



Employee Newsletter

AUGUST 2016

Cherokee County students return on August 29th
Classes Start at TCCC on August 17th



AUGUST BIRTHDAYS

Rebecca Sterling	2
Debbie Weatherly	2
Mary Jo Blakely	5
Kristy Green	5
Sport Teasdale	5
Laurel Smith	8
Steven Wiece	10
Chris Bowles	13
Jonathan King	13
Richard West	13
Gary Westmoreland	13
Michael Ellison	14
Mandy Johnson	14
Al Lovingood	15
Summer Bryant	17
Cliff Melton	17
Jean Pendley	17
Jessica Graham	19
Stephanie Stroupe	19
Allen Denny	20
Gurley Boggs	21
Breeze Gibson	22
Mike Mason	22
Philip Anderson	23
Alicia Parker	24
Susan Prunier	24
Greg Barrett	25
Daunita Maennle	25
Misty Exum	26
Gail Hodge	26
Woody Huskins	26
Leighsa Jones	27
Debbie McDonald	28
Wanda Payne	30
David Smith	30
Karen Trhlin	30
Diana Garrett	31

Ages 18 to 82

Deductible Rebates—Procedure Change

As most of you are aware, we have a deductible rebate program for our health insurance plan. If you meet the full \$500 deductible and have participated in health management, you can get a \$100 rebate, effectively making your deductible \$400. The way to accomplish that is to have bloodwork that at a minimum includes a lipid panel and glucose testing and have a blood pressure reading as well as height and weight measurement and get those results to Crescent. In the past, we have asked the health department to get those test results to Crescent if you had your bloodwork done there, but we also have allowed folks to have their bloodwork done at your physician's office and send Crescent the results yourself.

Effective August 1, if you wish to participate in the rebate program, you will be responsible for sending Crescent the results of your bloodwork, as well as your height, weight and blood pressure measurement, regardless of where you have your bloodwork completed.

Those can be faxed to the attention of Jennifer Hodge (our assigned nurse case manager at Crescent) at (828) 670-9159. If you have questions about the rebate program or to make sure your test results have been received, you may contact Jennifer at (828) 231-9501. Anybody who has had to have a procedure or hospital admission pre-certified has been contacted by Jennifer and everybody I've received feedback from has nothing but good things to say about her and how helpful she is to them. She can relate to all kinds of people, but her biggest asset is that she truly cares about you and your health. If you've ever dealt with her, you know what I'm talking about.

None of your test results are shared with anybody at the County. The goal of this program is to help all our employee group and insured dependents be as healthy as they can be. You aren't required to do anything you don't want to do, but if you need help in controlling blood pressure or lipids or any other health matter for that fact, the nurse case manager is there to be an advocate for you. The only people who are required to participate in disease management are those folks who are diabetic and receive their medicines and testing supplies at no cost to them. If you are diabetic and didn't know about this program, contact Jennifer to take advantage of this great benefit.

***** ★ CONGRATULATIONS! ★ *****

★ Linda Hudecek in Finance is retiring after al-★
★ most 12 years with the County. Linda started★
★ working with the County on August 9, 2004,★
★ and she is ready to begin a new chapter in her★
★ life. We hate to see her go but we wish her the★
★ best as she starts this new phase of her life.★
★ Good luck Linda! Think about us when you're★
★ traveling the wide world out there!★

Home Equity Rates drop at LGFCU

If you in the market for a home equity loan, the Local Government Federal Credit Union has dropped their rates to as low as 2.75% for such loans. The rate is 2.75% if your first mortgage is with LGFCU. The payroll deduction rate for those is 3.25% if your first mortgage is with another lender or if you don't have a mortgage. If you currently have a home equity loan with LGFCU, your rate will automatically drop.

The past, present and future walked into a bar. It was tense.

Have you heard about the duck who was arrested for stealing? He was selling "quack."

A midget, who was also a mystic, escaped from jail. The call went out that there was a small medium at large.

Is there something you would like to see in the newsletter? Please email Melody at melody.johnson@cherokeecounty-nc.gov with any suggestions. Thanks.

Board Meetings

Aug 1 6:30 pm
Aug 15 6:30 pm

Backpack Safety: It's Time to Lighten the Load

When you move your child's backpack after he or she drops it at the door, does it feel like it contains 40 pounds of rocks? Maybe you've noticed your child struggling to put it on, bending forward while carrying it, or complaining of tingling or numbness.

If you've been concerned about the effects that extra weight might have on your child's still-growing body, your instincts are correct.

Backpacks that are too heavy can cause a lot of problems for kids, like back and shoulder pain, and poor posture. The problem has grabbed the attention of lawmakers in some states, who have pushed for legislation requiring school districts to lighten the load.



While we wait for solutions like digital textbooks to become widespread, there are things you can do to help prevent injury. While it's common these days to see children carrying as much as a quarter of their body weight, the American Chiropractic Association recommends a backpack weigh no more than 10 percent of a child's weight.

When selecting a backpack, look for:

- An ergonomic design
- The correct size: never wider or longer than your child's torso and never hanging more than 4 inches below the waist
- Padded back and shoulder straps
- Hip and chest belts to help transfer some of the weight to the hips and torso
- Multiple compartments to better distribute the weight
- Compression straps on the sides or bottom to stabilize the contents
- Reflective material

Remember: A roomy backpack may seem like a good idea, but the more space there is to fill, the more likely your child will fill it. Make sure your child uses both straps when carrying the backpack. Using one strap shifts the weight to one side and causes muscle pain and posture problems.

Help your child determine what is absolutely necessary to carry. If it's not essential, leave it at home.

What About Backpacks on Wheels?

They are so common these days, they're almost cool. But, the ACA is not giving them a strong endorsement. Rolling backpacks should be used "cautiously and on a limited basis by only those students who are not physically able to carry a backpack," the ACA website reads. The reason? They clutter school corridors, replacing a potential back injury hazard with a tripping hazard.

So, pick up that pack from time to time, and let your children know you've got their back.

Other Sources

- KidsHealth.org
- HealthyChildren.org
- [American Academy of Orthopedic Surgeons](http://AmericanAcademyofOrthopedicSurgeons.org)

Completing Time Sheets

For some time, it has seemed to me that there are several of our employees who have a difficult time completing their time sheets. The first thing folks often do that is incorrect is placing any hours worked over 8 in a day in the OT/ Other column or in the comp earned column. Comp time and overtime are not earned until you have physically worked 40 hours in a week (80 hours in a pay period if you are law enforcement or detention). So you might work 13 hours on Monday, but the extra time is still not overtime because you haven't got to your 40 worked in a week yet. I am going to do some example time sheets so you can see the correct and incorrect way to complete the time sheet. The easiest and most accurate way to record your time is to put all time worked in the regular column for every day worked. Then at the end of the week (or pay period for LEO and detention) add up all the hours worked and if it's over 40 (80 for LEO and detention), you put 40 in the regular column (80 for LEO and detention) and take what is left and either put it in OT if your department allows for payment of overtime or multiply the hours over 40 (80 for LEO and detention) by 1.5 (unless you are an exempt employee—exempt employees record hour for hour) and put the hours for the week in comp earned in the weekly total line (or pay period for LEO and detention).

All hours worked need to be recorded to the nearest 15 minutes and should be recorded as a decimal number. For example, 15 minutes equals .25, 30 minutes equals .5 and 45 minutes equals .75. So if you worked 4 hours and 15 minutes, you would record that as 4.25—not 4.15. If you've worked 10 minutes over an hour, go ahead and record that as 15 minutes. If it's 8 minutes or over record as 15. If it's 7 minutes or under don't record the time at all. It's better to go ahead and work the full 15 minutes so there won't be any question, because I can just about guarantee somebody is watching your comings and goings. If you're recording your time accurately, you don't have anything to worry about, but if you aren't it will catch up with you eventually, plus recording time worked if you didn't work it is stealing because you're being paid for something you didn't perform. See the examples below and on the next page for illustrations of how to properly record time worked.

I know some departments record time in military time and that's fine as long as the hours are properly recorded and calculated correctly. Also, always remember to sign your time sheet. I didn't include examples for deputies and detention officers because your time sheets are so different from the rest of the County. If you would like, I can come and give a presentation on time sheet preparation for just your departments.

EMPLOYEE NAME RAYS ANITA		EMPLOYEE NUMBER 1234		DO NOT WRITE IN SPACES WITH X'S									
DEPARTMENT NUMBER 9680		PERIOD END 08/06/16											
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	07/24/16											X	
MONDAY	07/25/16	08:00	12:00	1:00	9:00	8	4					X	
TUESDAY	07/26/16	09:00	1:00	2:00	8:00	8						2	
WEDNESDAY	07/27/16	08:15	12:15	1:15	5:30	8.15						X	
THURSDAY	07/28/16	8	12	1	5	8						X	
FRIDAY	07/29/16	08:30	12:00	1:00	4:45	6.15						X	
SATURDAY	07/30/16											X	
WEEK ONE TOTAL						38	4					2x 1.5 = 3	45
WEEK TWO	DATE	TIME IN**	TIME OUT	TIME IN	TIME OUT	REGULAR HOURS	O/T* or OTHER \$	VACATION	SICK	COMP USED	HOLIDAY	COMP EARNED*	TOTAL
SUNDAY	07/31/16											X	
MONDAY	08/01/16	08:00	12:00	1:00	9:00	12						X	
TUESDAY	08/02/16	09:00	1:00	2:00	8:00	10						X	
WEDNESDAY	08/03/16	08:15	12:15	1:15	5:30	8.25						X	
THURSDAY	08/04/16	8	12	1	5	8						X	
FRIDAY	08/05/16	08:30	12:00	1:00	4:45	6.25						X	
SATURDAY	08/06/16											X	
WEEK TWO TOTAL						40	4.5					4.5 x 1.5 = 6.75	44.5 + 6.75 = 51.25
Hours worked = 44.5 — Record 40 in Regular — Balance either in OT or Comp Earned													
TWO WEEK TOTAL													

WRONG

RIGHT

By signing below, I affirm these days and hours are correct. I understand that falsification of hours worked is cause for disciplinary action up to and including dismissal.

EMPLOYEE SIGNATURE Anita Rays 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 earned or OT. You may reduce vacation and sick used if you have worked extra regular hours to make the week equal 40 hours. Comp earned should be at 1.5 time for non-exempt employees and 1.0 time for exempt. **Record time in and out only if actually worked.

EMPLOYEE NAME ADAMS PATCH
 DEPARTMENT NUMBER 7495

EMPLOYEE NUMBER 4321
 PERIOD END 08/06/16

DO NOT WRITE IN SPACES WITH X'S

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	07/24/16												
MONDAY	07/25/16	0800	0800			24							
TUESDAY	07/26/16												
WEDNESDAY	07/27/16												
THURSDAY	07/28/16												
FRIDAY	07/29/16	0800	0800			24	Can also be recorded as 16Reg + 8OT						
SATURDAY	07/30/16												
WEEK ONE TOTAL						40	8						

RIGHT

WEEK TWO	DATE	TIME IN**	TIME OUT	TIME IN	TIME OUT	REGULAR HOURS	O/T* or OTHER \$	VACATION	SICK	COMP USED	HOLIDAY	COMP EARNED*	TOTAL
SUNDAY	07/31/16												
MONDAY	08/01/16	0800	0800			20	4	This is incorrect because you have not worked 40 hours in the week yet.					
TUESDAY	08/02/16												
WEDNESDAY	08/03/16												
THURSDAY	08/04/16												
FRIDAY	08/05/16	0800	0800					24					
SATURDAY	08/06/16												
WEEK TWO TOTAL													

WRONG

By signing below, I affirm these days and hours are correct. I understand that falsification of hours worked is cause for disciplinary action up to and including dismissal.

TWO WEEK TOTAL													
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EMPLOYEE SIGNATURE Patch Adams 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 earned or OT. You may reduce vacation and sick used if you have worked extra regular hours to make the week equal 40 hours. Comp earned should be at 1.5 time for non-exempt employees and 1.0 time for exempt. **Record time in and out only if actually worked.

EMPLOYEE NAME WINTERS ALEX
 DEPARTMENT NUMBER 3210

EMPLOYEE NUMBER 0123
 PERIOD END 08/06/16

DO NOT WRITE IN SPACES WITH X'S

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	07/24/16												
MONDAY	07/25/16	12:00	4:15			4.15	WRONG						
TUESDAY	07/26/16												
WEDNESDAY	07/27/16	12:00	4:15			4.25	RIGHT						
THURSDAY	07/28/16	1:00	5:30			4.3	WRONG						
FRIDAY	07/29/16	1:00	5:30			4.5	RIGHT						
SATURDAY	07/30/16												
WEEK ONE TOTAL													

WEEK TWO	DATE	TIME IN**	TIME OUT	TIME IN	TIME OUT	REGULAR HOURS	O/T* or OTHER \$	VACATION	SICK	COMP USED	HOLIDAY	COMP EARNED*	TOTAL
SUNDAY	07/31/16												
MONDAY	08/01/16	8	12	1	7	8			WRONG			2	
TUESDAY	08/02/16	8	12	1	7	10			RIGHT				
WEDNESDAY	08/03/16	8	12	1	6	8	1		WRONG				
THURSDAY	08/04/16	8	12	1	6	9			RIGHT				
FRIDAY	08/05/16												
SATURDAY	08/06/16												
WEEK TWO TOTAL													

By signing below, I affirm these days and hours are correct. I understand that falsification of hours worked is cause for disciplinary action up to and including dismissal.

TWO WEEK TOTAL													
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EMPLOYEE SIGNATURE Alex Winters 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 earned or OT. You may reduce vacation and sick used if you have worked extra regular hours to make the week equal 40 hours. Comp earned should be at 1.5 time for non-exempt employees and 1.0 time for exempt. **Record time in and out only if actually worked.