



# Employee Newsletter AUGUST 2021



## AUGUST BIRTHDAYS

Jason Guli	1
Rebecca Sterling	2
Debbie Weatherly	2
Malachi Beaver	3
Dwayne White	4
Mary Jo Blakely	5
Sport Teasdale	5
Tammy Benett	8
Robert Manning	8
Steven Wiece	10
Sandra Guffey	12
Jonathan King	13
Gary Westmoreland	13
David Antunes	14
Jonathan Brege	14
Cheyann Collier	14
Jean Pendley	17
Nathan Weaver	18
Jamie Brown	19
Allen Denny	20
Nathan Henderson	20
Renee Craig	22
Breeze Daniel	22
Philip Anderson	23
Alicia Parker	24
Susan Prunier	24
Daunita Maennle	25
Woody Huskins	26
Leighsa Jones	27
Becky McMullen	29
Wanda Payne	30

Ages 22 to 86

## PROVIDER INFORMATION

With our new insurance plan year, we access the CIGNA network instead of the Crescent network as we did in the past and Trustmark is what we now call our insurance company instead of Crescent. There are four providers you need to know about.

- 1: **Gray's Family Practice**—you will not find them in the CIGNA network, but we have them set up so that they will process as in-network.
- 2: **Pro-Motion Rehab**—same as Gray's, they are set up to process as in-network, even though you will not see them in the CIGNA network.
- 3: **Family Life Chiropractic—Sherry Bramlett**—they are listed differently in the CIGNA network, but they should be in Network. If you have any problems with their claims, let me know.
- 4: **Jay's Medical**—is no longer in network, but **Kelly's Home Health** is in network where they were not before, so you will have a provider to use for the same services.

Also, I've had several questions about the telemedicine benefit. That benefit is the same as before and is still through AllyHealth. It is separate from our health insurance and is a paid benefit for current full-time employees. This may also be used for anyone who lives in the house with you.

## RECORDING TIME ON TIME SHEETS

This is mostly for newer employees. Recording time on your time sheet should be done in quarter hour increments... for 10 to 20 minutes you will record .25, for 25 to 35 minutes, you will record .5. For 40 to 50 minutes you record .75.

You will never record half an hour as .3—that only pays you for a little less than 20 minutes. And 45 minutes is not .45—that would pay you for less than a half hour. There are several newer folks who are still recording time incorrectly on the time sheets, so if this applies to you and you don't understand how to do this, ask your supervisor or the person in your department who sends time sheets to Finance for processing.

Keep your face to the sunshine and you cannot see a shadow.

HELEN KELLER

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

### Board Meetings

Aug 2 6:30 pm  
Aug 16 6:30 pm

BE SOMEBODY  
WHO MAKES  
EVERYBODY FEEL  
LIKE A  
SOMEBODY.

## Insurance Related Documents

The documents below are also on the County's website under the Human Resources Department, Employee Information. All these are on the Insurance and Privacy tab and should be pretty much self explanatory. Any questions you have about medical, dental, pharmacy, vision, life and disability insurance should be located in one of these documents.

[Cherokee County Summary Plan Document 7-1-21-Final](#)

[Summary of Medical benefits from SPD](#)

[Cherokee County NC - Dental Only SPD 07.01.21](#)

[Summary pages from dental SPD 7-1-21](#)

[Summary of Benefits and Coverage 070121](#)

### [SONA BENEFITS](#)

[AllyHealth brochure](#)

[Community Eye Care \(PDF\)](#)

[ERISA CLAIM PROCEDURES FOR DISABILITY AS OF 4-1-18](#)

[The Hartford Life and Disability Policies \(PDF\)](#)

[AFLAC Cancer Wellness Claim Form \(PDF\)](#)

[AFLAC Accident Claim Form \(PDF\)](#)

[AFLAC Critical Illness Wellness Form \(PDF\)](#)

[Uniform Glossary--Trustmark](#)

[Accessing ID Card Online--Trustmark](#)

[EOB Flyer--Trustmark](#)

[Mobile App--Trustmark](#)

[Cigna.com Find Provider-PPO](#)

[Welcome To Trustmark Flyer](#)

[Member Service Tips--Trustmark](#)

[Member Portal Registration--Trustmark](#)

[Trustmark Flyer](#)

## FORMS AVAILABLE ON HUMAN RESOURCES PAGE, EMPLOYEE INFORMATION, TAX FORMS AND OTHER FORMS TAB

These are some often used forms that you may access on the County's website. Everybody should know where the worker's comp form is. All workers comp treatment begins at Urgent Care.

[401\(k\)-Enrollment-Form](#)

[401kChangeForm](#)

### [APPLICATION FOR RETIREMENT](#)

[Direct Deposit Form \(PDF\)](#)

### [HARTFORD BENEFICIARY FORM](#)

[MILEAGE FORM 7-1-21](#)

[NC 4 EZ](#)—NC withholding tax form

### [RETIREMENT BENEFICIARY DESIGNATION FORM](#)

### [RETIREMENT WITHDRAWAL FORM 5](#)

[TIME SHEET](#)—blank time sheet

[TRAVEL REIMB FORM 7-1-21](#)

[W4-2021](#)—Federal withholding tax form

[WORKER COMP FORM](#)—form for filing workers comp claim



*Never dwell  
on one obstacle  
too long,  
for tomorrow  
is another day.*

## LINKS TO IMPORTANT DOCUMENTS FOR ALL EMPLOYEES

Below is a list of documents that can be found on the County's website under the Human Resources Department/ Employee Information page with a brief description of each.. These are all on the policies and documents tab.

[Personnel Policy 040615 w 7-1-21 pay plan](#)—Personnel policy with 7-1-19 pay plan—current year pay plan is below

[Harassment Policy and examples](#)—excerpt from Personnel policy containing only the harassment policy

[GLOBAL HAZARD COMMUNICATION](#)—OSHA document explaining hazard symbols and how to find safety data sheets

[State Personnel Policies for DSS, Health and Emergency Mgmt employees](#)—policy that governs DSS, Emergency Management and Health department employee discipline, etc.

[RETIREMENT HANDBOOK GENERAL 2021](#)—retirement book for everybody except law enforcement officers. It contains a formula to show you how to calculate your future retirement benefit

[RETIREMENT HANDBOOK LEO 2021](#)—retirement book for law enforcement officers

[MarketPlace Notification - Cherokee County](#)—required notice about our health coverage

[EVERIFY POSTER ENGLISH AND SPANISH](#)—Everify posters. These should also be visible in your departments.

[Right to Work Poster in English and Spanish](#)—Right to work posters, should also be visible in your departments

[SAFETY POLICY AND WORKERS COMP FORM](#)—memo saying we have a safety policy and the workers comp form that must be completed if you have an accident or work related injury while on the job

[Risk Control Manual \(PDF\)](#)—The safety policy for the County—is currently being updated

[Contagious Temporary Illness Policy \(PDF\)](#)—should be self explanatory

[LGFCU Products and Services](#)—all employees of the County may join the Credit Union by virtue of being a County employee. Health Department and DSS employees may choose between either Local Government or State Employees divisions.

[401k plan highlights](#)—highlight of 401k benefits available to County employees who contribute to the Retirement system. Note—**THIS IS NOT OUR RETIREMENT PLAN AND OUR RETIREMENT PLAN IS NOT A 401k**, which is a defined contribution type plan. The retirement plan outlined in the handbooks above is a 401A plan and is a defined benefit plan. So if you're inquiring about your retirement benefit, make sure and say retirement. The 401k requires a separate enrollment and is not matched by the County and is voluntary. Retirement contributions are mandatory and all employees who are in a position regularly scheduled to work 1000 or more hours per year contribute.

[VALIC 457 DEFERRED COMP PLAN](#)—Another optional way to save for Retirement. This is a 457 plan.

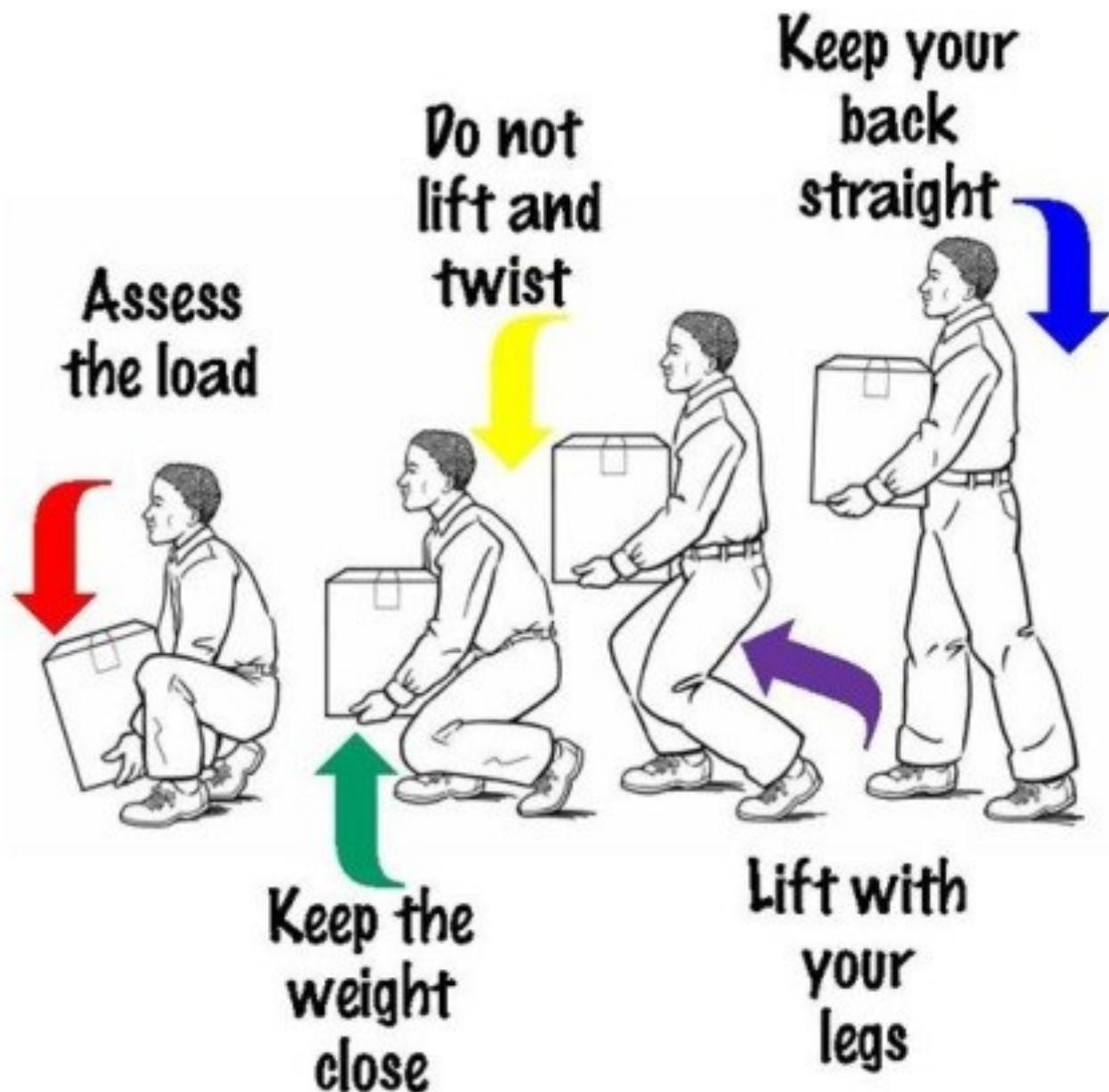
[VALIC 2020 LIMITS](#)—limits for 2020

[Volunteer/Intern Technology Use Policy](#)—policy for volunteers and interns

[Cherokee County Pay Plan 7-1-21](#)—Pay plan for fiscal year 21-22

[EAN BROCHURE](#)—brochure for our employee assistance program

# Lifting Safely



Be smart and reduce your risk of injury!