

# Employee Newsletter

## SEPTEMBER 2020

### Happy Labor Day, Sept 7th



#### SEPTEMBER BIRTHDAYS

Dillion Daniels	1
Robin Caldwell	3
Tom Sullivan	5
Julia Weaver	5
Christian Wilson	7
Richard Mitchell	9
Harold Mashburn	12
Robby Rivers	12
Jearold Stiles	12
Caleb Stiles	13
James Watkins	13
Trevor Lovin	15
CB McKinnon	17
Christina Newhouse	17
Trudie Evans	18
Danny Millsaps	19
Rob Ward	19
Christopher Denton	20
Tim Sells	21
Haley Crisp	22
Darrell Decker	22
Chris Bateman	23
Mendy Lance	23
Jeff Scott	24
Amber Steele	24
Drew Payne	25
Ryan Morrow	26
Brittan Cheek	29
Trista Hughes	29
Brandi Spiva	29
Tiffany Holland	30

Ages 22 to 70

I struggle some months to come up with a safety topic for the newsletter, so kind of tongue in cheek, since 2020 has been such an unusual year, I decided on earthquake safety this month. I debated between that and hurricane safety...the way the year is going I figured we were as apt to experience one as the other. And...we did have an earthquake in North Carolina recently. See page 2.

#### Commissioners Board Meetings

Tuesday, Sept. 15, 6:30 pm  
Monday, Sept 21, 6:30 pm

#### PAYROLL CORRECTIONS

Almost every pay day, an error is made on somebody's time...either the comp hours are incorrect, hours reported to us are incorrect or some type of pay has been added that shouldn't have been or less hours have been reported that was on the individual time sheet. So I wanted to take a minute to explain how payroll is processed. At the end of each pay period a master time sheet with all the employees in each department listed on it is sent to the person in your department who is responsible for turning in your time to Finance. You complete your time sheets, turn them in to your department's payroll person and then they record the hours for each employee in that department on the master time sheet for that department. Those master time sheets are then returned to Finance for processing, along with the individual time sheets—usually sometime on Monday morning of payroll week. Finance enters time from that master time sheet, so if your time has been recorded incorrectly, we don't have any way of knowing that until it's too late. We don't look at each individual time sheet until after payroll is processed and sent to the bank and then we're checking to make sure your time sheet is signed and that a supervisor has signed off on it—not to make sure your hours have been recorded on the master sheet correctly.

When we have payroll entry done and have proofread the payroll journal against the master time sheets, any errors we have made during data entry are corrected and then the payroll file is run and employee totals are updated. When you get your direct deposit notice, payroll has already been finalized and it is too late to make any corrections at that point. We pay between 375 and 400 employees each pay period, and the file with the entire County's direct deposit information is uploaded to the bank either late Monday afternoon or Tuesday morning. So if an error is made on your pay, we will correct the error the following pay day. There are about 12 steps that we have to do to process a payroll and all those steps have to be done whether it's for the entire county or for just one employee. If we have made an egregious error that results in your pay being a large amount short (at least \$100 short) that we failed to catch while proofreading, we will sometimes cut an advance through accounts payable that has to be deducted from your next pay, but we don't re-run payroll. And if a mistake has been made that results in your being paid too much, we also correct that the following pay day. If you have been overpaid one pay period, with the correction the following one, your pay between the two pay days will be very close to what it would have been had an error not been made. So if you are ever overpaid, you will need to hang on to the overpayment because your next pay will be short by that amount.

We try to not make mistakes which is why we still proof each employee's time individually...not just the department totals. And the people in the departments who do your payroll don't make mistakes on purpose either, it's just that we are all subject to that human condition of making mistakes. So, I apologize now if you are ever one whose pay has been entered incorrectly. I promise that we will correct it. Thank you for your patience and understanding.

#### CONGRATULATIONS!!!

Congratulations to Kim McClain who is retiring October 1st after 30 years of service at our Health Department working in Environmental Health. Also, congratulations to Danny Cross who is retiring after working at the Granny Squirrel convenience site for 9 years. Best wishes to both of you and thank you for your service to the County!

It's the first day of fall. Let's all go outside and stare at some dying plants.

I did not trip and fall. I attacked the floor and I believe I am winning.

When do you know it's fall? When Starbucks starts serving Pumpkin Spice latte's.

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

# Earthquake Safety Tips

An earthquake is a sudden, rapid shaking of the ground caused by the shifting of rocks deep underneath the earth's surface. Earthquakes can happen without warning and can result in injuries and damage to property and roads. Earthquakes can cause fires, tsunamis, landslides or avalanches. While they can happen anywhere, areas at higher risk for earthquakes include California, Oregon, Washington, Alaska, Hawaii, Puerto Rico and the Mississippi Valley.

If an earthquake happens, protect yourself right away.

- If you are in a car, pull over and stop. Set your parking brake.
- If you are in bed, turn face down and cover your head and neck with a pillow.
- If you are outdoors, stay outdoors away from buildings.
- Do not get in a doorway.
- Do not run outside.

## Stay Safe During an Earthquake: Drop, Cover, and Hold On

**Drop:** Wherever you are, drop down on to your hands and knees. If you're using a wheelchair or walker with a seat, make sure your wheels are locked and remain seated until the shaking stops.

**Cover:** Cover your head and neck with your arms. If a sturdy table or desk is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl next to an interior wall (away from windows). Crawl only if you can reach better cover without going through an area with more debris. Stay on your knees or bent over to protect vital organs.

**Hold on:** If you are under a table or desk, hold on with one hand and be ready to move with it if it moves. If seated and unable to drop to the floor, bend forward, cover your head with your arms and hold on to your neck with both hands.

## Prepare Before an Earthquake

The best time to prepare for any disaster is before it happens.

- Practice **Drop, Cover, and Hold On** with family and coworkers.
- Secure heavy items in your home like bookcases, refrigerators, televisions and objects that hang on walls. Store heavy and breakable objects on low shelves.
- Create a [family emergency communications plan](#) that has an out-of-state contact. Plan where to meet if you get separated.
- [Make a supply kit](#) that includes enough food and water for at least three days, a flashlight, a fire extinguisher and a whistle.
- Consider obtaining an [earthquake insurance policy](#). A standard homeowner's insurance policy does not cover earthquake damage.
- Consider making improvements to your building to fix structural issues that could cause your building to collapse during an earthquake.

## Stay Safe After an Earthquake

If an earthquake has just happened, there can be serious hazards such as damage to the building, leaking gas and water lines, or downed power lines.

- Expect aftershocks to follow the main shock of an earthquake.
- Check yourself to see if you are hurt and help others if you have training. [Learn how to be the help until help arrives](#).
- If you are in a damaged building, go outside and quickly move away from the building. Do not enter damaged buildings.
- If you are trapped, protect your mouth, nose and eyes from dust. Send a text, bang on a pipe or wall or use a whistle instead of shouting to help rescuers locate you.
- If you are in an area that may experience tsunamis, go inland or to higher ground immediately after the shaking stops.
- Text messages may be more reliable than phone calls.
- Once you are safe, listen to local news reports for emergency information and instructions via battery-operated radio, TV, social media or from cell phone text alerts.
- Be careful during post-disaster cleanup of buildings and around debris. Do not attempt to remove heavy debris by yourself. Wear protective clothing, including a long-sleeved shirt, long pants, work gloves and sturdy, thick-soled shoes during cleanup.

Register on the American Red Cross "[Safe and Well](#)" website so people will know you are okay.





## ANNUAL SHRED EVENT

This free community event gives you an opportunity to bring your sensitive documents to be shredded! It's the perfect opportunity to clean out your files and to safely discard credit card statements, old checks, IRS tax returns and any other sensitive material. All of the paper collected on Shred Day will be recycled saving our natural resources! Plan to bring your documents on the date and location that is most convenient for you!

**Donate non-perishable food items or school supplies and receive FREE shredding of your sensitive documents! We will get your donation to those in need in our community! People Helping People**

### LOCATIONS & TIMES

**MONDAY, September 14, 2020**  
**Asheville office:** 8:30 until 10:30 am  
**Candler office:** Noon to 2 pm  
**Fletcher office:** 3 to 5 pm

**MONDAY, September 21, 2020**  
**Sylva office:** 10:00 am to Noon  
**Waynesville office:** 1:30 to 3:30 pm

**MONDAY, September 28, 2020**  
**Cherokee office:** 10:00 am to Noon  
**Franklin office:** 1:30 to 3:30 pm  
**Murphy Office:** 10:00 am to noon

*This event is not intended for commercial document destruction. Six box limit.*



### THINK YOU DON'T NEED IDENTITY THEFT PROTECTION? THINK AGAIN.

Identity theft is consistently the number one complaint to the Federal Trade Commission. Rampant data breaches, affecting millions of records, are putting consumers at great risk of identity theft. It can happen to anyone-regardless of your age and income, where you live, or how careful you are. Restoring your identity on your own can be time-consuming and stressful. After a while, some people give up, leaving them to contend with the aftermath of identity theft for years to come, including fraudulent bills, collections activity, damaged credit and even criminal records.

Mountain Credit Union is delighted to provide identity theft recovery services to all checking account holders at no cost. These services include: Fully Managed Identity Theft Recovery Services - If you suspect identity theft, or if your personal information becomes compromised, we will assign you to a professional, certified and licensed Recovery Advocate that can complete the recovery work on your behalf, report progress along the way, and be there for you until your good name is restored - no matter how long it takes! This service extends to cover all named account holders.

Open a checking account with Mountain Credit Union today! Visit [www.mountaincu.org](http://www.mountaincu.org) for more information about these and other account benefits.



### GO GREEN!

Sign up for Mountain Credit Union's FREE eStatements today!

- More secure than receiving your statement in the mail
- Save our natural resources
- Access your statement anytime - when it's convenient for you

Talk with your Member Service Representative today or email your name and phone number to [marketing@mountaincu.org](mailto:marketing@mountaincu.org) and someone will contact you to sign you up!

**ASHEVILLE**  
219 Haywood Street  
Asheville, NC 28801  
Phone: 828.252.8234

**CANDLER**  
1453 Sand Hill Road  
Candler, NC 28713  
Phone: 828.667.7245

**CHEROKEE**  
3533 US 441 North  
Whittier, NC 28789  
Phone: 828.497.6211

**FLETCHER**  
3270 Hendersonville Rd.  
Fletcher, NC 28732  
Phone: 828.684.9999

**FRANKLIN**  
746 E. Main St.  
Franklin, NC 28734  
Phone: 828.324.4464

**MURPHY**  
8005 NC Highway 141  
Marble, NC 28903  
Phone: 828.837.0460

**SYLVA**  
30 Highway 107  
Sylva, NC 28779  
Phone: 828.596.0423

**WAYNESVILLE**  
1700 Ross Avenue  
Waynesville, NC 28786  
Phone: 828.452.2216



BE THE KIND OF EMPLOYEE YOU WOULD WANT TO HIRE IF YOU WERE THE BOSS.

BE THE KIND OF BOSS YOU WOULD WANT TO HAVE IF YOU WERE YOUR EMPLOYEE.

WHEN  
**NOTHING**  
IS  
**SURE**  
**EVERYTHING**  
IS  
**POSSIBLE**

“Act as if what you do makes a difference. It does.”

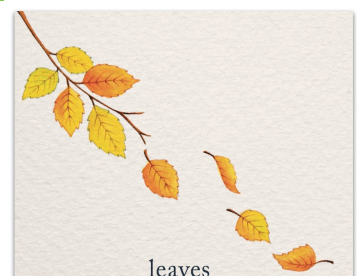
— William James

IF YOU WERE  
ABLE TO BELIEVE  
IN SANTA CLAUS  
FOR LIKE 8 YEARS,  
YOU CAN BELIEVE  
IN YOURSELF  
FOR LIKE 5 MINUTES

*“Life is very interesting. In the end,  
some of your greatest pains become your  
greatest strengths.”*  
- Drew Barrymore

Where do sea-  
gulls invest  
their money?

In the stork  
market!



leaves

How beautifully they show us  
the process of change ...  
just as we'd never try to stop  
leaves from turning, we can allow  
joy, sadness, happiness and pain to  
cycle within us, safe in the knowledge  
that peace comes with letting go.

LAUGH

**EVERY DAY  
MAY NOT BE  
GOOD.  
BUT THERE IS  
SOMETHING  
GOOD IN  
EVERY DAY.**

Why shouldn't you lend an  
anthropologist money?  
They consider a million  
years ago to be Recent.

What do fish use for mon-  
ey? Sand dollars!

A lot of money is tainted.  
'Taint yours and taint mine.

Encouragement  
and words of  
Kindness are  
Gifts you give  
That can be priceless  
Yet cost nothing.

Surround yourself  
with people who see your  
value and remind you  
of it.

BE THE  
REASON  
SOMEONE  
**SMILES**  
TODAY

NOT ALL  
STORMS COME  
TO DISRUPT  
YOUR LIFE,  
SOME COME TO  
CLEAR YOUR PATH.  
- UNKNOWN

NEVER ASSUME YOU KNOW HOW SOMEONE ELSE FEELS BECAUSE YOU HAVE BEEN IN A SIMILAR SITUATION. EVERY PERSON EXPERIENCES LIFE FROM THEIR OWN BACKGROUND, SO WHILE IT IS WONDERFUL TO OFFER SUPPORT AND COMFORT, YOU CAN'T EVER KNOW HOW SOMEONE ELSE FEELS.

