

Employee Newsletter

November 2020

Thank You, Veterans!!!



NOVEMBER BIRTHDAYS

Kyle Donohue	1
Colin Gillespie	2
Arena Hall-Miller	3
Erica Tague	4
Gary Gray	5
Brian Dillon	7
David Badger	9
Michele Chastain	9
Cindy Palmer	9
Colten Weaver	9
Allen Williams	10
Dan Eichenbaum	12
JT Gray	13
Adan Erickson	14
Greg Hilliard	14
Gary Staubach	14
Terrisa Carringer	15
Bobby Neal	15
Greg Moore	16
Julie Boring	21
Chris Swanson	21
Coyle Olsen	22
Andrew Cordin	23
Roger Williams	23
Nicky Stalcup	24
Joshua Ott	27
Daniel England	29
Ages 21 to 78	

Thinking Ahead to Year End

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 2, 2021 this year. That only gives you a couple extra days past Dec. 31st 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.

Last Pay Day of 2020

The last pay date in 2020 is December 23rd. The period ends on December 19th. We will have to have the file ready to upload to the bank on Friday, December 18th, because many of us bank at the Credit Union and they get the same holidays that we do, so they are closed the 24th, 25th and 28th as we are.

Time sheets will be due in Finance by 10 am on **Friday, December 18th** so we can complete the payroll and have the payroll file ready to send to the bank on Friday, December 18th to ensure you get paid on the 23rd. This will mean estimating time worked for some of you, but that is the best we can do when we have pay days that fall like this.



AirMedCare benefit—new enrollment period

Medical emergencies can happen anywhere, anytime. That's why Erlanger Lifeforce is here! We can provide fast, safe air ambulance transport to emergency trauma care with our team of expertly trained, highly-skilled nurses, medics and pilots. That emergency air transport can cost you thousands of dollars, BUT with an AirMedCare Network (AMCN) membership, for \$60 a year, a discounted rate provided through our partnership with the Cherokee County Government, you and your entire household can have financial peace of mind knowing you'll have no out-of-pocket expense related to your AMCN emergent provider flight. As a member of the AirMedCare Network, you will be covered by all AMCN providers – that's over 320 locations across 38 states! Join America's largest air medical membership network!

We will be doing enrollments again for this benefit for those who wish to participate. The rates this year are \$60 for 1 year, \$170 for three years, \$275 for 5 years and \$520 for 10 years. You will only need to re-enroll if you chose a one year membership last year or if you didn't enroll last year, but now wish to participate. The way to tell what you did is to look at your check stub and see the amount for AIRMED—if it's \$50 and you want to keep the benefit, you will need to re-enroll. The benefit will be effective January 1. I should also get a list showing who is up for renewal. Shane Headrick, the AirMedCare representative, will be here to enroll anyone interested during the week of Nov. 30—Dec. 4. Deductions will begin in January. I will include the schedule in December's newsletter. **Late enrollment will not be allowed so if you want to enroll in this, be sure to make one of the enrollment sessions.**

FALL BACK

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

Commissioner Board Meetings

Nov 2 @ 6:30 pm
Nov 16 @ 6:30 pm

Congratulations!

To Bill Moyer who has the distinction of being our oldest employee and who is retiring November 1st after working for the County for 9 years at the Candy Mountain Convenience site. Bill came to work for us at the young age of 79 and is retiring at age 88. We wish you all the best in your retirement!!!

What You Can Do to Avoid the Flu

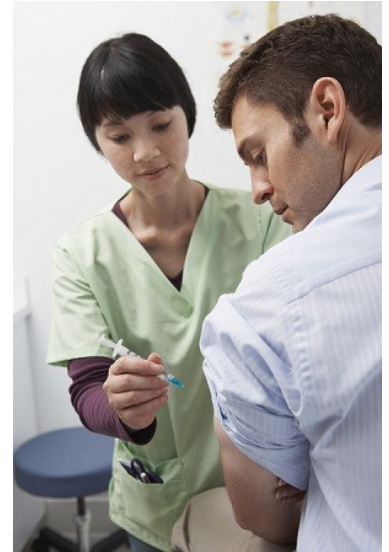
Fever, headache, fatigue, dry cough, sore throat, stuffy nose, nausea: If these symptoms hit, you may have been bitten by the flu bug.

Who is Most Vulnerable?

People over age 65 are at a greater risk for flu-related illness and death, according to the Centers for Disease Control and Prevention. Children younger than 5 also are at high risk.

An Epidemic Every Year

Flu season occurs in the fall and winter, peaking between late November and early March, and it's an epidemic every year. The makeup of flu viruses can change from year to year, making it difficult to predict. Flu spreads through droplets when people sneeze or cough, and on surfaces. People are contagious one day before symptoms appear and up to a week after. When you don't feel well, it's best to take care of yourself and co-workers by staying home. And don't go back to work (or school) for at least 24 hours after a fever is gone.



You Can Stay Healthy

- CDC recommends everyone older than 6 months get an annual flu vaccine as soon as the vaccine becomes available; October is the ideal time to get vaccinated, but it's never too late
- If you don't like needles, ask your doctor if a nasal flu spray is available
- Avoid being around sick people if possible
- Wash your hands frequently with soap and water, or use hand sanitizer
- Cover your mouth when coughing or sneezing, preferably with the inside of your arm rather than your hand
- Avoid touching your face
- Disinfect surfaces that may be contaminated

Death Rate From Flu is Hard to Calculate

It is difficult to calculate the number of flu deaths annually, according to the CDC. States are not required to report flu deaths, not everyone who dies with flu symptoms is tested for flu, and the virus can cause death when other health conditions are present. About 5% to 20% of people in the U.S. get the flu each year. Flu-related deaths range from about 12,000 to 56,000 a year, depending on the severity of the outbreak.

Keep yourself and others safer by getting a flu shot. Vaccines do not give people the flu.

To see a weekly report on flu activity across the U.S., check out [FluView](#).

Two factory workers are talking. The woman says, "I can make the boss give me the day off." The man replies, "And how would you do that?" The woman says, "Just wait and see." She then hangs upside down from the ceiling. The boss comes in and says, "What are you doing?" The woman replies, "I'm a light bulb." The boss then says, "You've been working so much that you've gone crazy. I think you need to take the day off." The man starts to follow her and the boss says, "Where are you going?" The man says, "I'm going home, too. I can't work in the dark."



Flu Vaccination: Myths and Facts



Safety
at HOME

National Safety Council

saves lives by preventing injuries and deaths at work, in homes and communities, and on the roads, through leadership, research, education and advocacy.

1121 SPRING LAKE DRIVE
ITASCA, IL 60143
(800) 621-7263 • nsc.org
customerservice@nsc.org

MYTH: Healthy people do not need to get the flu vaccine.

FACT: Anyone can get sick from the flu, but adults 65 and older, kids under 2 and people with chronic conditions are more likely to have more serious problems. Healthy people can easily pass the flu to others, so get your flu shot.

MYTH: Flu shots can give people the flu.

FACT: The flu shot is made from dead viruses, so you can't get the flu from the vaccination. But, you may experience side effects including a sore arm, sore throats or achiness. These usually go away within one or two days.

MYTH: The seasonal flu isn't serious.

FACT: The season flu can be very serious. In 2008, the flu was the 8th leading cause of death in the United States.

Symptoms include: high fever, headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, muscle aches and stomach issues such as nausea, vomiting and diarrhea.

Protect yourself and those around you by getting your flu shot.

MYTH: Needles can hurt, so it's easier not to get the vaccine.

FACT: You may feel a sharp prick when you get the vaccine, but it's brief. If you are worried, a nasal flu spray is available. The spray is made from weakened live influenza viruses, but cannot cause the flu. It is approved for healthy people ages 2-49, but not for pregnant women.

MYTH: It's ok to come to work when you're feeling sick with flu-like symptoms.

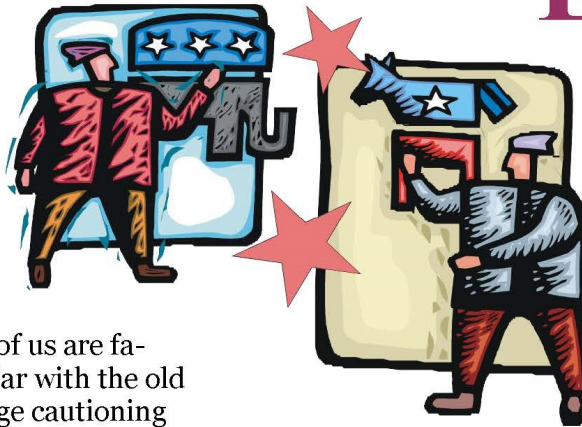
FACT: To protect your co-workers, it's important to stay home if you don't feel well or you are unsure if you're contagious.

MYTH: Flu shots don't work.

FACT: The flu strain changes every year and every year the flu vaccine protects against new viruses that are circulating.

Get your flu vaccine every year to protect yourself from the current strains.

— making our world safer®



Election Year Politics Protocols for Office Talk

Most of us are familiar with the old adage cautioning against discussing politics in polite company, but at least one survey a few years ago indicated that employees do not heed this advice in the workplace.

According to the survey by Vault.com, 66% of respondents say that their coworkers discuss politics at work, and 46% have witnessed a political argument at the office.

Passion and Politics

With election season in full swing, impassioned political debate has the potential to escalate into conflict of a deeply personal nature, some of which may create bad will among coworkers that can far outlast the current issues of the day.

While a certain amount of political discussion at work is unavoidable, it's not surprising that such talk often leads to heated and emotional argument. Political viewpoints often serve as umbrellas that cover a spectrum of deeply held personal beliefs that are formed by an individual's religion, culture, upbringing, economic class and other influences.

Appropriateness: When and How

Best practice dictates that employees avoid political discussion of any form during the regular conduct of business. Interjecting political commentary into meetings, work-related e-mail and/or other official communication is highly unprofessional and grossly inappropriate. Doing so drags down productivity, creates unnecessary distraction, and can potentially alienate fellow employees and/or clients.

While the line is clear in the conduct of official business, it's not as clear when socializing with coworkers while on the job. The following are a few guidelines to help you steer clear of any unintended harmful side-effects that may come about when expressing your political views.

■ Be mindful of those around you.

While a boisterous political discussion may seem to you to be the perfect way to spend your lunch break, others may not share your enthusiasm for politics. Never take an individual's silence as agreement. It is equally likely to signal discomfort.

■ **Before launching into a political discussion, ask all within earshot two questions:** 1) Are you comfortable having a political discussion with me? 2) Do you mind overhearing me talk about politics? If the answer to either of these questions is no, then it is not appropriate to continue.

■ **Remember that others may feel as strongly as you.** While it can be frustrating when someone refuses to be swayed by your seemingly reasonable arguments, it's important to remember that others have deeply and honestly held convictions as well. Bullying and/or pestering others until they come around to your viewpoint is inappropriate behavior and will likely create conflict, workplace disruption, and hard feelings.

Avoiding escalation always begins with respecting the rights of others to believe differently than you. When in doubt, it's

best to "agree to disagree" and drop the issue.

■ **Never make it personal.** People of good faith can disagree on all manner of things. A particular political viewpoint is nothing more than a set of ideas and has no bearing on an individual's integrity or intelligence.

Never allow political disagreement to become personal. Always take care to avoid inflammatory language, personal insults, and sweeping generalizations.

Allow your sensibilities to be guided by basic courtesy. A good rule of thumb is to follow the same conversational etiquette that you would follow if you were a dinner guest in your coworker's home.

Handling Harassment

No employee should feel compelled to agree with or remain silent in the face of aggressive political advocacy. Attempts to embarrass, ostracize, harass or punish employees for their political ideologies can create a hostile work environment.

If you are uncomfortable with the discussion of politics at your workplace, it's recommended that you make your feelings known and politely assert your wish to avoid political discussion at the office. If met with resistance or retaliation, report your discomfort to a supervisor or a Human Resources representative.