

JANUARY BIRTHDAYS

Robert Gray	2
Dorothy Raper	2
Steve Hudson	3
Chelsea Moss	3
Candace Baldwin	4
Cal Stiles	9
Jessica Avett	10
Megan Palmer	10
Monty Ward	10
Kathy Hinzman	11
Hoyt Raper	13
Vonie Dockery	14
Terry Parker	14
Mary Beth Cornwell	15
PeeWee Davis	15
Eddie Hardin	15
Delenna Stiles	15
Justin Hamby	16
Marsha Stiles	16
Mel Nicely	19
Suzette Szymanski	19
Ed Holloway	20
Binky Reed	20
Joe Mariano	21
Carrie Gray	22
WC King	22
Dan Bourscheid	23
Betsy Messer	23
Valerie Morrow	23
Nora Blomgren	26
Jeremy Payne	27
Andy Williams	27
Paul Wilson	27
GW Stewart	28
Tracy Stewart	28
Justin Clifton	29
Rebecca White	30
Ages from 20 to 69	

Congratulations to Donna Pendergrass who is retiring from DSS after 30 years. YAY for you! Best Wishes!

Board Meetings

Tues, Jan 3rd, 6:30 PM
Tues., Jan 17th 6:30 PM



Employee Newsletter

January 2017



Pay Change

If your take-home pay is different on the January 13th check, look at your federal and state withholding tax deductions and compare to the last regular check in December (Dec. 16) before you call. New tax tables go into effect on January 1 each year and this almost always changes the amount of your take-home pay. Depending on where you fall in the tax brackets, this could be only a little or maybe a noticeable difference if you're in a higher tax bracket.

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/road deputies roll into sick leave. Because of the way this is handled in MUNIS it always looks like we've made a mistake on vacation and sick balances for the first couple of pay days in the year. Please wait until the first pay day in February 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 Feb. 10 pay day and we'll see if anything needs to be corrected.

The payroll for pay period ending Jan 7th 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. The 27th pay period will show you used all your vacation and sick and will show your new balances just because of how the system processes this function. You should be able to check your balances in MUNIS self service on January 13th. I don't think they will show up until then due to the check date.

2017 Holiday Schedule

New Year's Day	Monday, January 2nd
Martin Luther King, Jr. Birthday	Mon., January 16th
Good Friday	Friday, April 14th
Memorial Day	Monday, May 29th
Independence Day	Tuesday, July 4th
Labor Day	Monday, September 4th
Veteran's Day	Friday, November 10th
Thanksgiving	Thurs. & Fri., November 23rd & 24th
Christmas	Mon., Tues., & Wed. Dec. 25th, 26th & 27th

I have only one resolution. To rediscover the difference between wants and needs. May I have all I need and want all I have. Happy New Year!

Every year I make a resolution to change myself..... this year making a resolution to be myself!

W2s and 1095-Cs

Please check the information on your W2 and 1095-C (the Affordable Care Act Form) when you get them, **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. If you covered dependents on our health insurance, check and make sure their socials are correct and notify me ASAP if they are not so I can correct those before the file is submitted to the IRS.

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, Criticareprot, Liberty 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 in the past few years, 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 hope to have W2s out pretty early this year because the IRS is requiring us to have them filed with them no later than January 31st where the deadline used to be quite a bit later for electronic filers.

If you have given permission, you will be receiving your W2 and ACA form by email, otherwise, you will receive a print copy.

Again, it is VERY important that you check social security numbers for accuracy, please. Thank you!

Take Control of your Health Care Costs

Activate and use your AllyHealth Telemedicine Membership Soon

The Healthcare Industry is changing. Costs continue to rise at record levels and more and more families need to find more cost effective ways of getting the help they need.

Cherokee County Government would like to introduce you to the future of medicine. As part of your health insurance plan, you are eligible to access AllyHealth at no additional cost starting 1/1/17.

As with many employers that provide health benefits to their employees, healthcare is a complex issue for us, and we know it is for you as well. It affects each of us in different ways. Our goal is to provide our employees with the best Healthcare possible in as cost-effective a manner as possible.

To help us with this goal, we're very excited to introduce you to the addition of our AllyHealth Telemedicine program that will provide you and your family with access to care on your schedule. Anytime. Anywhere. 24 Hours a day. 365 Days a year.

We have partnered with AllyHealth and this service is available to you and your family.



You may officially register online on January 1st and put in any required information so you can begin using this service. Registration is not allowed before our effective date.

What AllyHealth Does for You

We know that your health needs don't always revolve around your doctor's schedule. After-hours care can leave you waiting for hours to see a doctor, instead of resting and recovering. AllyHealth allows you and your family to see doctors and pediatricians from the comfort of your home via video chat or phone. All of AllyHealth's doctors are Board Certified and trained to deliver the highest quality in medical care anytime, anywhere. These doctors have the ability to diagnose you, prescribe medicine when appropriate, and send prescriptions directly to your pharmacy of choice.

And there is **NO COST** for you to consult with a doctor, so use it as much as you need!

Plus, as an AllyHealth member, you and your family will also get unlimited access to medical bill negotiation specialists, discounts on prescription medications at your local pharmacy and more.

For a complete list of services included in the program and how they work, visit www.AllyHealth.net.



Heat Your Home Safely

If you plan to use a wood stove, fireplace, or space heater, be extremely careful. Follow the manufacturer's instructions and remember these safety tips:



- Use fireplaces, wood stoves, or other combustion heaters only if they are properly vented to the outside and do not leak flue gas into the indoor air space.
- Have your heating system serviced by a qualified technician every year.
- Do not burn paper in a fireplace.
- Ensure adequate ventilation if you must use a kerosene heater.
- Use only the type of fuel your heater is designed to use—don't substitute.
- Do not place a space heater within 3 feet of anything that may catch on fire, such as drapes, furniture, or bedding. Never cover your space heater.
- Never place a space heater on top of furniture or near water.
- Never leave children unattended near a space heater.
- Make sure that the cord of an electric space heater is not a tripping hazard but do not run the cord under carpets or rugs.
- Avoid using extension cords to plug in your space heater.
- If your space heater has a damaged electrical cord or produces sparks, do not use it.
- Store a multipurpose, dry-chemical fire extinguisher near the area to be heated.
- Protect yourself from carbon monoxide (CO) poisoning by installing a battery-operated CO detector and never using generators, grills, camp stoves, or similar devices inside the house, in basements, in garages, or near windows.

Light Your Home Safely

If there is a power failure:

- Use battery-powered flashlights or lanterns rather than candles, if possible.
- Never leave lit candles unattended.

Use Generators Safely

- Never use an electric generator indoors, in the basement, inside the garage, or near open windows or the air intake of your house because of the risk of carbon monoxide poisoning.
- Plug in appliances to the generator using individual heavy-duty, outdoor-rated cords.
- Do not use the generator or appliances if they are wet because of the risk of electrocution.
- Do not store gasoline indoors where the fumes could ignite.

Cook Safely

Never use a charcoal or gas grill indoors. The fumes are deadly.

Conserve Heat

You may need fresh air coming in for your heater or for emergency cooking arrangements. However, if you don't need extra ventilation, keep as much heat as possible inside your home. Avoid unnecessarily opening doors or windows. Close off unneeded rooms, stuff towels or rags in cracks under doors, and close draperies or cover windows with blankets at night.

Monitor Body Temperature

Infants less than one year old should never sleep in a cold room because infants lose body heat more easily than adults; unlike adults, infants can't make enough body heat by shivering. Do not use blankets for babies. Instead, dress them in warmer clothing such as footed pajamas, one-piece wearable blankets, or sleep sacks. Provide warm clothing for infants and try to maintain a warm indoor temperature. If the temperature cannot be maintained, make temporary arrangements to stay elsewhere. In an emergency, you can keep an infant warm using your own body heat. If you must sleep, take precautions to prevent rolling on the baby. Pillows and other soft bedding can also present a risk of smothering and SIDS; remove them from the area near the baby.

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Older adults often make less body heat because of a slower metabolism and less physical activity. If you are over 65 years of age, check the temperature in your home often during extremely cold weather. Also, check on elderly friends and neighbors frequently to ensure their homes are adequately heated.

Keep a Water Supply

Extreme cold can cause water pipes in your home to freeze and sometimes rupture. When very cold freezing temperatures are expected:

- Leave all water taps slightly open so they drip continuously.
- Keep the indoor temperature warm.
- Improve the circulation of heated air near pipes. For example, open kitchen cabinet doors beneath the kitchen sink. If your pipes do freeze, do not thaw them with a torch. Instead, thaw them slowly by directing the warm air from an electric hair dryer onto the pipes.

If you cannot thaw your pipes, or the pipes are ruptured, use bottled water or get water from a neighbor's home. As an emergency measure, if no other water is available, snow can be melted for water. Bringing water to a rolling boil for one minute will kill most microorganisms or parasites that may be present but won't remove chemical pollutants sometimes found in snow.

Eat and Drink Wisely

Eating well-balanced meals will help you stay warmer. Do not drink alcoholic or caffeinated beverages because they cause your body to lose heat more rapidly. Instead, drink warm, sweet beverages or broth to help maintain your body temperature. If you have any dietary restrictions, ask your doctor.

Submitting Time Sheets

We are still having problems with a few employees not turning in time sheets when they are due. Beginning in 2017, any employee who does not turn in his or her time sheet by the appointed time will receive a disciplinary action for failure to submit a time sheet. The County Personnel policy says on page 31 "Section 2. Time Cards/Preparation of Payroll Time cards are to be completed by all employees. The time sheet shall include: employee name; employee number; department; pay period; hours to be compensated broken down on a daily basis into hours worked; holiday time, sick leave, compensatory time, vacation, leave without pay, etc.; employee signature, and supervisor's signature."

Without an accurate time sheet, we can't accurately pay you for your time worked and it is very frustrating to have to chase down the same few people time and time again to get time sheets when payroll is due. So be forewarned, if this applies to you, you will be disciplined for failure to turn your time sheet in as requested by your department. Please take whatever actions you need to take so you aren't one of these people. Many of you have cell phones—you can put a reminder in your calendar so your phone lets you know every two weeks when they are due, or you can set a reminder on your calendar in Outlook so your email program reminds you. Thank you.

