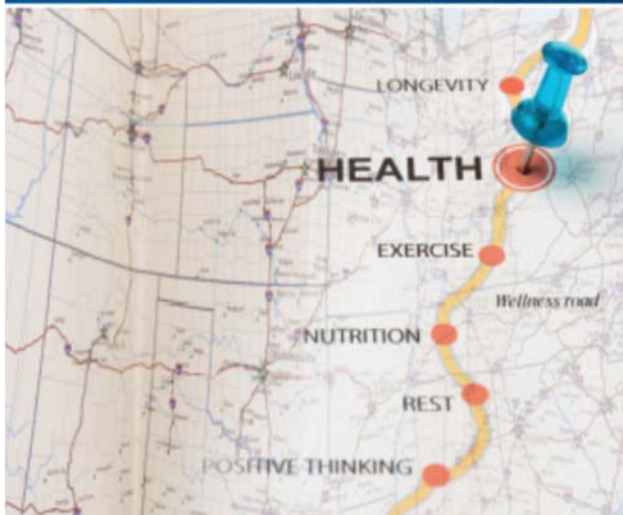
Visit us on the web at <http://www.co.delaware.oh.us/index.php/human-resources>

HR CONNECTION

Serving Employees of the Board of Commissioners

October 15, 2015

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

FAQs

- Q. Why are certain members ineligible to enroll in the Member-Directed and Combined plans?
- R. A. House Bill 628, which was enacted in 2000 and required OPERS to establish one or more defined contribution plans for our members, established the eligibility requirements for current OPERS members. The Act mandated that only current OPERS members with less than five years of total service credit (those who are not entitled to a benefit under the Traditional Pension Plan) would be eligible to select one of the new plans. In addition, the Act required that OPERS law enforcement officers participate only in the Traditional Pension Plan.
- Q. My statement went to my old address even though I had given my new address to my employer. Why?
- A. Changing your address with your employer is important but it does not guarantee OPERS will receive the change. You should call or write OPERS with any address changes. You can also update your permanent or mailing address via your Online Account. Log in to your Online Account and click "Profile" to update your address or add a new address.
- Q. Can I roll over money into my OPERS account?
- A. Yes, under certain circumstances. Please visit the Member FAQ on [Rollovers](#) for a more in-depth answer.
- Q. What is 'service credit' under the Traditional Pension and Combined Plans?
- A. 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.

Source: www.opers.org

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