

JANUARY BIRTHDAYS

Robert Gray	2
Dorothy Raper	2
Candace Baldwin	4
Christy Painter	4
Cal Stiles	9
Jessica Avett	10
Megan Palmer	10
Monty Ward	10
Kathy Hinzman	11
Tim Wright	12
Hoyt Raper	13
Josh Carpenter	14
Vonie Dockery	14
Terry Parker	14
Mary Beth Cornwell	15
PeeWee Davis	15
Eddie Hardin	15
Delenna Stiles	15
Marsha Stiles	16
Wil Meiners	18
Mel Nicely	19
Ed Holloway	20
Orlando Ortega	20
Gary Kauffman	21
Joe Mariano	21
Carrie Gray	22
Meg Hutchinson	22
WC King	22
Karen Bates	23
Dan Bourscheid	23
Valerie Morrow	23
Kayla Causey	25
Ben English	25
Nora Blomgren	26
Jeremy Payne	27
Andy Williams	27
Paul Wilson	27
Tracy Stewart	28
Rebecca White	30

Ages from 19 to 72

I tried looking at the bright side of life. It hurt my eyes.

Commissioners Board Meetings

Mon, Jan 5, 2015 6:30 PM
Tues., Jan 20, 2015 6:30 PM



Employee Newsletter

January 2015

HAPPY
NEW
YEAR

Pay Change

Most of you will see a slight change in your take-home pay beginning with the January 2nd pay day due to new tax tables that apply for tax year 2015. I think you will see a slight increase. The tax rate for North Carolina dropped from 5.8% to 5.75% and the amount for standard deduction and withholding allowances increased a tiny bit for both federal and state withholdings.

Also, just a heads up—there will be 27 pay days in the 2015 calendar year. This is the second time since I've been with the County that this has happened and the last time, lots of folks ended up having to pay additional taxes the following year when they filed their income taxes. Please be aware of this and keep an eye on your withholdings this year. If you have someone prepare your taxes for you, let them know this and see if they suggest you make changes this year. There is not a good way to fix this in the payroll system. Any fixes cause more problems than they help.

vacation balances

The first pay day in January is when any vacation balance in excess of 240 for regular folks or 252 for EMS/dispatch/detention roll into sick leave. Because of the way this is handled in MUNIS it always looks like we've made some huge mistake on vacation and sick balances. Please wait until the second pay period before you panic and see if your hours don't look correct by then. If you still think your balances are incorrect, call after the Jan. 16th pay day and we'll see if anything needs to be corrected.

The payroll for pay period ending Dec. 27th will be processed and any vacation or sick you have used is deducted and amounts updated. Then after the update and printing of deposit notices and pay checks, the vacation hours in excess of 240 and 252 are transferred to sick leave, then the accrual for the first pay period in January is done. You should be able to check your balances in MUNIS self service on January 2nd. I don't think they will show up until then due to the check date.

Congratulations to Gary Kauffman who is retiring from the jail at the end of January after having served as their Physician's Assistant for 11+ years.

W2s

Please check the information on your W2 when you get it, **ESPECIALLY THE SOCIAL SECURITY NUMBER**. If your name or social security number are *incorrect*, please let me know as soon as possible so it can be corrected.

The amount in box 1 represents your year to date gross from your last pay stub minus all 125 deductions (EE Med 125, EE Dent 12, cancer 125, vision, flex 125, and accident 1), your retirement contributions, 401k pre-tax contributions, and VALIC457 contributions. The amount in box 3 is equal to your year to date gross minus all 125 deductions (see above). If you have any questions, please let me know.

As on last years W2, you will see the cost of health insurance in box 12 with Code DD. This amount includes what the County pays for employees, what employees pay to cover dependents and any Cancer premiums. This is part of the requirement of the Affordable Care Act passed in 2010 and is for information only.

I will have W2s out sometime between the middle and end of January, depending on when I get my reports from Lincoln Financial for those who received disability payments this year.

Good resolutions are simply checks that men draw on a bank where they have no account. *Oscar Wilde*

- Why did you leave your last job?
- Company relocated and didn't tell me where they were going...

What do you get when you cross a parrot and a shark? A creature that will talk your ear off.

We tend to look at office work as a lighter type of work and although it requires effort and some physical abilities, it is not as strenuous as other fields of endeavor. We need to take the same precautions in an office atmosphere as we do in other areas of endeavor. Carelessness and non-focus can result in an accident or injury in an office as in the field.

We shall look at some of these areas that can cause a problem and see how we can greatly reduce this possibility --

FALL HAZARDS:

Falling is the most common office accident and results in numerous and disabling injuries.

Common causes of office falls are --

- Tripping over open drawers or file drawers
- Bending while seated in an unstable chair
- Tripping over electrical cords or wires
- Using a chair to reach upper shelves instead of a ladder
- Slipping on wet floors
- Tripping over loose carpet or broken tiles or concrete
- Tripping over objects stored in a hallway or walkway
- Tripping because of poor lighting.

We can prevent or greatly reduce these types of accidents if we train our people to --

- Always close drawers completely after each use
- Don't run in the office
- Be sure that walkways are clear of any obstruction
- Always keep aisle ways and exits open
- Avoid excessive bending, twisting or leaning backwards while you are seated
- Keep electrical cords out of the floor or cover them with an electrical strip
- Always use a ladder and not a chair for reaching
- Clean up spills immediately
- Report loose carpet, broken tiles or broken concrete to your supervisor
- Wear stable shoes
- Do not carry anything that obstructs your vision

If you feel yourself falling, try to hit on your shoulder and roll. You are most likely to absorb more of this impact than falling straight. Don't reach out with a hand or arm to break your fall, as it may result in a broken limb or hand.

OFFICE INJURIES:

Offices, as a rule, do not require heavy lifting, especially heavy objects. However, small objects such as books or boxes of computer paper lifted incorrectly can cause a serious injury. Many back injuries are the result of using incorrect techniques for lifting.

Following are some tips that, if practiced, will help you avoid a debilitating back injury --

- Look at the object to lift; if you have any doubt that it is too heavy or cumbersome, ask for help. (Forget your pride or independence. It sometimes can get you in trouble.)
- Use your legs and not your back. The leg muscles are larger and better positioned over the hips and knees to lift safely.
- Position your hips and feet toward the object you are lifting or moving. Try to avoid twisting the body.
- Maintain the natural curves of the neck, upper and lower back while lifting.
- Keep objects close to the body to reduce the strain on the spine.
- Push – don't pull. Pushing places the legs in a natural position to do the work. Pulling forces the back into a forward, bending position.
- Squat and stand to pick up from the floor. Bending from a seated position and then sitting places an extreme strain on your back. The chair may be unstable and slip; so when you get up, move the chair away from where you are starting to lift.

TIPS TO AVOID BACK INJURIES:

- Avoid twisting when lifting a load. If twisting is a part of your workload, ask the supervisor to consider a job revision to alleviate some of the twisting.
- Try to rotate your tasks from periods of standing to those of moving or sitting.
- Store materials at knee level, not on the floor.
- Avoid carrying heavy objects for long distances. Use a hand truck or cart to move materials.

TIPS FOR GOOD HOUSEKEEPING:

- Avoid stacking boxes and papers on top of the file cabinets.
- Stack materials in such a way that they will be uniform in size and stack.
- Store heavy objects on lower shelves.
- Keep walkways, archways, and stairs clean of any obstruction.
- Keep circuit boxes clear of any obstruction.
- Keep all circuit boxes open and free of anything that might cause them to be cluttered and don't allow anything to be closer than 18 inches underneath the sprinkler.

