

# HR CONNECTION

Serving Employees of the Board of Commissioners

September 17, 2015

## Policy Corner—FMLA

To ensure that the Delaware County Offices/Departments comply with the federally mandated Family and Medical Leave Act (FMLA) of 1993, and the National Defense Authorization Act of 2008 and 2010, this policy meets the applicable federal standards. Additional/other leaves of absences may be approved by the appointing authority pursuant to County policy.

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:



- Twelve work-weeks of leave in a 12-month period for:
  - the birth of a child and to care for the newborn child within one year of birth;
  - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
  - to care for the employee's spouse, child, or parent who has a serious health condition;
  - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
  - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or**
  - Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave)

All employees shall be required to substitute all accrued but unused compensatory time, vacation, personal, family, or sick leave for unpaid FMLA leave with the following limitations:

1. Employees shall not utilize sick leave to be substituted for FMLA leave unless the situation involves a serious health condition. Under the FMLA, sick leave shall not be used for the birth or placement of a child unless it is used for the employee's own recovery after giving birth or for care of an ill family member.
2. The utilization of sick leave for the care of an ill family member following birth or placement of a child shall only be approved when medical evidence of a serious health condition is provided on the proper form (U.S.D.O.L. Form WH-380 F, Certification of Health Care Provider).

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## Policy Corner—FMLA

3. Employees shall substitute paid leave for unpaid FMLA leave in the following order:

a) for the birth and care of the newborn child of the employee:

- sick leave shall be utilized for the extent of inpatient care in the hospital and continued to the extent as certified by a qualified health care provider as a serious health condition,
- thereafter, all accrued compensatory time shall be utilized until exhausted or the employee returns to work,
- all accrued vacation leave shall be utilized until exhausted or until the employee returns to work.



b) for placement with the employee of a son or daughter for adoption or foster care:

- all accrued compensatory time shall be utilized until exhausted or the employee returns to work,
- all accrued vacation leave shall be utilized until exhausted or until the employee returns to work.

c) to care for an immediate family member of the employee with a serious health condition or for the employee's own serious health condition:

- sick leave shall be utilized until exhausted or until the employee or his/her immediate family member no longer has the serious health condition,
- all accrued compensatory time shall be utilized until exhausted or until the employee or his/her immediate family member no longer has the serious health condition,
- all accrued vacation leave shall be utilized until exhausted or until the employee or his/her immediate family member no longer has the serious health condition.

d) for "qualifying exigency" leave, accrued leaves shall be utilized in accordance with County policy.

**Even if the employee does not designate or request that absence be covered under the FMLA, the County may, upon proper notification, designate a qualifying absence as FMLA leave.**

**When an employee seeks leave due to a FMLA qualifying reason for which the employer has previously provided the employee FMLA protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.**

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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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

### Microsoft Outlook Tips & Tricks

#### Store “Sent Mail” Efficiently

When you reply to an e-mail, Outlook stores a copy of that message in the Sent folder. If you're like me, your Sent folder has thousands of messages. If you need to find a specific message later, you must sort through all those messages, and that takes time. Instead, store your replies with the original message. For instance, suppose you automatically route all your messages from your supervisor into a folder named MySupervisor. If you want Outlook to store your replies in MySupervisor with the original messages, do the following:

1. From the Tools menu, choose Options.
2. On the Preferences tab (which should be selected by default), click E-mail Options in the E-mail section.
3. Click Advanced E-mail Options at the bottom of the Message Handling section.
4. In the Save Messages section, select the In Folders Other Than The Inbox, Save Replies With The Original Message check box and then click OK three times to return to Outlook.

Outlook will apply this setting to all of your personal folders. Just remember that Outlook saves replies with the original message and not in the Sent folder *only* when the original message is in a folder other than the Inbox. Outlook continues to save all replies sent from messages in the Inbox in the Sent folder

#### Use Color to Identify Messages from Specific Senders

Identify important email as soon as it comes in by displaying it in a distinctive color. Start by select an existing message from the sender you identify or you can enter the sender's name manually. Now follow these steps:

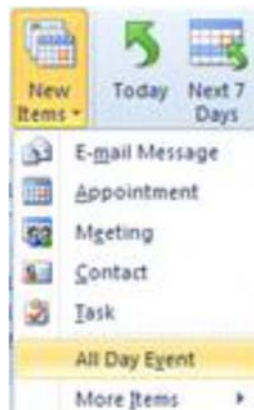
1. In Mail, choose Organize from the Tools menu.
2. In the Ways To Organize Mail pane, click the Colors link on the left side.
3. In the first condition statement, choose From in the first drop-down list.
4. If you chose a message before starting, the sender's name will appear in the text box to the right. If it's the wrong name, enter the right name or the person's e-mail address.
5. Choose a color from the second drop-down list.

6. Click Apply Color and close the pane.

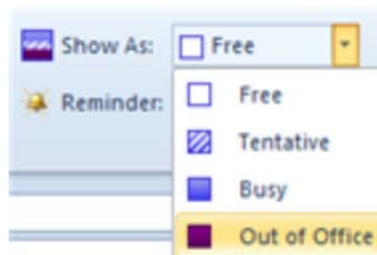
Afterward, Outlook will display all messages, existing and new, from the person you specified in step 4 in the color you selected in step 5.

#### Using Events as a Tickler

Events do not show up as blocked time on your calendar, use to set-up reminders, tasks, and deadlines.



Click the **New Items** icon and select **All Day Event**. Enter the desired event information. To indicate to people who are viewing your calendar that you are out of office instead of free, use the **Show As** list to indicate your availability:



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## Prepare Now for Employee Evaluations

**An effectively managed performance review conference can improve the ongoing communication between the supervisor and employee.** During the performance review conference, the supervisor should:

- Review the employee's current performance goals and/or expectations, and discuss performance effectiveness during the past rating period
- Develop a plan to address improvement opportunities and/or to increase employee effectiveness during the next rating period
- Establish individual performance goals or expectations for the next rating period and demonstrate how they support the goals of the organization

### Preparation

Thorough preparation for the performance review conference, by both the supervisor and the employee, can set the stage for an effective performance review conference.

### Prior to the performance review conference, the supervisor should:

1. Provide a copy of the agency/county mission to the employee;
2. Provide a copy of the employee's position description to the employee;
3. Review the employee's position description;
4. Make copies of a blank employee evaluation form and submit to the employee at least seven (7) days prior to performance review conference for the employee to complete a self-evaluation;
5. Provide a copy of the last performance review to the employee;
6. Assemble and review all documentation related to the goals, objectives and actual performance of the employee;
7. Complete a preliminary evaluation of the employee, basing evaluation and comments on specific performance activity documented throughout the rating period. In most cases, be prepared to reach agreement with the employee regarding their effectiveness over the past rating period. At times, agreement may not be reached; however, discussion with the employee to provide reasons for the difference(s) is important to communicate.

### Prior to the performance review conference, the supervisor should direct the employee to:

1. Review the agency/county mission to see where their job duties and individual goals contribute to the overall effectiveness of the agency and unit;
2. Review their position description and be prepared to discuss how the job has evolved over the past rating period;
3. Review any documentation they have that demonstrates their effectiveness in their position;
4. Complete a self-evaluation. Be prepared to reach agreement with the supervisor regarding their effectiveness over the past rating period. Again, agreement may not be reached; however, discussion with the employee to provide reasons for the difference(s) is important to communicate.

### Discussing Employee Development

In addition to covering employee performance during the rating period, the conference is also a good time to discuss plans for professional development. The major responsibility for employee development lies with the employee; the supervisor should attempt to be helpful and supportive regarding career opportunities.

Sources for employee development may include:

- Agency/County sponsored training;
- Outside training (seminars, workshops, etc.) as budgets allow;
- Academic training at local secondary schools, colleges, or universities;
- Reading material references;
- Computer-based training and education programs.

Source: [http://www.co.delaware.oh.us/hrdocuments/policies/supv\\_eval\\_guide.pdf](http://www.co.delaware.oh.us/hrdocuments/policies/supv_eval_guide.pdf)



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## Prepare Now for Employee Evaluations

**Evaluation Rating Guide: The County's adopted evaluation tool provides a 1-5 rating scale. The following provides an overall guideline for scoring the employee's performance.**

## Evaluation

### 5 Outstanding

To receive an "outstanding" performance rating, the supervisor must be able to provide evidence of how the employee's job performance made a **significant contribution\*** to the success of the organization. The supervisor must provide specific details (what, how, when) on the significant contribution.

*\*Significant contribution is having or likely to have a very large positive influence or effect, important, (ex. a **significant** piece of work that establishes a new, higher benchmark for performance); also: of a noticeably or measurably large amount, (ex. a **significant** number of special projects accomplished, producing **significant** budgetary savings, etc.).*

### 4 Exceeds job requirements

To receive "exceeds job requirements" performance rating, the supervisor must be able to provide evidence of how the employee's job performance made a **clearly identifiable contribution \*** to the success of the organization, beyond the typical results that were expected. The supervisor must provide specific details (what, how, when) on the clearly identifiable contribution.

*\*Clearly identifiable contribution having or likely to have a positive influence or effect, also: of a noticeable or measurable amount, (ex. Consistently demonstrates levels of effort, innovation and leadership that go well beyond the job description, produces unprecedented budgetary savings than typical, etc.)*

### 3 Performance on Target

The position descriptions expect high quality performance. Every job has tasks is expected to be done consistently well. Discuss and acknowledge these so that employees can focus on the most opportunistic aspects of their jobs. The supervisor must be able to describe how the employee's performance met the performance expectations established at the beginning of the year's evaluation period and satisfied the job requirements detailed in the position description. A three (3) is given to show that the employee is **meeting the expectations** of the position and is based upon their tenure, skills and abilities. **Please communicate to the employee that "threes are good"!**

### 2 Needs improvement

To receive a "needs improvement" rating the supervisor must provide specific details (what, how, when) on how the employee is developing a competency or why the employee's performance needs improvement. This rating could be used for (1) a new employee in the position who is still learning the job responsibilities, or (2) an existing employee who recently gained new responsibilities, or (3) an existing employee who needs improvement in performing their job responsibilities.

### 1 Unsatisfactory

Behavior exists where an employee is experiencing apathy over a period of time even after developmental interventions. To award an employee an "unsatisfactory" rating for any individual performance factor, the supervisor must be able to describe how the employee's performance over the past year did not meet the performance expectations that were established at the beginning of the year's evaluation period, did not satisfy the job requirements contained in the position description, and negatively impacted the success of the organization. Any performance evaluation that contains an "unsatisfactory" rating, whether on individual performance factors or on the overall rating must provide comments to explain the employee's unsatisfactory performance over the past year **along with documentation**. In addition, an evaluation that contains "unsatisfactory" ratings, whether on individual performance factors or on the overall rating, must be reported to the next level of supervision for review.

**Performance Evaluations Appeal:** An employee may appeal his/her performance evaluation following the steps in the Delaware County Policy Manual Complaint Procedure. The appeal must submitted within seven (7) business days of the performance review conference.



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**SEPTEMBER IS DECLARED SAFE DRIVING MONTH BY GOV. JOHN KASICH, IN HONOR OF THE LATE MARIA TIBERI, WHO WAS KILLED IN A DISTRACTED DRIVING ACCIDENT.**

## Distracted Driving Facts

Distracted driving is any non-driving activity a person engages in that has the potential to distract him or her from the primary task of driving and increases the risk of crashing. Distractions include: texting or talking on a cell phone, talking to passengers, eating, adjusting the radio, looking out of a window, etc. (Source: Distraction.gov)



Distractions can be visual (taking eyes off the road), manual (taking hands off the wheel), or cognitive (taking mind off what you're doing). Since texting involves all three, it is particularly dangerous. (Source: Distraction.gov)

According to the National Highway Traffic Safety Administration (NHTSA), 10% (3,050) of U.S. fatal crashes in 2012 were reported as distraction-affected. These crashes killed 3,328 people, up slightly from 2011, and injured an estimated 421,000 more. In 12% of these crashes, the distraction was talking on, listening to, or manipulating a cell phone. (Source: National Highway Traffic Safety Administration)

In 2014, 17,827 crashes\* in Ohio (≈6% of all crashes) had a reported distraction including 44 fatal and 5,958 injury crashes. The "Other Inside the Vehicle" category (e.g., passengers, food and/or drinks) represented 39% of all distracted driving crashes and 43% of the fatal crashes. "Phone" and "Texting/Emailing" were a factor 16% of all distracted driving crashes and 23% of these fatal crashes.

Ohio law bans all "electronic wireless communication device" usage for drivers under 18. Texting while driving is illegal for all drivers as a secondary offense. Across the U.S., 48 states have full or partial texting while driving bans. Talking on a hand-held phone while driving is banned in 14 states.

\* Crash data provisional as of 3/17/2015.

Source: [http://statepatrol.ohio.gov/doc/Distracted\\_Driving\\_Bulletin\\_2015.pdf](http://statepatrol.ohio.gov/doc/Distracted_Driving_Bulletin_2015.pdf)

**Visual distraction, which involves the driver taking eyes off the road.**

Internal distractions include:

- Reading maps/notes/newspaper;
- Applying make-up/shaving;
- Adjusting radio, iPod, CD;
- Programming GPS;
- Other occupants in the vehicle.

External distractions include:

- Snow/ice on windows/windshield;
- Sun glare;
- Billboards and signs;
- Pedestrians;
- Animals;
- Accidents or other events.

**Manual distraction, which involves the driver taking hands off the wheel.**

- Programming a GPS
- Talking on a cell phone
- Selecting cell phone numbers
- Texting/emailing
- Adjusting climate controls/radio/seat/mirrors/steering wheel/safety belt/donning-doffing clothing
- Reaching for cargo/objects
- Smoking
- Consuming food or drink

**Cognitive distraction is a distraction where the driver is not thinking about the driving task, which would include daydreaming or dealing with strong emotions.**

- Inattention/daydreaming
- Fatigue/drowsiness
- Stress from work, home, family, finances, etc.
- Physical and emotional conditions (anger, anxiety, grief)

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## THE OHIO ETHICS COMMISSION

### Gifts from Vendors

You are prohibited from accepting a gift or entertainment, of a substantial value, from a vendor to your agency. However:

- The Ethics Law does not prohibit you from socializing with anyone.
- If you are going to a restaurant with a vendor to your agency, and the cost of the meal will be substantial, you should pay your own way.
- If you are invited to attend an open house hosted by one of your agency's vendors, in most cases, you would be able to accept the invitation because the per-person value of an open house is unlikely to be substantial.
- If you are invited to attend an expensive event hosted by a vendor, or an event that includes expensive tickets (such as a sporting event, concert, theater performance, or any similarly valued event), you should either: (a) decline the invitation; or (b) pay the per-person cost to attend the event and the greater of the face value of, or the amount the giver paid for, the tickets.
- The Commission has said in prior advisory opinions that meals at expensive restaurants, exclusive golf outings, season tickets to games or a lodging expenses are also of a substantial value.<sup>3</sup>



Remember that you cannot accept compensation from anyone other than the agency you serve. This means that if a vendor gives you cash or a cash-equivalent (such as a gift card) as a "thank you" for your public duties, you must return it.

<sup>3</sup> See, e.g., Adv. Ops. No. 89-014 <http://ethics.ohio.gov/advice/opinions/89-014.pdf> (travel, meals and lodging); 95-001 <http://ethics.ohio.gov/advice/opinions/95-001.pdf> (professional sports tickets); and 2001-03 <http://ethics.ohio.gov/advice/opinions/2001-03.pdf> (golf outings).

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### Accepting Gifts/Entertainment

To know whether you can accept a gift, meal, or entertainment, you need to determine both:

- The value of the item; and
- The source of the item.

If the gift is substantial in value and is from one of the prohibited sources described earlier, you must return it to the giver.

However, you can accept a gift of nominal value from any giver. Gifts of nominal value include promotional items, such as a t-shirt, mouse pad, or a coffee mug.

Source: [http://www.ethics.ohio.gov/education/factsheets/Bulletin\\_gifts\\_and\\_entertainment.pdf](http://www.ethics.ohio.gov/education/factsheets/Bulletin_gifts_and_entertainment.pdf)

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**Q. I would like to quit smoking. Does the County offer any assistance?**

**A.** Congratulations on your decision! We are happy to provide you with two tobacco cessation programs available to assist you in your goal to be tobacco free.



1. **The Quit Line:** Adult members (employees, spouses, and adult dependents) on the CEBCO medical plan are eligible to use the Quit Line. Call 800-QUIT-NOW and be sure to tell them CEBCO is your healthcare plan.
2. **StayWell Tobacco Cessation Program (employees only):** Enroll or obtain further information, by logging onto <https://cebcbowellness.staywell.com>, or call the StayWell HelpLine at 855-847-6814.

**Additionally, various resources are available through the County’s EAP, ComPsych® GuidanceResources®.**

- <https://www.guidanceresources.com/groWeb/s/topic.xhtml?nodeId=7577&conversationContext=2>
- Access on-demand training (<https://www.guidanceresources.com/groWeb/s/webinarArchive.xhtml?conversationContext=2>) to view a short (5-10 minutes) training module, which includes interactive features. This training is designed to help smokers quit cigarettes and stay quit for good. The training provides an overview of the 5 basic steps of quitting.

**Q. There’s a coworker in our office who wears a lot of perfume and some days it affects my allergies. I’m not sure what to do. What can I do?**

**A.** Coworkers may not realize that there are others in the workplace that have sensitivities to perfumes, colognes, shampoos, or other fragrances. In some cases, these sensitivities to chemical fragrances may have health consequences, which could also be of concern to our customers and citizens. We hope everyone will be mindful of the health and well being of our employees and customers. If you are not comfortable approaching this employee personally, request that your supervisor share this message and ask staff members to please refrain from using personal grooming products with strong fragrances or detectable odors.

Submit your questions to Mindy Owens at [mowens@co.delaware.oh.us](mailto:mowens@co.delaware.oh.us)



## Human Resources Staff

- |  |  |              |
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# HR CONNECTION

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## Wellness

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Visit us online:

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

Mark your calendars and plan to participate in this worthy event!



**OCTOBER 11, 2015**  
Registration begins at 4:30pm  
Race begins at 5:30pm

**\$25.00 REGISTRATION**

**Liberty Park**  
2845 Home Rd. Powell, OH 43065



← scan with your mobile device  
for registration details,  
directions & packet pickup!

or register at: [www.premierraces.com](http://www.premierraces.com)



FIND US ON FACEBOOK!  
[www.facebook.com/DelawareCountyCoalitionOfVictimServices](http://www.facebook.com/DelawareCountyCoalitionOfVictimServices)

A RACE TO RAISE AWARENESS ABOUT DOMESTIC VIOLENCE

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Visit us online:

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

The Delaware County Employee Wellness Program is providing the following discounts:

- Delaware County employees register for only \$10 with discount promo code: [delco15](#)
- Delaware County employee immediate family members register for only \$15 with promo code: [delco10](#)

## Dash at Dusk 5K

**10-11-15: Say 'NO' To Domestic Violence**

\*WHERE: Liberty Park (2845 Home Rd., Powell)

\*COST: \$25 pre-registered /\$30 on race day

\*REGISTRATION: 4:30 PM/\*START 5:30 PM

\*Awards given to top three men, women, and children (under 15 years old) finishers.

\*All preregistered participants will receive an event t-shirt. (Race day registrants are not guaranteed a shirt.)

\*Course: A fairly flat walking trail that racers will loop twice.

\*Water stop at halfway point/refreshments after race

\*Register at: [www.premierraces.com](http://www.premierraces.com)

\*Use the QR code on reverse side to register with a smartphone\*

\*\*\*\*\*Dash at Dusk organized by\*\*\*\*\*

The Delaware County Coalition of Victim Services

*Raising awareness together - Helping our neighbors when they need it most - Letting victims know they are not alone!*

**Thank you for your support. See you at the DASH!**



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



### See a doctor on your computer or mobile device and get answers now.

This flu season, don't waste time waiting at urgent care. Using LiveHealth Online you can see a board-certified doctor in minutes on your smartphone, tablet or computer with a webcam. Tele-health visits using LiveHealth Online are now a covered benefit under your Anthem health plan. All you have to do is sign up to use it.

### Here's why you'll love using LiveHealth Online:

- It's available 24/7.** Doctors can provide medical advice, an assessment and send prescriptions to the pharmacy of your choice if needed. It's a great option for care when your own doctor isn't available and is here to help when you have the flu, a cold, sinus infection, pink eye and more.
- It's convenient and easy to use.** Just sign up, select a doctor and enter your health information. In about 10 minutes or less you'll be connected to a doctor through secure video chat.
- It's quick and can save you time.** Over 80% of people who used LiveHealth Online said they saved two hours or more! Doctors using LiveHealth Online typically charge \$49 or less per visit depending on your health plan.

Anyone can use LiveHealth Online, and doctors can help with many different health issues, such as:

- ✓ Colds
- ✓ Flu
- ✓ Allergies
- ✓ Sinus infections
- ✓ Bronchitis
- ✓ Diarrhea
- ✓ Pinkeye and other eye infections
- ✓ Urinary tract infections
- ✓ Rashes

**Don't wait until you are sick.**

**Sign up now at**  
<https://www.livehealthonline.com/>

Please note: LiveHealth Online is not for emergencies. If you're experiencing an emergency, call 9-1-1 immediately.

*\*Prescription availability is defined by physician judgment and state regulations.*

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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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## FIRE PREVENTION WEEK OCTOBER 4-10, 2015

Keep your family safe with a working smoke alarm in every bedroom.

Did you know that roughly half of home fire deaths result from fires reported between 11 p.m. and 7 a.m., when most people are asleep?

Smoke alarms save lives. If there is a fire in your home, smoke spreads fast and you need smoke alarms to give you time to get out. In fact, having a working smoke alarm cuts the chances of dying in a reported fire in half!



**When it comes to smoke alarms, it's about "location, location, location".**

The **key message** of this year's Fire Prevention Week campaign, October 4-10, is to install smoke alarms in every bedroom, outside each separate sleeping area, and on every level of your home, including the basement. Larger homes may need more alarms.

NFPA is excited to share this important information so everyone better understands the life-saving value of home smoke alarms.

## FAST FACTS ABOUT FIRE

### Home fires

- Half of home fire deaths result from fires reported between 11 p.m. and 7 a.m. when most people are asleep. Only one in five home fires were reported during these hours.
- One quarter of home fire deaths were caused by fires that started in the bedroom. Another quarter resulted from fires in the living room, family room or den.
- Three out of five home fire deaths happen from fires in homes with no smoke alarms or no working smoke alarms.
- In 2013, U.S. fire departments responded to an estimated 369,500 home structure fires. These fires caused 2,755 deaths, 12,200 civilian injuries, and \$7.0 billion in direct damage.
- Home fires killed an average of eight people every day in 2013.
- Cooking equipment is the leading cause of home fire injuries, followed by heating equipment.
- Smoking materials are the leading cause of home fire deaths.
- Most fatal fires kill only one or two people. In 2013, 12 home fires killed five or more people resulting in a total of 67 deaths.
- During 2007-2011, roughly one of every 320 households had a reported home fire per year.

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# HR CONNECTION

Serving Employees of the Board of Commissioners

September 17, 2015

## 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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## FAST FACTS ABOUT FIRE, CONTINUED

### Smoke Alarms

- Three out of five home fire deaths in 2007-2011 were caused by fires in homes with no smoke alarms or no working smoke alarms.
- Working smoke alarms cut the risk of dying in reported home fires in half.
- In fires considered large enough to activate the smoke alarm, hardwired alarms operated 93% of the time, while battery powered alarms operated only 79% of the time.
- When smoke alarms fail to operate, it is usually because batteries are missing, disconnected, or dead.
- An ionization smoke alarm is generally more responsive to flaming fires and a photoelectric smoke alarm is generally more responsive to smoldering fires. For the best protection, or where extra time is needed, to awaken or assist others, both types of alarms, or combination ionization and photoelectric alarms are recommended.

### Escape Planning

- According to an NFPA survey, only one-third of Americans have both developed and practiced a home fire escape plan.
- Almost three-quarters of Americans do have an escape plan; however, more than half never practiced it.
- One-third (32%) of survey respondents who made an estimate thought they would have at least 6 minutes before a fire in their home would become life threatening. The time available is often less. Only 8% said their first thought on hearing a smoke alarm would be to get out!

### Cooking

- U.S. Fire Departments responded to an estimated annual average of 156,600 cooking-related fires between 2007-2011, resulting in 400 civilian deaths, 5,080 civilian injuries and \$853 million in direct damage.
- Two of every five home fires started in the kitchen.
- Unattended cooking was a factor in one-third of reported home cooking fires.
- Two-thirds of home cooking fires started with ignition of food or other cooking materials.
- Ranges accounted for almost three of every five (57%) of home cooking fire incidents. Ovens accounted for 16%.
- Children under five face a higher risk of non-fire burns associated with cooking and hot food and drinks than of being hurt in a cooking fire.
- Microwave ovens are one of the leading home products associated with scald burns. According to the National Electronic Injury Surveillance System, two out of five of the microwave oven injuries seen at emergency rooms in 2012 were scald burns.
- Clothing was the item first ignited in less than 1% of home cooking fires, but these incidents accounted for 15% of the cooking fire deaths.
- Fifty-five percent of people injured in home fires involving cooking equipment were hurt while attempting to fight the fire themselves.
- Failure to clean was a factor contributing to ignition in 17% of reported home fires involving ovens or rotisseries.

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## FAST FACTS ABOUT FIRE, CONTINUED

### Heating

- The leading factor contributing to heating equipment fires was failure to clean. This usually involved creosote build-up in chimneys.
- Portable or fixed space heaters, including wood stoves, were involved in one-third (33%) of home heating fires and four out of five (81%) home heating deaths.
- Just over half of home heating fire deaths resulted from fires caused by heating equipment too close to things that can burn, such as upholstered furniture, clothing, mattresses or bedding.
- In most years, heating equipment is the second leading cause of home fires, fire deaths, and fire injuries.

### Smoking Materials

- Smoking materials started an average of 17,900 smoking-material home structure fires per year during 2007-2011. These fires caused an average of 580 deaths, 1,280 injuries and \$509 million in direct property damage per year.
- Most deaths in home smoking-material fires were caused by fires that started in bedrooms (40%) or living rooms, family rooms or dens (35%).
- Sleep was a factor in roughly one-third of the home smoking material fire deaths.
- Possible alcohol impairment was a factor in one in five (19%) of home smoking fire deaths.
- One out of four fatal victims of smoking-material fires is not the smoker whose cigarettes started the fire.

### Electrical

- About half (48%) of home electrical fires involved electrical distribution or lighting equipment. Other leading types of equipment were washer or dryer, fan, portable or stationary space heater, air conditioning equipment water heater and range.
- Electrical failure or malfunctions caused an average of 47,800 home fires per year in 2007-2011, resulting in an average of 450 deaths and \$1.5 billion in direct property damage.

### Candles

- During 2007-2011 candles caused 3% of home fires, 4% of home fire deaths, 7% of home fire injuries, and 6% of direct property damage from home fires.
- On average, there are 29 home candle fires reported per day.
- More than one-third of these fires (36%) started in the bedroom; however, the candle industry found that only 13% of candle users burn candles in the bedroom most often.
- Nearly three in five candle fires start when things that can burn are too close to the candle.
- Falling asleep was a factor in 11% of the home candle fires and 37% of the associated deaths.

Source: Reproduced from NFPA's Fire Prevention Week website, [www.firepreventionweek.org](http://www.firepreventionweek.org). © 2015 NFPA.

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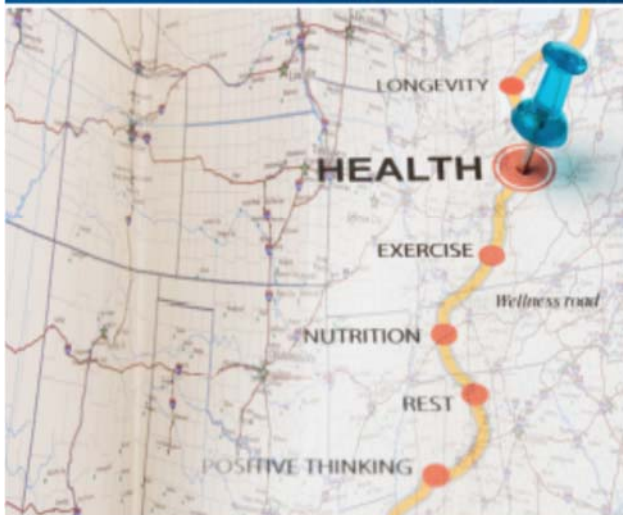
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# HR CONNECTION

Serving Employees of the Board of Commissioners

September 17, 2015

## Map out your retirement pension income and health care



## OPERS Tidbits

### Retirement Plan Portability

The term portability refers to your ability to move your retirement savings from one qualified retirement plan to another qualified retirement plan. If you leave Ohio public employment before you retire, you may want to take your retirement savings with you. Portability is different for each of the OPERS retirement plans.

### Traditional Pension Plan

You can transfer all of your employee contributions, plus interest on those contributions, to another retirement plan. Depending on your length of service, you may transfer a portion of your employer contributions calculated as follows:

- Five (5) or more years of service credit = 33% of the member's eligible contributions
- Ten (10) or more years of service credit = 67% of the member's eligible contributions

### Member-Directed Plan

You may transfer all of your employee contributions and any investment earnings on those contributions plus or minus gains and losses. Depending on your length of participation in the Plan, you may transfer a portion of your employer contributions, plus or minus any investment earnings or losses, according to the following vesting schedule:

Years of Service	Amount of employer contributions (plus investment earnings) eligible for transfer
1	20%
2	40%
3	60%
4	80%
5 or more	100%

### Combined Plan

You may transfer all of your employee contributions plus or minus any investment earnings or losses on those contributions.

Depending on your length of service credit, you may transfer a portion of your employer contributions calculated as follows:

- Five (5) years of service credit = 33% of the member's eligible contributions
- Ten (10) or more years of service credit = 67% of the member's eligible contributions

Contact OPERS for information on the types of retirement plans to which members can transfer their retirement savings.

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)

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