



# Employee Newsletter

## AUGUST 2015

Cherokee County students return on August 24th  
Classes Start at TCCC on August 17th



### AUGUST BIRTHDAYS

Rebecca Sterling	2
Debbie Weatherly	2
Jay Rayfield	4
Kristy Green	5
Sport Teasdale	5
Cindy Chastain	8
Laurel Smith	8
Buck Shope	11
Chris Bowles	13
Jonathan King	13
Richard West	13
Gary Westmoreland	13
Michael Ellison	14
Mandy Johnson	14
Summer Bryant	17
Johnnie Hinnant	17
Cliff Melton	17
Jean Pendley	17
Terry Gunn	19
Stephanie Stroupe	19
Allen Denny	20
Gurley Boggs	21
Breeze Gibson	22
Mike Mason	22
Philip Anderson	23
Brandi Beaver	23
Alicia Parker	24
Susan Prunier	24
Greg Barrett	25
Daunita Maennle	25
Misty Exum	26
Gail Hodge	26
Leighsa Jones	27
Debbie McDonald	28
Wanda Payne	30
David Smith	30
Karen Trhlin	30
Diana Garrett	31

Ages 17 to 81

### REBOOTING YOUR COMPUTER

Since all us folks who work in offices use computers on a daily basis, there are times when we encounter problems of one kind or another, or new software is installed and we need to reboot our computer to clear all the memory and have it open up with a "fresh slate" so to speak. In computer speak, reboot and restart mean the same thing and are interchangeable terms. **Logging off does not accomplish what is needed by a reboot or restart.** All logging off does is end your current session and back up your data—it does not turn your computer off as is needed during a reboot.

In order to reboot your computer, click the start button (the round one in the lower left-hand corner of your screen with the Windows® logo), then at the bottom of the right hand pane of that window, there is a box that says "shut down" with an arrow beside it. If you click the arrow by that box, it gives you five options: Switch user, Log Off, Lock, Restart and Sleep. Click on restart and your computer will shut down (or turn off) long enough to completely clean the memory and then "reboot" back up so that you have a clean start. Occasionally, a restart won't do the trick and you will need to shut down the computer which completely turns the computer off. You leave it off for a couple of minutes and then push the power button to turn your computer back on.

Before you contact IT with any type of computer problem, always restart or reboot your computer first to see if the problem you are having is solved with a reboot.

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★ CONGRATULATIONS! ★  
★ We have two employees who ★  
★ will be retiring soon. Donna ★  
★ Crawford, our DSS Director, is ★  
★ retiring August 1st after having ★  
★ been with the County for al- ★  
★ most 24 years. Donna Decker, ★  
★ our 911 Addressing Coordina- ★  
★ tor, is retiring September 1st ★  
★ after almost 14 years with the ★  
★ County. Congratulations to ★  
★ you both!!! ★  
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#### 401k and 457 plans

*If you missed the 401(k) rep. when she was here, it's never too late to begin contributing to our 401(k) plan. Contact Deborah Rapetski at (828) 230-3655 for help in enrolling or email her at [Deborah.rapetski@prudential.com](mailto:Deborah.rapetski@prudential.com).*

*If you would prefer to contribute to our 457 plan, contact John Richardson, our VALIC representative at (828) 768-3520 or email him at [john.richarson@valic.com](mailto:john.richarson@valic.com).*

*It's really not a bad idea to contribute a little bit to both plans so you have some money you could get to penalty free (457) should you leave employment before the age when you can start withdrawing those funds for retirement and have some in the plan that stays put until retirement (401k). There is a 10% IRS penalty for withdrawing 401k funds early, but not for withdrawing 457 funds. You may contribute as little as \$1 per pay period to either plan.*

The owner of a manufacturing facility was complaining in a staff meeting one day that he wasn't getting any respect. Next morning, he came in with a small sign that read, "I am the Boss!" and attached it to his office door.

Later that day, when he returned from lunch, he found that someone had taped a note to the sign that read. "Your wife called. She wants her sign back!"



**Board Meetings**  
Aug 3 6:30 pm  
Aug 17 6:30 pm

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



## Communication in the Workplace

Communication is key to workplace safety



Communicating with your fellow employees is certainly a high priority as well as a mandatory first step toward safety. Though this may sound like a bad cliché, communication in the workplace is key. Conflicts or miscommunication often leads not only to vital mistakes being made with your business but also serve to shift attention away from safety and toward office grudges. Though communication and safety may not seem to go hand in hand, we are all probably well informed that office communication, as well as communicating one's thoughts in general, is certainly the best approach.

Managers must communicate with employees under their supervision and delegate responsibility in a calm and efficient manner. When explaining safety protocols to other members of “the team” it is important to remember just that fact, this is a team. Should there be conflict in the workplace, it will be much harder to maintain a smoothly functioning ‘safety wheel’. As always, remember that developing company mottos and slogans often serves to bolster spirits in the office and encourage communication in the workplace. There are many ways to communicate with employees, in person, via email, by phone, by text and other electronic means, so there should be no excuse for not keeping employees informed and “in the know” about happenings in the department that they all should be knowledgeable about.

### Vision and Dental information

I think there are a few folks who still don't know who our vision insurance carrier is—it is Community Eye Care. If you are covered, you should have received an ID card at your home address when you enrolled. If you did not receive a card or if you got it and accidentally threw it away, please let me know and I will order you a new card. It will be mailed to your home address.

I think all the providers in our local area accept Community Eye Care. Another thing you may not know is that if you have vision insurance and don't need prescription glasses, you can use your \$130 eyewear allowance with the \$15 co-pay toward the purchase of a pair of non-prescription sunglasses. This would allow you to purchase a really nice pair of sunglasses.

Now, about our dental coverage. Every employee who is covered under the County's health insurance also has dental coverage. We do not have a dental network, so you can go to the dentist of your choice and they can either file your insurance for you or you can pay up front and file your dental claim yourself.

Dental insurance covers two cleanings per year at 100%. It also covers services like fillings and x-rays at 80% after a \$25 yearly deductible. The deductible year runs July 1 to June 30. There is a maximum spend limit per year of \$1000. The cost of your cleanings comes out of the \$1000. Major services, such as crowns and bridges, are not covered until you have been on the dental insurance for twelve months, and are then covered at 50%.

### Time sheet completion

*This is another reminder that time sheets should reflect actual hours worked. Also, please have your time sheets turned in to your department in a timely manner. For the person responsible for turning the sheets in to finance, it is very frustrating trying to chase folks down on Monday morning trying to find out how many hours to pay you for. This is not directed at a specific department nor a specific employee (even though it seems like there are a few who are repeat offenders on a frequent basis)—there are several departments that are having this problem, unfortunately.*

*If we continue to have problems with this, we may implement a policy that if your time sheet isn't in on time, you will wait until the following pay period to get your pay. I know that everybody forgets a deadline from time to time, but if you want to be paid, this is one you need to consistently remember. Time sheets are due to finance every other Monday and falls the Monday before pay day unless we've asked for them early for some reason. So if your department has asked for them by Friday afternoon, have them turned in by Friday afternoon. Each department may handle this a little differently.*

*If this applies to you, thank you for making an effort to start doing better.*