



DAYLIGHT SAVINGS TIME BEGINS SUNDAY  
MARCH 8th

# Employee Newsletter

## March 2020



### MARCH BIRTHDAYS

Kathy Killian	3
Cathy Davidson	5
Sara Smith	5
Billy Norton	6
Betty Totherow	6
Christopher Berry	7
Janice Costello	7
Tristan Howard	7
Andria Duncan	7
Peggy Graham	8
James Bethea	10
Travis Evans	10
Bill Moyer	11
Mary Lane	12
J J Wooten	12
Tania Firebaugh	13
Paul Fry	13
Dana Allen	15
Earlene Leonard	15
Derrick Palmer	16
Deborah Tucker	18
Amber Byers	19
Alan Wildsmith	21
Jake Chapman	25
Kevin Creasman	25
Becky Turner	28
Drew Silvers	29
Mandi Amos	30
Kim McClain	31

Ages 22 to 88

### PLEASE PAY YOUR TAXES

Please pay your County property taxes (and your state income taxes) if you still owe them, especially if it's a small amount. It hurts my heart to see somebody pay a \$60 garnishment fee for a \$20 or \$30 tax debt. So if you get a notice asking you to pay your taxes, please be good to yourself and go ahead and pay them before they have to garnish your wages. The state charges penalty and interest but I'm unsure if they charge a garnishment fee, but both require us to withhold 10% of your gross pay until your debt is paid in full.

Speaking of County property taxes, I know those of us who own property received our revaluation notice a couple weeks ago and for some, the values increased and for others the value actually decreased. I don't know if you realize it, but the last time a revaluation of property values was done was 8 years ago in 2012 and at that time the cost per square foot that was used was \$68. This time the cost per square foot applied to homes was \$94 per square foot. And, on top of that, in 2012, the commissioners actually cut the tax rate by 1/2 a cent, so there has not been a tax increase in **12 years**. When you put all those things into perspective, it makes the increase in values make more sense...they didn't just increase over last year's values, they increased from 2012's values, unless you have purchased your property in the past 8 years. Counties may choose whether to do revaluation on a 4 year or 8 year cycle, or they could be forced to do a revaluation sooner than that or can choose some other cycle. In no case can a county go beyond an 8-year revaluation cycle. Now, if values get out of sync over a certain percentage, it will trigger a new revaluation regardless of how long since the last one. Our commissioners had chosen to do an 8 year revaluation cycle the last time that decision was made.

If you will help us educate the people you know about this, it may help make the jobs of our folks in the tax appraisal office a little less difficult. Also, if you disagree with your values, you may appeal them by contacting the tax appraiser's office at 835-3296. Keep in mind, though, that just because an appeal is done does not mean values will decrease...in some cases when a second look is taken, values may actually increase. Just some food for thought. If anybody you know wants to call and have an explanation of how their values were calculated, they may do that, as well.

### THE 2020 CENSUS IS JUST AROUND THE CORNER!

For the first time, the 2020 Census will accept responses online. Beginning March 23rd, you can respond to the Census in less time than it takes to finish your morning coffee, so power up your laptop, smartphone, or any internet device and make NC Count! To learn more about what to expect, visit [census.nc.gov](https://www.census.gov), or visit the Cherokee County NC Census FB page at: <https://www.facebook.com/cherokeecountyncensus2020/>

### PRIMARY ELECTION

This year's primary election is on Tuesday, March 3rd. The last day to early vote is February 29th and ends at 3 pm that day. The last day to change your political affiliation was February 7, but if you are not registered to vote, you may still do that until 3 pm on February 29th. If you are registered to vote and do not know where you go to vote, call the Board of Elections at 837-6670. Polls open on the 3rd at 6:30 am and close at 7:30 pm.

### Commissioners' Board Meetings

March 2nd CANCELLED  
March 16th 6:30 PM

Is there something you would like to see in the newsletter? Please email Melody at [melody.johnson@cherokee-county-nc.gov](mailto:melody.johnson@cherokee-county-nc.gov) with any suggestions. Thanks.

EMPLOYEE NAME J. Q. County  
 DEPARTMENT NUMBER 3421

EMPLOYEE NUMBER 1234  
 PERIOD END 2/29/20

**WRONG**

WEEK ONE	DATE	TIME IN**	TIME OUT	TIME IN	TIME OUT	REGULAR HOURS	O/T* OR OTHER \$	VACATION	SICK	COMP USED	HOLIDAY	COMP EARNED*	TOTAL
SUNDAY	2/16/20											X	
MONDAY	2/17/20	08:00	5:00			9						X	
TUESDAY	2/18/20	08:00	12:00	1:00	2:30	5.5				2.5		X	
WEDNESDAY	2/19/20	08:00	12:00	1:00	5:30	8.5						X	
THURSDAY	2/20/20	08:00	5:00			9						X	
FRIDAY	2/21/20	08:00	12:00	1:00	5:00	8						X	
SATURDAY	2/22/20											X	
WEEK ONE TOTAL						40				2.5			

WEEK ONE	DATE	TIME IN**	TIME OUT	TIME IN	TIME OUT	REGULAR HOURS	O/T* OR OTHER \$	VACATION	SICK	COMP USED	HOLIDAY	COMP EARNED*	TOTAL
SUNDAY	2/23/20											X	
MONDAY	2/24/20	08:00	6:00			10						X	
TUESDAY	2/25/20	08:00	12:00	1:00	10:00	9						X	
WEDNESDAY	2/26/20	08:00	12:00	1:00	4:00	7				1		X	
THURSDAY	2/27/20	08:00	12:00	1:00	7:00	10						X	
FRIDAY	2/28/20	08:00	12:00	1:00	3:30	6.5		1.5				X	
SATURDAY	2/29/20											X	
WEEK TWO TOTAL						42.5		1.5		1		3.75	

BY SIGNING BELOW, I AFFIRM THESE DATES AND HOURS ARE

CORRECT. I UNDERSTAND THAT FALSIFICATION OF HOURS

TWO WEEK TOTAL	82.5	0	1.5	3.5	3.75	87.5
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WORKER'S CAUSE FOR DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL.

EMPLOYEE NAME J. Q. County  
 DEPARTMENT NUMBER 3421

EMPLOYEE NUMBER 1234  
 PERIOD END 2/29/20

**RIGHT**

WEEK ONE	DATE	TIME IN**	TIME OUT	TIME IN	TIME OUT	REGULAR HOURS	O/T* OR OTHER \$	VACATION	SICK	COMP USED	HOLIDAY	COMP EARNED*	TOTAL
SUNDAY	2/16/20											X	
MONDAY	2/17/20	08:00	5:00			9						X	
TUESDAY	2/18/20	08:00	12:00	1:00	2:30	5.5						X	
WEDNESDAY	2/19/20	08:00	12:00	1:00	5:30	8.5						X	
THURSDAY	2/20/20	08:00	5:00			9						X	
FRIDAY	2/21/20	08:00	12:00	1:00	5:00	8						X	
SATURDAY	2/22/20											X	
WEEK ONE TOTAL						40							

WEEK ONE	DATE	TIME IN**	TIME OUT	TIME IN	TIME OUT	REGULAR HOURS	O/T* OR OTHER \$	VACATION	SICK	COMP USED	HOLIDAY	COMP EARNED*	TOTAL
SUNDAY	2/23/20											X	
MONDAY	2/24/20	08:00	6:00			10						X	
TUESDAY	2/25/20	08:00	12:00	1:00	6:00	9						X	
WEDNESDAY	2/26/20	08:00	12:00	1:00	4:00	7						X	
THURSDAY	2/27/20	08:00	12:00	1:00	7:00	10						X	
FRIDAY	2/28/20	08:00	12:00	1:00	3:30	6.5						X	
SATURDAY	2/29/20											X	
WEEK TWO TOTAL						40						3.75	

BY SIGNING BELOW, I AFFIRM THESE DATES AND HOURS ARE

CORRECT. I UNDERSTAND THAT FALSIFICATION OF HOURS

TWO WEEK TOTAL	80	0			3.75	
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WORKER'S CAUSE FOR DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL.

EMPLOYEE SIGNATURE J. Q. County

SUPERVISOR APPROVAL \_\_\_\_\_

\*YOU CANNOT EARN COMP TIME UNTIL YOU HAVE WORKED 40 HOURS IN A WEEK. VACATION, SICK, COMP USE AND HOLIDAY USE NOT COUNT TOWARD COMP EARNED OR OT. YOU MAY BUILD VACATION AND SICK USE IF YOU HAVE WORKED UP TO REGULAR HOURS TO MAKE THE WEEK EQUAL 40 HOURS. COMP EARNED SHOULD BE AT LEAST 1.5 TIMES FOR NON-EXEMPT EMPLOYEES AND 1.0 TIME FOR EXEMPT. \*\*RECORD TIME IN AND TIME OUT ONLY IF ACTUALLY WORKED.

This one is incorrect because it is recording comp used on a daily, not a weekly basis. If you will record your hours physically worked every day and then at the end of the week or pay period, "back fill" to get you to your scheduled hours for the week or pay period, this will work better for you. You should **NEVER** put hours in the comp earned column for the days, but rather wait until the end of the week or pay period to calculate if any comp time was actually earned. **COMP TIME IS NOT EARNED OR USED ON A DAILY BASIS.**

**The real meaning of plant catalog terminology:**  
 "A favorite of birds" means to avoid planting near cars, sidewalks, or clotheslines.  
 "Grows more beautiful each year" means "Looks like roadkill for the foreseeable future."  
 "Zone 5 with protection" is a variation on the phrase "Russian roulette."  
 "May require support" means your daughter's engineering degree will finally pay off.  
 "Moisture-loving" plants are ideal for landscaping all your bogs and swamps.  
 "Carefree" refers more to the plant's attitude than to your workload.  
 "Vigorous" is code for "has a Napoleonic compulsion to take over the world."  
 "Grandma's Favorite" -- until she discovered free-flowering, disease-resistant hybrids.

Just a reminder...comp time is not **EARNED or USED on a DAILY basis**. The best way to complete your time sheet is to enter your hours worked for the week and then at the end of the week, put in what is necessary to give you 40 hours. If you are over 40 hours, record 40 in the week total and move the rest to comp earned in the weekly total field and multiply it times 1.5 for non-exempt employees. It does not matter that you worked 10 hours one day and only 4 the next, the weekly number of hours worked is what determines whether you need to use or earn comp time. The same is true with the use of vacation or sick time. Wait until the end of the work week and go back and put down however many hours you need to put you to 40 for the week. Note that this example does not apply to employees who are on a two week, 80-hour schedule. For those folks, the same general premise holds true, though, record all hours worked for the period and then backfill to give the number or hours you are scheduled to work in the two-week period.



EMPLOYEE NAME P. D. Murphy  
 DEPARTMENT NUMBER 4532

EMPLOYEE NUMBER 2345  
 PERIOD END 2/1/20

**WRONG**

WEEK ONE	DATE	TIME IN**	TIME OUT	TIME IN	TIME OUT	REGULAR HOURS	O/T* OR OTHER \$	VACATION	SICK	COMP USED	HOLIDAY	COMP EARNED*	TOTAL
SUNDAY	1/19/20											X	
MONDAY (H)	1/20/20										8	X	
TUESDAY	1/21/20	8	5			9						X	
WEDNESDAY	1/22/20	8	6			10						X	
THURSDAY	1/23/20	8	12	1	5	8						X	
FRIDAY	1/24/20	8	12	1	5	8						X	
SATURDAY	1/25/20											X	
WEEK ONE TOTAL						35					8		43

WEEK ONE	DATE	TIME IN**	TIME OUT	TIME IN	TIME OUT	REGULAR HOURS	O/T* OR OTHER \$	VACATION	SICK	COMP USED	HOLIDAY	COMP EARNED*	TOTAL
SUNDAY	1/26/20											X	
MONDAY	1/27/20	8	6			10						X	
TUESDAY	1/28/20	8	6			10						X	
WEDNESDAY	1/29/20	8	12	1	5	8						X	
THURSDAY	1/30/20	8	12	1	5	8						X	
FRIDAY	1/31/20	8	12	1	3	6				2		X	
SATURDAY	2/1/20											X	
WEEK TWO TOTAL						42				2		3	47

BY SIGNING BELOW, I AFFIRM THIS DAY AND HOUR ARE

CORRECT. I UNDERSTAND THE SIGNIFICATION OF HOURS

TWO WEEK TOTAL	77	0			2	8	3	90
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WORKER IS SUSCEPTIBLE TO DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL.

EMPLOYEE NAME P. D. Murphy  
 DEPARTMENT NUMBER 4532

EMPLOYEE NUMBER 2345  
 PERIOD END 2/1/20

**RIGHT**

WEEK ONE	DATE	TIME IN**	TIME OUT	TIME IN	TIME OUT	REGULAR HOURS	O/T* OR OTHER \$	VACATION	SICK	COMP USED	HOLIDAY	COMP EARNED*	TOTAL
SUNDAY	1/19/20											X	
MONDAY (H)	1/20/20										8	X	
TUESDAY	1/21/20	8	5			9						X	
WEDNESDAY	1/22/20	8	6			10						X	
THURSDAY	1/23/20	8	12	1	5	8						X	
FRIDAY	1/24/20	8	12	1	5	8						X	
SATURDAY	1/25/20											X	
WEEK ONE TOTAL						32					8	3	43

WEEK ONE	DATE	TIME IN**	TIME OUT	TIME IN	TIME OUT	REGULAR HOURS	O/T* OR OTHER \$	VACATION	SICK	COMP USED	HOLIDAY	COMP EARNED*	TOTAL
SUNDAY	1/26/20											X	
MONDAY	1/27/20	8	6			10						X	
TUESDAY	1/28/20	8	6			10						X	
WEDNESDAY	1/29/20	8	12	1	5	8						X	
THURSDAY	1/30/20	8	12	1	5	8						X	
FRIDAY	1/31/20	8	12	1	3	6						X	
SATURDAY	2/1/20											X	
WEEK TWO TOTAL						40						3 (2/1/20)	43

BY SIGNING BELOW, I AFFIRM THESE DAYS AND HOURS ARE

CORRECT. I UNDERSTAND THE SIGNIFICATION OF HOURS

TWO WEEK TOTAL	72	0			8	6	86
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WORKER IS SUSCEPTIBLE TO DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL.

EMPLOYEE SIGNATURE P.D. Murphy

SUPERVISOR APPROVAL \_\_\_\_\_

\*OVERTIME AND COMP TIME IS NOT EARNED ON A DAILY BASIS. IT IS EARNED AFTER 40 HOURS PHYSICALLY WORKED IN A WEEK. VACATION, SICK, COMP USED AND HOLIDAY DO NOT COUNT TOWARD COMP TIME EARNED. YOU MAY CARRY OVER VACATION AND SICK USED IF YOU HAVE WORKED EXTRA REG. HOURS TO MAKE THE WEEK EQUAL 40 HOURS. COMP EARNED SHOULD BE AT A MINIMUM FOR NON-QUAL EMPLOYEES AND 0 TIME FOR BEM/OT. \*\*RECORD TIME IN AND TIME OUT ONLY IF ACTUALLY WORKED.

The first week of this one is incorrect because Murphy is being paid for 43 hours in the first week and the paid hours should only be 40. In the second week, the employee is recording all the hours worked in regular time and then also recording the 2 extra hours as comp earned, which pays the employee twice for those hours...2 now and 3 later when it is recorded as comp used. Also the second week would be incorrect if the employee got paid overtime because the 2 would be overtime hours instead of straight time. In that case, the 3 would not go in the comp earned column for the week. And finally, in the second week, the employee used 2 hours of comp on Friday to give them 8 hours for the day, when they had already worked in excess of 40 for the week. The correct example below assumes the employee is not allowed to be paid overtime, but is required to earn comp in lieu of overtime.

A weed is a plant that has mastered every survival skill except for learning to grow in rows.  
 Doug Larson

What do you get if you divide the circumference of a pumpkin by it's diameter? Pumpkin pi

"I have no plants in my house. They won't live for me. Some of them don't even wait to die, they commit suicide."  
 Jerry Seinfeld

The example above is a holiday week. If you are using one of the electronic time sheets to record your time, they do not work correctly in a holiday week. As in the example on the previous page, if you will record your hours worked and go back at the end of the week and if needed, insert vacation and sick to get you to 32, and then the last thing for the week, insert your 8 holiday hours. If you'll notice, if you put 8 in on Monday, it automatically gives you 40 for the week, even before you've worked any. If you'll complete the time sheet by recording all hours worked first, then "back fill" with vacation, sick and holiday to give you 40 for the week, you'll be less apt to make a mistake. And even when you do this, go back and add up your time to make sure you end up at 40. Anything over 32 hours worked in a one holiday day week gets recorded as comp earned at the end of the week. If you put those hours in both the regular hours column and comp earned, you are effectively paying yourself twice for those hours. We try to catch these errors in payroll, but it would be so much easier if they're completed correctly before they come to us.

# LADDER SAFETY

## STEP LADDERS



### THE WRONG WAY



Do not fold up and lean the ladder against a surface.



Do not overreach.



Do not carry heavy objects while climbing a ladder.



Do not place the ladder on uneven soft ground, without flat board.



Do not use ladder with slippery steps, or damaged stiles.