

# HR News

Gunnison County

9/30/2016

2016 Edition, Volume 3

## Workplace Safety

Workplace safety is important for a variety of reasons including: employees want to work in a safe environment; safe work environments increase productivity; employee insurance claims decrease; and it reduces costs and disruption.

Here are a list of things to keep in mind so that all of our County work areas are safe:

1. No smoking inside any county facility, or within 5 yards of any building perimeter.
2. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
3. Operate equipment only if you are trained and authorized.
4. Immediately report any recognized potentially unsafe condition or act to your supervisor.
5. Immediately report accidents, near misses, and property damage to a supervisor regardless of the severity.
6. Report any smoke, fire, or unusual odors to your supervisor immediately.
7. Use proper lifting techniques.
8. If your work creates a potential trip hazard, correct the hazard immediately.
9. Fasten restraint belts before starting any motor vehicle.
10. Obey all driver safety instructions.
11. Adhere to departmental rules regarding first aid, evacuation routes, and fire department notification – use your Gunnison County Emergency Quick Guide.
12. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

### What to do if you are injured on the job:

- Notify your supervisor immediately or by no later than the end of the shift on which the injury occurred.
- Complete the following forms within 4 workdays from the time of the incident and return them to your supervisor.
  - Employee's Report of Incident Form
  - Designated Provider Form
  - Authorization for Release of Medical Information Form
- All forms can be found on the Gunnison County website:  
[www.gunnisoncounty.org/267/Employee-Forms#WorkersCompensation](http://www.gunnisoncounty.org/267/Employee-Forms#WorkersCompensation)
- If you need emergency treatment use the nearest hospital emergency room. All follow-up care and injuries not requiring emergency care must be treated by a County designated provider. Failure to comply with utilization of a County designated provider may result in a denial of payment for medical expenses through the County Workers' Compensation Insurance carrier. Visit this link for a list of all County designated providers:  
<http://www.gunnisoncounty.org/DocumentCenter/View/1198>



In this quarter's edition, HR News offers information on Workplace Safety, Workers' Compensation, Triad EAP's Wellness Resources, and provides additional updates and reminders. On page 3 you will see EAP webinars, a list of Gunnison County benefit providers and benefit information under "Benefits Buzz".

### To Contact the HR Office:

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970.641.7962  
[cseling@gunnisoncounty.org](mailto:cseling@gunnisoncounty.org)

Leah Celania, *HR Specialist*  
970.641.7961  
[lcelania@gunnisoncounty.org](mailto:lcelania@gunnisoncounty.org)

Main number: 970.641.7623  
Fax: 970.641.7618  
[www.gunnisoncounty.org/hr](http://www.gunnisoncounty.org/hr)

### Dates to Remember

#### **Election Day**

Tuesday, November 8<sup>th</sup>

#### **Upcoming Pay Dates**

October 31<sup>st</sup>  
November 30<sup>th</sup>  
December 30<sup>th</sup>

#### **Upcoming Holidays**

November 11<sup>th</sup>: Veteran's Day  
November 24<sup>th</sup>: Thanksgiving Day  
November 25<sup>th</sup>: Day after Thanksgiving  
December 23<sup>rd</sup>: Day before Christmas Eve  
December 26<sup>th</sup>: Day after Christmas



## Triad's Wellness Programs – because wellness isn't just physical

**JUST A REMINDER TO USE TRIAD EMPLOYEE ASSISTANT WELLNESS RESOURCES** for prevention and for personal growth.

**TRIAD EAP Counseling** doesn't have to be reactive, it can also be used for proactive goals such as:

- Building resiliency
- Setting goals
- Preparing for life transitions
- Developing & strengthening leadership skills
- Learning conflict resolution skills
- Developing stronger parenting skills
- Creating a career development plan

**TRIAD EAP Counselors** can serve as change agents by:

- Teaching stress relief
- Enhancing coping mechanisms
- Promoting mindfulness
- Bringing life/work balance
- Improving relationships
- Providing information on smoking cessation
- Assisting with weight management
- Helping with drug/alcohol misuse

## Personal Leave on Comp Absences Reports

Each year with approval by the appropriate Department Head or Elected official, an employee may use up to 16 hours (or equivalent proration if part-time) per year of sick leave as "personal leave". Examples of personal leave range from leave for financial or legal appointments to leave for the employee's birthday off or may include various other personal reasons. For salaried employees, these amounts don't show as used on the monthly Comp Absences report until the following month. For example, if you took 16 hours of personal time in December 2015, your personal time used in December of 2015 would show "0", but your personal time used for January 2016 would show as "16".

To make it more clear how much Personal Leave time employees have left to take in 2016, we are making adjustments to October's Comp Absences report so that it only shows Personal Leave taken in 2016. This will only effect salaried employees who took personal leave in December 2015 currently showing as Personal Leave used in January 2016. Hopefully by doing this, employees can better determine how many personal leave hours they have taken in 2016 and therefore how many they have left to use in 2016.

## Amendment 69 ColoradoCare

In our previous newsletter we provided information on Amendment 69. Now that Election Day is right around the corner, we wanted to again provide proponent and opponent links if you are interested and encourage you to review the 2<sup>nd</sup> Quarter newsletter for even more information:

Proponents: [www.coloradocareyes.com](http://www.coloradocareyes.com)

Opponents: [www.coloradansforcoloradans.com](http://www.coloradansforcoloradans.com)

Newsletter: <http://www.gunnisoncounty.org/826/HR-Newsletter>

## Health Care Coverage Reminders

It's that time of year! As we enter the last quarter of 2016, remember to review how much you have left in your Flexible Spending Account to use for approved expenses. Examples of approved expenses include:

Prescription drugs; hearing services including hearing aids and batteries; vision services (i.e. contact lenses, eye examinations and eyeglasses); dental services and orthodontia (braces); chiropractic services; acupuncture; and over the counter medications if you have a prescription from your physician.

For more information on Flexible Spending Accounts and to find reimbursement forms, go to our website at:

<http://www.gunnisoncounty.org/267/Employee-Forms#FlexCompensation>

Also remember if you are enrolled in one of our health insurance plans you have most preventive care coverage at 100%. This means for many preventive services you will not have to pay a deductible, copay, coinsurance or other out of pocket expenses. Visit this link for a full listing of covered preventive care services:

[www.hhs.gov/healthcare/facts/factsheets/2010/07/preventive-services-list.html](http://www.hhs.gov/healthcare/facts/factsheets/2010/07/preventive-services-list.html)

## Personnel Board

After careful consideration, the Personnel Board decided to not continue with the "Employee in the Spotlight" program. We thank all who participated in the nomination process in the past and once again congratulate all of our previous winners.



## 2016 EAP Webinar Calendar

	Monthly Theme	Monthly Online Seminar	Description
October	<b>KNOW YOUR NUMBERS</b> Screening adds up to better health.	<b>Better Health Through Screening</b> Available on demand starting OCT 18 <sup>th</sup>	Find out which health screenings are most important for you and what those numbers mean.
November	<b>MAKING AND BREAKING TRADITIONS</b> Doing the holiday your way.	<b>Holidaze: How to Enjoy the Holidays and Minimize Holiday Stress</b> Available on demand starting NOV 15 <sup>th</sup>	Is stress getting in the way of your holiday enjoyment? Explore ways to minimize the tension and increase the fun for all involved.
December	<b>FOREVER YOUNG</b> Mind, body, and spirit.	<b>Lighten Up With Laughter</b> Available on demand starting DEC 20 <sup>th</sup>	Everybody needs a good laugh. Learn about the many benefits of laughter and develop an action plan for improving humor in your life.

### How to Contact Your Benefit Providers

CoreSource - Medical, Dental, Vision and Flexible Spending Account (FSA)  
800.521.1555  
[www.coresource.com](http://www.coresource.com)

Health Savings Account (HSA)  
877.472.4200  
[www.mybenefitwallet.com](http://www.mybenefitwallet.com)

CVS/Caremark - Prescription Medications  
866.818.6911  
[www.caremark.com](http://www.caremark.com)

Patient Care – Advocacy Services  
866.253.2273  
<http://patientcare4u.com>

AFLAC - Supplemental Insurance  
Jeffrey Hawkins - Gunnison County Representative  
816.289.4800  
Amanda Flowers – Claims  
970.209.6429  
[www.aflac.com](http://www.aflac.com)

Lincoln Financial - Life Insurance and AD&D Insurance  
800.487.1485  
[www.lfg.com](http://www.lfg.com)

CCOERA – Retirement Programs  
800.352.0313  
[www.ccoera.org](http://www.ccoera.org)

TRIAD EAP - Employee Assistance Program  
877.679.1100  
[www.triadeap.com](http://www.triadeap.com)  
User ID: gunnison  
Password: county

## Benefits Buzz



### 2017 Benefits Open Enrollment

Human Resources is planning to have Open Enrollment meetings in late October or early November of 2016. These meetings will give you an opportunity to learn about any changes to our benefits for 2017, details on the two medical insurance plan options and benefit enrollment information. Attendance at the meetings is not mandatory, but for all benefit eligible employees, you will be required to complete an enrollment form even if you are not making changes from the previous plan year. A separate FSA enrollment form is also required if enrolling in a Flexible Spending Account for 2017. Please look for email communication from Human Resources with the complete dates, times and locations. We will also be communicating about open enrollment by posting informational flyers in all County Departments. To assist you in determining what benefits you may be interested in for 2017, please review our Full Medical Plan Document:

<http://www.gunnisoncounty.org/DocumentCenter/View/4749>



Mike Whalen, our CCOERA representative, will be visiting Gunnison on October 18<sup>th</sup> and 19<sup>th</sup>. If you would like to have an individual meeting with Mike, please call Heather Lindsey at (303) 713-9400 extension 0 to reserve a time:

Here is the schedule:

**Tuesday, October 18**

7:00 am to 9:30 am: Public Works

10:00 am to 12:00 pm: O'Leary Building

1:00 pm to 5:00 pm: Courthouse

**Wednesday, October 19<sup>th</sup>**

8:00 am to 11:30 am: Courthouse

12:30 pm to 3:30 pm: Blackstock Building