



# Employee Newsletter

November 2015

Happy Thanksgiving!!!



## NOVEMBER BIRTHDAYS

Sandra Reid	3
Rayburn Mason	6
Brian Dillon	7
Jeffrey Brown	8
Michele Chastain	9
Cindy Palmer	9
Allen Williams	10
Chasity Ledford	11
Montez Sistrunk	11
Dan Eichenbaum	12
Libby Thigpen	12
Eric Brooks	15
Bobby Neal	15
Kim Fairlie	16
Janice Melton	16
Greg Moore	16
Brittany Davis	18
Steve Carroll	19
Sarah Jenkins	19
Rachael Hopen	20
Julie Boring	21
Chris Swanson	21
Tom Taylor	21
Andy Cordin	23
Roger Williams	23
Nicky Stalcup	24
Jim Barone	25
Debra Black	28
Justice Welch	29
Veleda Jackson	30

Ages 20 to 73

Don't forget to set your clocks back an hour this Saturday night, October 31st. Daylight savings time ends at 2 am on November 1st. Have a safe weekend.



## Commissioner Board Meetings

11/2/15 @ 6:30 pm  
11/16/15 @ 6:30 pm

## Thinking Ahead

Thinking ahead to year end and use of vacation time, the last date to use vacation before we process the rollover of excess vacation time into sick will be January 9, 2016 this year. That gives you almost two more weeks to plan to use any hours you don't wish to convert to sick time. So get your calendars out and schedule those days off if you're lucky enough to have an excess of vacation time.

However, if you aren't one of those folks with tons of vacation hours, you probably want to try to have at least a week saved up in case we have weather in January and February that prevents your coming to work. I know folks hate to use their vacation hours for this, but if you are unable to get to work and want to get paid, that's what you'll have to do. Departments may require employees to use accrued time rather than take leave without pay, so know your department's policy on this.

## PHONE NUMBERS & ADDRESSES

If you have changed your phone number, such as you've done away with your land line or you've changed your cell phone number, please let Melody know as soon as possible. Likewise, if your address has changed, I need to know that as well. There are times I actually need to get hold of you for some reason or another. :)

## Departments Combined

Speaking of addresses, 911 addressing, Fire Inspections and Building Inspections have been combined into one department called Code Enforcement. The functions of the three departments were so intertwined and related that it just made sense to have all those in one place, so now when you go in the front of our Emergency Services Building, you go into the Code Enforcement office which now houses those three areas. Brian Dillon is the department head for that department. This also made it possible to keep 911 dispatch more secure as it makes entry into that portion of the building possible only if you have key-card access. Their job is hard enough without having to worry about somebody coming in on them.

## Changes to VALIC (457) and 401(k)

Did you know that you may enroll in our 457 plan (VALIC) or our 401(k) plan at any time. You don't have to wait for open enrollment. Also, if you currently contribute to either of these, you may make changes any time you wish. So don't miss out on an opportunity to start saving toward your retirement or to increase your retirement contributions.

Many people confuse Memorial Day and Veterans Day. Memorial Day is a day for remembering and honoring military personnel who died in the service of their country, particularly those who died in battle or as a result of wounds sustained in battle. While those who died are also remembered, Veterans Day is the day set aside to thank and honor ALL those who served honorably in the military - in wartime or peacetime. In fact, Veterans Day is largely intended to thank LIVING veterans for their service, to acknowledge that their contributions to our national security are appreciated, and to underscore the fact that all those who served—not only those who died—have sacrificed and done their duty.

So thank you to all of our employees and family members who are veterans for your service to our country!!!!

Age doesn't always come with wisdom. Sometimes age comes alone.



Every time you are able to find some humor in a difficult situation, you win.

If you would like something published in the county's monthly newsletter please send info. to Melody in human resources at melody.johnson@cherokeecounty-nc.gov, or call at 837-2735. (ext 816 inside the County's phone system).

MUNIS Self Service has a new look  
 We recently updated to a new version of MUNIS financial software and along with that came a new version of MUNIS Self Service. This is where you can go online to look at pay notices, personal info, etc. You get there by going to [www.cherokeecounty-nc.gov](http://www.cherokeecounty-nc.gov), click departments, then Human Resources, then Employee Information. MUNIS Self Service is a link on that tab. If you have previously made that a favorite, you will need to delete the old one and add this one. Your user name is first initial last name and xxxx (last four of social) ex jdoexxxx. If you have never logged in before, your password is last four of social. **The password hint does not work, so you have to email me to reset a password.** There is lots of good info on this site as well as most forms you might need. Everybody should become familiar with this site.

2016 Holiday Schedule		
New Year's Day	Jan 1	Friday
Martin Luther King, Jr. Birthday	Jan 18	Monday
Good Friday	March 25	Friday
Memorial Day	May 30	Monday
Independence Day	July 4	Monday
Labor Day	Sept. 5	Monday
Veteran's Day	Nov 11	Friday
Thanksgiving	Nov 24 & 25	Thursday & Friday
Christmas	Dec 23, 26 & 27	Fri., Mon. & Tues.

The toughest part of a *DIET* isn't watching what you eat. It's watching what other people eat.

You can now shop online for your materials!

**GOOD NEWS!**  
 We now have an in-network online provider!



THE BETTER WAY TO BUY EYEWEAR

To access your benefit through Coastal.com:

1. Go to [www.communityeyecare.net](http://www.communityeyecare.net)
2. Search for a provider in your area
3. Click the Coastal.com link in the search results
4. Follow the instructions on the Coastal.com CEC page

STRAIGHTFORWARD.  
 SIMPLE.  
 CLEAR.



VISION BENEFITS MADE SIMPLE

### HEATING SAFETY TIPS

- Heating equipment is a leading cause of home fire deaths. Half of home heating equipment fires are reported during the months of December, January, and February. Some simple steps can prevent most heating-related fires from happening.
- Keep anything that can burn at least three feet away from heating equipment, like the furnace, fireplace, wood stove, or portable space heater.
- Have a three-foot "kid-free zone" around open fires and space heaters.
- Never use your oven to heat your home.
- Have a qualified professional install stationary space heating equipment, water heaters or central heating equipment according to the local codes and manufacturer's instructions.
- Have heating equipment and chimneys cleaned and inspected every year by a qualified professional.
- Remember to turn portable heaters off when leaving the room or going to bed.
- Always use the right kind of fuel, specified by the manufacturer, for fuel burning space heaters.
- Make sure the fireplace has a sturdy screen to stop sparks from flying into the room. Ashes should be cool before putting them in a metal container. Keep the container a safe distance away from your home.
- Test smoke alarms monthly.