

Kent Connections



A Newsletter Published by Kent County Levy Court for its Employees

January 2007



Employee of the Month *William A. Hall*

The Kent County Employee Council has selected WILLIAM "Bill" A. HALL from the Department of Public Works as the January 2007 Employee of the Month.

Bill, a Kent County employee since June 1999, is a Heavy Equipment Operator in the Division of Wastewater Facilities responsible for operating all heavy equipment at the wastewater treatment facility, running various sewer maintenance machinery, as well as regular inspection, maintenance and repairs of the County's heavy equipment.

According to supervisors, Bill is a hard worker and continuously helps his fellow employees. He is described as a dedicated employee who can be counted on to complete any and all tasks assigned in a timely, efficient manner.

Bill is especially talented working with all kinds of heavy equipment and has demonstrated innovative thinking when performing his job. He is motivated, committed to safety, possesses excellent mechanic skills, and is always willing to do more than just operate equipment.

Congratulations Bill on a job well done!

COMING NEXT MONTH:

- > Who is running for Employee Council in 2007?
- > Defensive driving courses get set to go!
- > Who won the 5th District Special Election?

IN THIS MONTH'S ISSUE:

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Kent Connections is published for the employees and retirees of Kent County Levy Court using Microsoft Publisher® & Microsoft PowerPoint®. Comments, suggestions and story ideas should be addressed to: Kent County Personnel Office, 555 Bay Road, Dover, DE 19901, or given to Allan Kujala, Sophie Dear, Cathleen McLean, or Carissa Zeiters. Or, call the Personnel Office at 744-2310.

Levy Court elects Banta president Angel vice-pres.

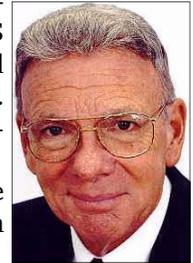
By Allan Kujala, Personnel Director

The Levy Court ended two months of speculation on January 2, with the election of three-term Commissioner P. BROOKS BANTA (1st District) as President and first-term Commissioner ALLAN F. ANGEL (3rd District) as Vice-President.

President Banta accepted the gavel from temporary chairperson Clerk of the Peace LORETTA WOOTTEN and presided as rules of procedure were approved and standing committee chairmanships named. He appointed Commissioner Angel as Administration Committee Chairman, himself as chairman of the Planning Services Committee, newly elected Commissioner HAROLD K. BRODE (6th District) as Public Safety Committee Chairman, newly elected Commissioner ERIC L. BUCKSON (4th District) as Community Services Committee Chairman, newly elected Commissioner BRAD S. EABY (2nd District) as Finance Committee Chairman; and recently re-elected Commissioner RICHARD E. ENNIS (at-large) as Legal and Legislative Committee Chairman.

President Banta intends to appoint the victor of the January 20 special election to fill the 5th District seat vacated by former Commissioner DONALD A. BLAKEY as the Public Works Committee Chairman. The vacancy was created when Blakey won election to the Delaware House of Representatives on November 7.

Banta also appointed Commissioners to various outside boards and commissions with Levy Court
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**President P.
Brooks Banta**



**Vice-President
Allan Angel**

Welcome to Levy Court!



Name: DAVID W. MELVIN



Job: Maintenance Mechanic I
Date hired: December 20, 2006
Education: Lake Forest High School graduate
What I like most about my new job: Working outside
Greatest accomplishment: Raising good children
Greatest challenge: Raising good

children

Future goals: CDL license

Person who most inspired me in my career: Father

If I had it to do over, I would have done this differently: Nothing

I'm most relaxed and happy when I'm doing this: Hunting or fishing

Family: Wife; two daughters, ages 6 and 8

Most recent movies enjoyed: Don't go to movies

Favorite TV show: Don't watch much TV, but occasionally watch "Survivor"

Favorite sport: Football

Favorite meal: Prime rib

Favorite music: Anything

Who has had the most impact on my life: My kids

A dream I have is to: Travel to Hawaii to scuba dive

If I won a million dollars, I would: Still work

The most adventurous thing I've ever done is: Scuba diving

Word that describes me: Quiet **0610**

Kent Co. Employee Obsessions

The display cases on the main floor of the Kent County Administrative Complex and on the second floor feature a unique collection of festive nutcrackers arranged for the holidays by new Associate Librarian HILARY WELLIVER.

Got an interesting hobby or like to collect limited edition baubles? How about a collection of trinkets from far-away lands? Then show off your talent for amassing things—it may interest others as well.

We need new items for the February/March display. Please contact the Personnel Office for more information and share your obsession!

EOM INSIGHT



Name: WILLIAM "BILL" HALL

Job: Heavy Equipment Operator

Time with the County: 7½ years

Education: High school

What I like most about my job: Something different every day!

What I'd most like to change: Work: I'd like to have four ten-hour workdays per week. Life: smaller pant size.

Family: Daughter, Arin-Lynn, R.N. (23); son, Andrew L. Hall, student (15)

After work I enjoy: Quiet time – mowing or fishing, or just watching the tide ebb or flow

Favorite new movie: Carz

Favorite old movies: Shawshank Redemption, Green Mile

Favorite TV show: CSI

Favorite TV show as a child: Red Skelton

Favorite sport: Football

Favorite meal: Liver and onions, fried potatoes, and stewed tomatoes. Mmmmm!

Favorite music: Anything but Country and Rap

Favorite Kent County restaurant: JP's in Bowers Beach

Favorite Kent County event: Payday every two weeks

Three people (living or dead) I'd invite to dinner: Who's cooking? Father, grandfather, brother

I'm most proud of: My two children; also, three years serving as Fire Chief

Pet peeve: "Liars"

Motto: "Your #2 is my #1." (It pays the bills.)

If I've learned one thing in life, it's: Take care of yourself, 'cause no one else will.

Who has had the most impact on my life: My grandfather, Lister Hall, Sr.

A dream I have is to: Travel – see all that I can.

If I won a million dollars, I would: Be a millionaire, silly!

You'd be surprised to learn that I'm: Really quiet and don't say much . . . yeah, right.

The most adventurous thing I've ever done: Two things – swiftwater rescue in the rapids of the Christiana River and walk down the outside of a five-story building using only ½"-inch rope.

Words that describe me: Not "booksmart", just magazine smart. **0982**

Dave Grygo wins Employee of the Year honor

By Allan Kujala, Personnel Director

It is the top honor for a Kent County employee. One person is selected from among 12 monthly contenders to represent the best qualities embodied in all County employees—excellent customer service, outstanding performance, and exemplary character.



For 2006, DAVID GRYGO was recognized as the Employee of the Year at the annual Employee Holiday Dinner & Dance on December 16. Grygo is a Dispatcher III in the Division of Emergency Communications, responsible for dispatching Paramedics, fire and rescue apparatus, and ambulances in response to 9-1-1 calls. As the shift supervisor he is also responsible for training new Dispatchers and evaluating the performance of subordinates.

Grygo said that it was “a great honor to be selected” for Employee of the Year and it was “totally unexpected.”

“I said at the dinner/dance that it is not just one person. All the employees make the County work as the great organization it is. Being part of a team makes my job worthwhile. We work together well and really enjoy the important work we do,” Grygo commented.

This year’s contenders from January through December 2006 were: CYNTHIA B. LAIRD (Finance); MICHAEL E. CLARKE (Public Safety/Emergency Medical Services); SCOTT D. VAUTARD (Planning Services/Inspections & Enforcement); CHARLES H. HURD (Public Safety/Emergency Medical Services); MERRITT A. SAVAGE (Planning Services/Planning); RONALD C. BERRY (Public Works/Engineering); BRET A. SCOTT (Administration); JOHN B. ZISTL (Public Works/Facilities Management); DAVID T. GRYGO (Public Safety/Emergency Communications); MICHAEL J. BISHOP (Public Safety/Emergency Medical Services); KAREN E. McTAGGART (Public Works/Engineering); and CHERYL M. BOURGEOIS (Planning Services/Planning).

Employee of the Year for 2005 was MIKE HARRINGTON, Engineering Technician II in the Department of Public Works/Division of Engineering.

County officials take oaths of office last month

By Bret Scott, Communications & Research Assistant

Three new and one returning Levy Court Commissioners were among the seven elected officials sworn in at special ceremonies last month. Taking their oaths of office early were HAROLD K. BRODE and RICHARD E. ENNIS. At a ceremony in the Levy Court Chamber on December 28, ERIC L. BUCKSON and BRAD S. EABY took their oaths. The new Commissioners formally assumed office on January 2, 2007.



Harold K. Brode

Commissioner



Eric L. Buckson

Brode, of Harrington, begins his first term representing the 6th district, and was sworn in by Superior Court President Judge James T. Vaughn. Commissioner Buckson, of Camden, begins his first term representing the 4th district as does as Commissioner Eaby, of Dover, representing the 2nd district, and both were sworn in by Supreme Court Chief Justice

Myron T. Steele. Commissioner Ennis begins his fourth term on Levy Court and second serving at-large. He was given the oath of office by Chief Justice Steele in a private ceremony



Brad S. Eaby

Other elected officers sworn in last month include Row Officers and their appointed deputies. BETTY LOU MCKENNA begins her second term as Recorder of Deeds with GEORGETTE WILLIAMS serving as Deputy Recorder of Deeds; JOYCE MELVIN begins her fifth term as the Receiver of Taxes in October with SHARON IVORY serving as Deputy Receiver of Taxes; and JAMES HIGDON begins his fourth term as Sheriff with JOHN FOLEY, WILLIAM HENDERSON, JOHN VANDORPE, and LARRY WARNER as deputy sheriffs.



Richard E. Ennis



ON THE MOVE. . .

Compiled by Carissa Zeiters, Personnel Technician II

New Hires

12/20/06 DAVID MELVIN, Maintenance Mechanic I, Grade 6, Public Works/Wastewater Facilities

Promotions

12/25/06 JUDY ALLEN, Accountant II, Grade 11 to Accountant III, Grade 12, Finance

12/25/06 MICHAEL HARRINGTON, Engineering Technician II, Grade 9 to Engineering Technician III, Grade 10, Public Works/Engineering

Retirement

12/31/06 HAROLD J. PETERMAN, Levy Court Commissioner

Milestones

12/29/1986 SHELBY BURD, Administrative Secretary, Finance—20 years

12/16/1991 ROBERT SAVAGE, Procurement Specialist I, Public Works/WWF—15 years

MARK YOUR CALENDAR



January 1, 2007 - New Year's Day holiday. County offices closed.

January 10, 2007 - Blood Pressure Checks at the Wastewater Facility from 2:00-4:00 p.m.

January 10, 2007 - Employee Training Session on "How to Get Things Done". Sessions will be held at 9:00 a.m. and 3:00 p.m. in room 220 A/B in the Kent County Administrative Complex.

January 11, 2007 - L&W Insurance rep. available to answer health insurance questions from 1:00-2:00 p.m. in Room 213 at the County Administration Complex.

January 15, 2007 - Martin Luther King Birthday holiday. County offices closed.

January 17, 2007 - Blood Pressure Checks at Annex at 9:00 a.m., County Administrative Complex Room 257 from 9:30 - 11:30 a.m.

January 26, 2007 - Deadline for submission of nominations for Employee Council.

In Memoriam

CARMINE PISAPIA, SR., a County retiree, passed away on December 10, 2006. Mr. Pisapia served on the Board of Assessment for over 17 years.

COUNTY BIRTHDAYS



JANUARY

- 02 Ana Iturriaga, Public Works/Facilities Mgmt.
- 03 Crystal Yerkes, Deeds Office
- 04 Mark Jacobs, Planning Services/Planning
- 04 Harold Venable, Public Works/WWF
- 06 Betty Lou McKenna, Recorder of Deeds
- 07 Alex Argo, Public Works/WWF
- 07 Shannon Morris, Planning Services/I&E
- 08 James Smith, Public Works/WWF
- 09 Kenneth Eckard, Public Works/WWF
- 10 James Gerardi, Public Works/WWF
- 14 Allen Metheny, Public Safety/Emergency Mgt.
- 15 Mike Ward, Planning Services
- 17 Allan Angel, Levy Court Commissioner
- 18 Christal Cannon, Public Works/Facilities Mgmt.
- 18 Debbie Cline, Deeds Office
- 18 Denise Cayz, Community Services/Libraries
- 18 Jason Berry, Planning Services/Planning
- 18 Sabrina Fite, Planning Services
- 20 Richard Ennis, Levy Court Commissioner
- 20 David Henderson, Chief Deputy Sheriff
- 20 Colin Faulkner, Public Safety Director
- 20 Edward Semans, Public Safety/Emer. Comm.
- 21 Carol Dill, Chief Deputy Register of Wills
- 21 Allison Payton, Public Safety/EMS
- 22 Brian Hall, Public Works/Engineering
- 22 Kathy Skinner, Planning Services/Planning
- 23 Merritt Savage, Planning Services/Planning
- 25 James Brown, Community Services/Parks
- 25 John Naylor, Public Safety/EMS
- 26 Jim Higdon, Sheriff
- 27 Chuck Hurd, Public Safety/EMS
- 27 Hans Medlarz, Public Works Director
- 28 Tom Weyant, Register of Wills
- 28 Leslie Persans, Planning Services/I&E
- 29 John Witzke, Public Safety/EMS
- 30 John Foley, Deputy Sheriff
- 30 Kathy Phinney, Administration
- 31 Dexter Kollie, Planning Services

FEBRUARY

- 05 Toby Sitler, Public Safety/EMS
- 06 Bonnie Voshell, Planning Services/Planning
- 06 Margaret Talley, Comptroller
- 08 Diane Lockerman, Assessment Office
- 09 Albert Porecca, Public Works/Engineering
- 09 Bret Scott, Administration
- 11 Brian Costa, Planning Services/Planning
- 11 Mark Kennedy, Administration
- 11 Lorri Tanaka, Administration

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Levy Court Commissioners Brooks Banta, Richard Ennis, State Representative Donald Blakey, Ronald Smith, Jack Peterman, and Allan Angel along with Recorder of Deeds McKenna prepare to drop the time capsule cover into place within the Kent County Complex foyer.

County time capsule buried in Complex foyer

By Bret Scott, Public Information Officer

Levy Court held a ceremony on December 27 to commemorate the burial of its time capsule in the foyer of the Kent County Administration Complex. The capsule, a 30-inch aluminum cube is sealed in a concrete vault and features a hardened aluminum cover stamped with the County seal.

The 50-year capsule is scheduled for retrieval in 2056. There are approximately 42 items in the capsule representing a period of life in Kent County dating back to 1983.

Time Capsule submissions were donated to the county from various civic organizations, schools, local business, County employees, and the general public. Some of the items include a listing of all County employees, County newsletters, a Monster Mile action figure from Dover International Speedway, a teddy bear submitted by Central Delaware Economic Development Council, a hard hat, numerous letters to the future, a C-5 aircraft history book from Air Mobility Command museum, etc.

In early 2007, the Levy Court will retrieve a second time capsule currently buried in the cornerstone of the Robert O'Brien Building and incorporate the contents into the Complex time capsule. The O'Brien building is now owned by the State and is scheduled for demolition next month.

Employee wage (W-2) forms out by Jan. 31

By Cathleen McLean, Payroll Administrator

It's that time of year again.

Some employees love tax time—anticipating a big tax refund check. Then there are those of us who cringe at the sound of the word “W-2”.

As required by law, your W-2 statement will be distributed by January 31, 2007, but much has to be done before then.

Fortunately, we have received the last paycheck of the calendar year (2006). From those calculations, any necessary changes that need to be reflected on the W-2 are made. Those changes come from the verification sheet that was sent to each department last month.

If we have third-party disability participants, which we do, we are required to prepare a manual W-2 from the provider report which usually arrives the second week in January. Then, imputed income
(Continued on Page 12)



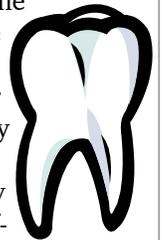
Dental max reset Jan. 1

By Allan Kujala, Personnel Director

Have you been putting off that much-needed visit to the dentist because you maxed out the annual benefit? Don't wait a minute longer, the annual (calendar year) \$1,000 maximum cost allowed under the County's dental plan reset on January 1.

Delta Dental is the third-party administrator for the County's self-insured dental program. The plan pays 100% in-network of the cost for preventative procedures (including x-rays), 80% for restorative, and 50% for most other procedures of reasonable and customary fees up to a maximum County expense of \$1,000 per calendar year.

A special dental card is not required with Delta Dental, but most dental offices request that new patients bring in a dental claim form.



FROM THE STACKS



By Hilary Welliver, Associate Librarian

Got resolutions?

Every 365 days or so, most of us sit down to reflect on the changes we plan to make for the following year. So ... find a hot beverage, a pen and paper, and see if your list reflects the top ten resolutions made by most Americans, and find out how Kent County Public Library can help you achieve your goals.

1. Spend more time with friends and family. An inexpensive get-together could include a free movie (DVD or VHS) from the Kent County Public Library collection. Sign out your favorites for two weeks! We offer more than 1600 titles.

2. Exercise for fitness. Regular exercise pays off in health benefits. Get started by jogging to the nonfiction section of Kent County Public Library for fitness plans (don't want to ask a librarian? Try 613.7.) Also, plan to pick up a few workout tapes while you're there!

3. Weight loss. Since more than two-thirds of adult Americans are overweight, weight loss is one of the most popular New Year's resolutions. Don't want to be seen with a diet book under your arm? Download an eAudiobook* from the online catalog at <http://www.lib.de.us>. Eat healthy! Check-out our great collection of cookbooks, too!

4. Quit smoking. If you have decided that you want to stop smoking, there is a world of help and support available: Drop by the Kent County Public Library to pop onto the Internet to check out self-help websites. (And did you know you could print 10 pages free every day?*)

5. Enjoy life more. Do you feel like you are always on "fast forward"? Take time out to "find your bliss." Kent County Public Library offers many free workshops and programs. Call 698-6440 for details about upcoming events.

6. Take a trip. "Armchair travelers" know a bargain when they see one. Through travel books, novels, audiobooks, and movies, you can travel the world and never leave your reclining chair. Sure beats the cost of gasoline and airport security lines.

7. Get out of debt. Get a handle on your finances with advice from Wall Street financiers and

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Recipe of the Month

By Sophie F. Dear, Personnel Technician II

CHOCOLATE PASSION BOWL

Serve this trifle in a clear bowl so you can see the gorgeous layers.

- 3 cups cold milk
- 2 pkgs. (4-serving size each) JELL-O Chocolate Flavor Instant Pudding & Pie Filling
- 1 tub (8-oz.) COOL WHIP French Vanilla whipped topping, thawed, divided
- 1 baked 9-inch square brownie layer, cooled, cut into 1-inch cubes (about 5½ cups)
- 1 pint (2 cups) raspberries

POUR milk into large bowl. Add dry pudding mixes. Beat with wire whisk 2 minutes or until well blended. Gently stir in 1 cup of the whipped topping.

PLACE half of the brownie cubes in 2-quart serving bowl; top with layers of half each of the pudding mixture, remaining whipped topping and raspberries. Repeat all layers.

REFRIGERATE at least 1 hour before serving. Store leftover dessert in refrigerator. **6723**
Recipe courtesy kraftfoods.com.

2007 County Holidays

New Year's Day 2007*	Jan. 1	Monday
Martin Luther King Jr. Day	Jan. 15	Monday
Presidents Day	Feb. 19	Monday
Good Friday	April 6	Friday
Memorial Day	May 28	Monday
Independence Day*	July 4	Wednesday
Labor Day	Sept. 3	Monday
Columbus Day	Oct. 8	Monday
Veterans Day*	Nov. 12	Monday
Thanksgiving Day	Nov. 22	Thursday
Day after Thanksgiving	Nov. 23	Friday
Christmas Day*	Dec. 25	Tuesday
New Year's Day 2008*	Jan. 1	Tuesday

*Some collective bargaining agreements provide for observance of certain holidays on the actual date.

Learn how to get things done at January training

By Sophie F. Dear, Personnel Technician II

Do you ever feel as if your life is spinning out of control because you're so disorganized? How do you prioritize when everything is needed ASAP? How can you start projects or accomplish tasks when your phone-message light blinks incessantly, your in-box is piling up, and your e-mail is overflowing? How often have you tried to attend an important event, only to postpone or cancel due to other emergencies?



If "too much to do, too little time" describes your life, take heart. The DVD for the January training session, **"How to Get Things Done,"** is packed with refreshing ideas, techniques, and solutions to help you winnow out time-wasters and start spending your hours more wisely. From handling interruptions to reorganizing your filing system, you'll discover ways to make the most of the time you have and successfully juggle numerous projects, priorities, and commitments without feeling undue stress or pressure.

Discover how to end the frustration and learn how to determine what's urgent, what's important, and what can safely be put on the "back burner"; ways to overcome procrastination and get started on any project, no matter how large or unwieldy; fool-proof methods for managing three external distractions – meetings, phone calls, and visitors; and six tips to streamline and cut down on the amount of time spent on e-mail (both incoming and outgoing).

The training sessions will be held on Wednesday, **January 10, at 9:00 a.m. and 3:00 p.m.** in room 220 A/B in the Kent County Administrative Complex.

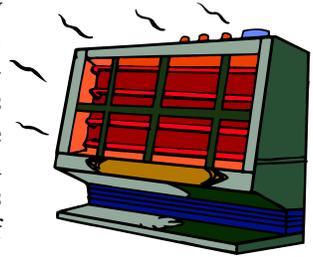
To sign up for a session, please contact me in Personnel at 744-2312, by e-mail (if you have a list), or in person. If you initially forget to sign up and wish to attend, or discover that you will be able to attend on the day of the training session -- show up and sign in.

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Chilly temps may tempt use of unsafe space heaters

By Dave Mick, EMS Operations Support Officer

Although this winter season has been quite mild so far, January and February are usually pretty chilly. As temperatures drop outdoors and people take steps to warm their homes, the National Fire Protection Association (NFPA) urges the public to be mindful of the risks associated with home heating which is second only to cooking when it comes to causes of home fires. Along with the colder temperatures that accompany winter, there is an elevated risk of dying from fire during this season with December, January and February generally being the deadliest months for fires.



According to a newly released NFPA study, heating equipment was involved in an estimated 53,000 reported home structure fires in the United States in 2003. The study includes fires associated with chimneys and chimney connectors, space heaters, central heating, fireplaces, water heaters and heat tape. These fires accounted for 14% of all home fires and were responsible for an estimated 260 deaths, roughly 1,300 injuries and \$500 million in direct property damage.

Although space heaters, excluding fireplaces and chimneys, were responsible for one-fourth (26%) of home heating fires in 2003, they were the most deadly, accounting for three-fourths (73%) of the fire deaths related to home heating. Space heaters also were responsible for three out of every five injuries (58%) in home heating fires in 2003 and half (51%) of the associated property damage.

According to the report, space heaters present a greater fire risk than central heating systems. Space heaters tend to be closer to household combustibles and the people occupying the home, and they tend to require a more direct role by occupants in fueling, maintenance, and operation.

Even so, any widely used heating device can be used safely, if the rules of safety are followed.

Next month's column will feature specific safe heating tips.

EMPLOYEE COUNCIL NEWS



By Michele Lapinski, Employee Council Secretary

With the whirlwind of the holiday season behind us (and I hope that everyone had a good one), the Employee Council would like to take a few moments to say thank you to everyone for their continued support over the past year. Whether it was buying a raffle ticket or candy gram, or volunteering to help out with some of the various events, we truly appreciate each and every one of you and are proud to serve on your behalf.

With the New Year upon us, one of the Council's first acts of business will be to seek nominations to fill four seats which will expire in February. Nominations will be accepted beginning January 5 - 26, and may be e-mailed to me. Ballots will be distributed in early February, with the winners beginning their terms with the March meeting.

Before submitting someone however, please make sure that your prospective nominee agrees to the nomination. We will double-check with all prospective nominees that they are willing to serve if elected before the ballots are distributed. Also, please keep in mind that only classified employees are eligible and there is a maximum of two employees from any one department/office who may serve on the Council at one time. Serving on the Employee Council is a great way to connect with your fellow employees and keep up with current County issues.

The Employee Council has chosen WILLIAM HALL from the Wastewater Treatment Facility as the Employee of the Month for January 2007. In addition to a day off with pay, Bill will also receive a \$100 stipend and be eligible for the 2007 Employee of the Year award. Congratulations!

If you know of a co-worker who has excelled and/or gone above and beyond in the performance of their job duties, then nominate them for Employee of the Month. Nomination forms are available in the central mail room and also on the v: drive under forms. Submitted forms are eligible for a three month period and may be re-submitted.

Your Employee Council: President JASON MILLER, Vice-President KATHY SKINNER, Treasurer CYNDI LAIRD, Secretary MICHELE LAPINSKI, members MARY EISENBREY, KATHY PHINNEY and MELISSA STANLEY. **4107** **7279**

Tech Talk



By Mary Ratliff, Systems Specialist

First Page Headers and Footers

Is there a title page or other first page in your Word document that shouldn't have a header or footer on it? Or maybe that first page should have its own unique header and footer.

Edit or format a header or footer:

1. On the **View** menu, click **Header and Footer**.

2. If necessary, click **Show Previous**  or

Show Next  on the **Header and Footer** to move to the header or footer you want to change.

3. Make your changes to the header or footer. For example, revise text, change the font, apply bold format, or apply a different font color.

4. If your document is divided into sections, click in a section or select multiple sections you want to change. Click anywhere in the document if your document is not divided into sections.

5. If necessary, click **Show Previous** or **Show Next** on the **Header and Footer** toolbar to move into the First Page Header area or First Page Footer area.

When you change a header or footer, Microsoft Word automatically changes the same header or footer throughout the document, unless the document contains different headers or footers in a section. You create a new section when you want to change properties such as line numbering, number of columns, or headers and footers.

Change the first page header or footer:

You can leave the header or footer off the first page or create a unique first page header or footer for the first page in a document or the first page of each section within a document.

1. If your document is divided into sections, click in a section or select multiple sections you want to change. Click anywhere in the document if your document is not divided into sections.

2. On the View menu, click Header and Footer.

3. On the Header and Footer toolbar click Page-Setup.

4. Click the **Layout** tab.

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Annual service awards recognize employee commitment

By Carissa Zeiters, Personnel Technician II

The holidays bring more than just gifts from Santa Claus and New Year toasts. The Levy Court Commissioners use the holiday season to recognize employees with multiples of 5 years of service as provided in Kent County Levy Court Policy 2-18.

For 2006, Levy Court recognized 50 employees at the Employee Holiday Dinner/Dance on December 16 or the Employee Holiday Luncheon on December 20. Those employees receiving service awards included: MERRITT SAVAGE, Planning Services/Planning - 30 years; BARBARA SCHROEDER, Finance - 25 years; SHELBY BURD, Finance - 20 years; CAROL DILL, Chief Deputy Register of Wills - 20 years; KEITH MUMFORD, Community Services/Recreation - 20 years; KEVIN SIPPLE, Public Safety/Emergency Communications - 20 years; PATTY VIRDIN, Planning Services/Planning - 20 years; MICHAEL BISHOP, Public Safety/Emergency Medical Services - 15 years; BERT CROWDER, Public Safety/Emergency Medical Services - 15 years; SUSAN DURHAM, Finance Director - 15 years; COLIN FAULKNER, Director of Public Safety - 15 years; CINDY GRYGO, Public Safety/Emergency Medical Services - 15 years; GEORGE KUERNER, Public Works/Wastewater Facilities - 15 years; ROBERT MOCK, Public Safety/Emergency Medical Services - 15 years; ROBERT PROBST, Community Services/Recreation - 15 years; ROBERT SAVAGE, Public Works/Wastewater Facilities - 15 years; DAWN SHANE, Public Safety/Emergency Medical Services - 15 years; TOBY SITLER, Public Safety/Emergency Medical Services - 15 years; EUGENE TUCKER, Department of Public Safety/Emergency Communications - 15 years; JOHN WILLSON, Public Safety/Emergency Medical Services - 15 years; P. BROOKS BANTA, Levy Court Commissioner - 10 years; JOHN FOLEY, Deputy Sheriff - 10 years; FLORENCE GREENE - Community Services/Libraries - 10 years; ALLAN KUJALA, Personnel Director - 10 years; SHERVINA MILLER, Public Safety/Emergency Medical Services - 10 years; BRENT MOLLOHAN, Community Services/Recreation - 10 years; LAURA OGDEN, Planning Services - 10 years; ALBERT PORRECA, Public Works/Engineering - 10 years; KEITH POWELL, Public Works/Wastewater Facilities - 10 years; RODNEY SMITH,

Planning Services/Planning - 10 years; TONY TIPAROD, Public Safety/Emergency Medical Services - 10 years; JOHN VANDORPE, Deputy Sheriff - 10 years; JASON COURTNEY, Community Services/Parks - 5 years; PENNY GIBBS, Deeds Office - 5 years; JENNIFER GRAHAM, Public Safety/Emergency Medical Services - 5 years; KAREN McTAGGART, Public Works/Engineering - 5 years; SHANNON MORRIS, Planning Services/Inspections & Enforcement - 5 years; CHRISTINA MORTON, Planning Services/Inspections & Enforcement - 5 years; JOHN NAYLOR, Public Safety/Emergency Medical Services - 5 years; BRET SCOTT, Administration - 5 years; JEREMY SHEPPARD, Community Services/Recreation - 5 years; RONALD SHORT, Public Safety/Emergency Communications - 5 years; JACK SHULTIES, Public Works/Wastewater Facilities - 5 years; JAMES SMITH, Public Works/Wastewater Facilities - 5 years; MARK ST. JEAN, Planning Services/Inspections & Enforcement - 5 years; MARTI STANSBURY, Planning Services/Inspections & Enforcement - 5 years; LARRY WARNER, Deputy Sheriff - 5 years; RICHARD WASHINGTON, Public Works/Wastewater Facilities - 5 years; CRYSTAL YERKES, Deeds Office - 5 years; and CARISSA ZEITERS, Administration - 5 years.



The winner of the Great American Smokeout! turkey competition was DAVID GRYGO of the Department of Public Safety/Division of Emergency Communications pictured above with former Levy Court President DAVID BURRIS. Three employees quit smoking in November and let the Personnel Office know, they included CINDY GRYGO, DAVID GRYGO, and EVELYN JOPP. The winner was selected by random drawing. Smoking Survival Kits are still available in the Personnel Office.

BENEFIT BLURBS

By Sophie F. Dear, Personnel Technician II

Effective December 1, 2006, Blue Cross Blue Shield of Delaware (BCBSD) changed their discount vision vendor from Cole Vision to Davis Vision. This program is an added value benefit that BCBSD offers to its members.

Davis Vision, Inc. is an independent company and leading national administrator of vision care programs. You may choose from Davis Vision's contracted private practice providers or contracted retail locations for discounted services. If you already have a vision examination as part of your health plan, you may use an optometrist or ophthalmologist in the BCBSD network for your examination. Then, you may use a Davis Vision contracted provider for your frames, lenses, and contact lens purchases to maximize your savings. Please verify with the Davis Vision contracted provider whether he or she accepts an outside prescription.

To receive eye care services, call the Davis Vision network provider of your choice and schedule an appointment. Be sure to identify yourself as a Davis Vision plan participant and a BCBSD member.

All Davis Vision contracted network providers are licensed providers who are extensively reviewed and credentialed to ensure that stringent standards for quality service are maintained.

If you or the provider telephones Davis Vision, your name will not be in their records because our plan is a discount plan. They do not maintain a list of member names for discount plans; if your BCBSD coverage through Kent County Levy Court is current, you have the Davis Vision coverage.

If you have any questions regarding the County's discount vision plan or any other County benefits, please contact the Personnel Office.

COUNTY BIRTHDAYS

(Continued from Page 4)

- 12 Susan Durham, Finance Director
- 12 Jesse Wallace, Public Works/WWF
- 15 Jerri Thompson, Public Safety/EMS
- 17 Florence Greene, Comm. Services/Libraries
- 20 Richard Krueger, Comm. Services/Libraries
- 20 Debbie Palmer, Assessment Office
- 20 William Clevenger, Public Safety/Emer. Comm.
- 21 Alan Tyson, Planning Services/Planning
- 24 Brian Lewis, Public Works/Facilities Mgmt.
- 26 John Willson, Public Safety/EMS
- 26 Kristina Rinkenberg, Comm. Services/Libraries

CAT BOX



By Cathleen McLean, Payroll Administrator

Payroll in the New Year—2007!!

Out with the old and in with the new is what generally happens at the beginning of each new year and it's no different here.

The last new year brought us a change in the software used to calculate pay. Along with that change came our new Direct Deposit Statements. Most employees loved the new look and the information that it included, but those few folks that tend to resist change weren't so happy. Oh well.

For 2007, we will have a new look to our W-2 forms. The information will be much the same except that the format will be 4 copies to the page. This format matches the new payroll software that we have implemented last calendar year.

Please keep in mind that tax rates change in January, so there will possibly be a change in the amount of your net check. Keep an eye out for the new figure in your January 12 statement.

An important payroll issue we want to fix during the new year is the reason code that can be attached to sick/vacation usage due to FMLA or workers compensation absences. It is very important for employees to start marking their timesheets with these two reasons so an accurate accounting of this time can be tracked. Please check with your payroll coordinator as to how to make note of this on your timesheet.

Happy New Year!! **5966**

A Monthly Contest

A free movie ticket will be given to the first two employees



who find the last four digits of his/her Social Security number in the current issue of Kent Connections and contacts the Personnel Office at 744-2310. KAREN COOPER of the Receiver of Taxes Office and MELISSA STANLEY of Inspections and Enforcement found their numbers and claimed their movie tickets in December.

It's easy to win a movie ticket -- just read Kent Connections every month! **5468**

Pennies from heaven effort a big success for adopted family

By Carissa Zeiters, Personnel Technician II

County employees reached deep in their pockets and pulled through for a needy family last month with a grand total of \$585 collected from the "Pennies from Heaven" jars located in the various Kent County offices.



The family assigned to the County through the Adopt-A-Family program included a family of four with two boys ages 14 and 10. The family received over the requested \$200 after a month of loose change donations including everything from pennies to \$50 bills (euro, Canadian, and transit coins were excluded from the count).

The family assigned to the County was considered "high priority" by the volunteer agency, since the father was severely beaten in a July 2006 attack which caused a serious brain injury. He is unable to return to work and may not be able to. His wife recently had a work injury and is unable to cover all the household bills. Their injuries made it impossible for them to provide a nice Christmas for their children.

The coins were converted to cash and then used to purchase a Wal-Mart gift card.

The Division/Row Office that raised the most money per capita was the Clerk of the Peace Office, as a result they received a pizza party compliments of the Personnel Director. Close behind were the Personnel Office and Register of Wills.

All divisions and offices deserve a round of applause for making this a memorable Christmas for our adopted family.

Levy Court elects Banta/Angel

(Continued from Page 1)
membership.

The Commissioners also approved the appointment of WILLIAM W. PEPPER, Sr. of the law firm Schmittinger & Rodriguez as Levy Court Attorney and WILLIAM G. BUSH IV as Row Office Attorney. The Commissioners also agreed to retain former Row Office Attorney REBECCA KIDNER to handle monitions for the County.

Employees to take the polar plunge!

By Carissa Zeiters, Personnel Technician II

Kent County employees will do just about anything for a good cause! Don't believe it? Just ask JESSICA STEELE of the Recorder of Deeds Office and JAMES NUNES of the Wastewater Facilities Division. Both will be participating in the 16th Annual 2007 Lewes Polar Bear Plunge on February 4, 2007 at 1 p.m. located at Rehoboth Ave. & The Boardwalk in Rehoboth Beach by jumping into icy cold water.



According to the Special Olympics web page, the Lewes Polar Bear Plunge for Special Olympics raised \$426,000 last year. There were 2,390 participants brave enough to plunge into 43 degree waters of the Atlantic Ocean and fight the bitter cold 46 degree air temperature.

Since 1992 the polar bear plunge has raised \$2.9 million for Special Olympics of Delaware. If you would like to participate there is a \$10.00 registration fee and you must bring a minimum of a \$50.00 donation the day of the plunge. James is participating his 14th and Jessica in her third year with the Lewes Polar Bear Plunge.

If you are interested in donating to this event please contact James and/or Jessica. Donations can be made payable to Special Olympics Delaware.

Levy Court sets Special Election Date

By Bret Scott, Public Information Officer

Levy Court recently took action to fill a vacancy created when former Levy Court Commissioner DONALD BLAKEY retired upon his election to the Delaware State House of Representatives on November 7. The Commissioners set Saturday January 20, 2007 as the Special Election date for the 5th Levy Court District.

By State law, the candidates for the open Levy Court seat are selected by the County chairman of each political party fielding candidates in the most recent election. Three candidates have been chosen to compete for the 2-years remaining on the term.

The Levy Court anticipates the person elected will formally take office on January 23.

Employees to be rewarded for perfect attendance

By Allan Kujala, Personnel Director

Levy Court will honor 70 employees at its meeting



on January 30 for achieving perfect attendance during Calendar year 2006, - an 8 percent increase from last year's 65. Each employee receives an extra vacation day, a certificate, and a winter scarf and toboggan set featuring a full color Kent County logo.

The following employees will be recognized for achieving one calendar year of perfect attendance: DAVID BAKER, Wastewater Facilities Division; RICHARD BAKER, Wastewater Facilities Division; JASON BERRY, Planning Division; REINHOLD BETSCHHEL, Wastewater Facilities Division; ALBERT BIDDLE, Planning Division; MICHAEL BUNDEK, Emergency Communications Division; NYLE CALLAWAY, Wastewater Facilities Division; DEBORAH CLINE, Deeds Office; TIMOTHY COOPER, Wastewater Facilities; JODY COULBOURNE, Recorder of Deeds Office; LOU COX, Assessment Office; BERT CROWDER, Emergency Medical Services Division; SOPHIE DEAR, Administration; WILLIAM DEMPSEY, Emergency Communications Division; SUSAN DURHAM, Finance Director; COLIN FAULKNER, Public Safety Director; JOHN FOLEY, Deputy Sheriff; JENNIFER GRAHAM, Emergency Medical Services; DALE HAMMOND, Inspections & Enforcement Division; MARTY HAYES, Clerk of the Peace Office; CRAIG HARVEY, Wastewater Facilities Division; WENDY HAYWOOD, Deeds Office; DAVID HENDERSON, Deputy Sheriff; JILL JOHNS, Planning Services; GERALD JOHNSTON, Engineering Division; DARREN JONES, Emergency Medical Services Division; EVELYN JOPP, Administration; KENNETH KENNEDY, Wastewater Facilities Division; GEORGE KUERNER, Wastewater Facilities Division; ALLAN KUJALA, Personnel Director; MARTHA LEWIS, Deeds Office; DIANE LOCKERMAN, Assessment Office; JACK LOFTIN, Emergency Communications Division; M. RICHARD MACDONALD, Facilities Management Division; CATHLEEN McLEAN, Administration; ROBERT McLEOD, County Administrator; HANS MEDLARZ, Public Works Director; J. ALLEN METHENY, Emergency Management Division; DAVID MICK, Emergency Medical Services; ROBERT MOCK, Emergency Medical Services Division; JANET MORRIS, Administra-

tion; CHRISTINA MORTON, Inspections & Enforcement Division; SHAWN O'TOOLE, Wastewater Facilities Division; MICHAEL PETIT de MANGE, Planning Services Director; DOUG PHILLIPS, Emergency Medical Services Division; DOUG POORE, Emergency Medical Services Division; JAMES PRITCHARD, Deputy Comptroller; ROBERT PROBST, Recreation Division; SHEILA ROSS, Assessment Office; ROBERT SAVAGE, Wastewater Facilities Division; BARBARA SCHOEDER, Finance; ANGEL SHORT, Community Services; KEVIN SIPPLE, Emergency Communications Division; ROBERT SKRIPKO, Engineering Division; RODNEY SMITH, Planning Division; LORRI TANAKA, Administration; TONY TIPAROD, Emergency Medical Services Division; ALAN TYSON, Planning Division; HARRY VANSANT, Community Services Director; NICOLE VAUTARD, Emergency Management Division; SCOTT VAUTARD, Inspections & Enforcement Division; HAROLD VENABLE, Wastewater Facilities Division; WILLIAM VINCENT, Wastewater Facilities Division; RICHARD WASHINGTON, Wastewater Facilities Division; LARRY WARNER, Deputy Sheriff; MICHAEL WEYANT, Inspections & Enforcement Division; JOHN WILLSON, Emergency Medical Services Division; JOHN WITZKE, Emergency Medical Services Division; and CARISSA ZEITERS, Administration.

The Emergency Management Division, Planning Services administration, and Personnel Office achieved 100 percent attendance during 2006. The Finance Department was most improved. **6052**

Employee pay (W-2) forms

(Continued from Page 5)

must be added to those employees who earn over \$50,000 for the value of the extra life insurance provided by the County—it is a taxable benefit over \$50K.

Lastly, all of the fortunate folks who commute in a County-owned vehicle will have an imputed income amount added to their W-2 based on the number of days they drove their vehicle to and from work. When all of this is completed then a magnetic tape is prepared for the IRS and the Delaware Division of Revenue so that your income and the amount of taxes you paid is on file. Now comes the time to print, and invariably something happens when we try to print the first time.

In the end we successfully print and distribute your W-2 by January 31, 2007. Happy New Year!

Free yoga classes help employees reduce stress

Submitted by Jeremy Sheppard, Recreation Prog. Supervisor
Written by Tina Clay, Registered Yoga teacher

Does your New Year's resolution include a pledge to live healthier and reduce stress? Then the Recreation Division can help you meet your goal by offering free yoga classes to Kent County employees every Tuesday and Thursday in room 220 of the Administrative Complex from 5:15 p.m. - 6:15 p.m., January 9 to February

15, 2007.

Not quite sure about the benefits of yoga? Perhaps the following questions will help you decide to sign up. Class space is limited, so please call 744-2495 to get on track for a less stressful life.

What is yoga?

The word yoga derives from the Sanskrit word yuj, meaning to yoke or to unite. The practice of yoga originated five thousand years ago in India. Patanjali, a great sage, described eight practices that would allow the seeker to attain spiritual insights and liberation. Yoga asana (postures) is one of the eight steps and is the practice of placing the body in varying poses while maintaining an inner focus on the breath. The connection of the internal with the external experience is the yoga practice.

How will I benefit from the yoga postures?

A yoga practice changes the body from the inside out. A regular practice will enhance your flexibility. Many of the poses aid in improving one's balance and overall posture. There are poses that will help you to relax and improve your quality of sleep and then there are poses to improve circulation, digestion and respiratory functions. Yoga is different from general exercise because there is so much focus on the inner body, the breath and the sensations of the body, as opposed to how the pose looks. It's about how the pose feels. Practicing from that perspective creates an experience that is mentally and physically beneficial.

Do I have to be flexible to do yoga?

Come as you are! Yoga is a non-competitive, non-judgmental practice that emphasizes the application of self acceptance. You don't have to touch your

toes to do yoga, but you may find that with a regular yoga practice you might get closer to touching them! Even if you never get to the toes, your flexibility will improve, as will your strength, stamina and balance.

Is yoga a religion?

Yoga and its philosophy evolved in India and thus has its roots in Hinduism. However, the practice of yoga does not conflict with any religious beliefs. Although you may hear the Sanskrit names of the poses, or chant mantras, the practice of yoga actually strengthens the connections you already have to your own spiritual beliefs and practices. I have had several people tell me that their yoga practice has served them by making their own faith stronger.

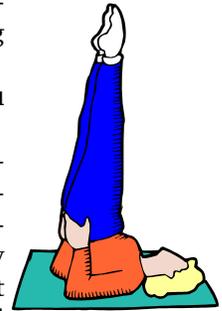
What kind of yoga do you teach?

I teach Hatha Yoga in gentle and modified ways to suit everyone. Hatha means willful or intentional. In yoga, we are intentionally placing the body into postures that are designed to improve health and bring harmonious balance to the body. I may modify poses using props (such as chairs) that will allow everyone in the class to experience the pose or sequence.

What do I need in order to do yoga?

It is best to practice the poses on a good yoga mat. Other than that all you need is an open mind and a willing spirit!

Tina Clay is a Registered Yoga Teacher at the 200-hour level. She can be reached at karmakid1@yahoo.com.



High Praise

Congratulations to MARK JACOBS and RODNEY SMITH, Housing & Community Development Specialists in the Planning Division, for passing the International Code Council's B1-Residential Building Inspector certification exam. *Great Work!!*

Kudos to KIM LOMBARDI, Zoning Inspector I in the Planning Division, for passing the ICC Property Maintenance & Housing Inspector exam. *Way to go!!*

High five to WILLIAM HAMMOND, Manufactured Housing Program Administrator in the Division of Inspections & Enforcement, for achieving the State of Delaware's Manufactured Home Inspector license. *Outstanding!!*

FROM THE STACKS

(Continued from Page 6)

other professional business leaders. A wealth of information resides on the shelves of Kent County Public Library. Library regulars have already discovered a great cost-cutting alternative – save big bucks by borrowing, rather than buying, books and movies.

8. Learn something new. Learn a new language, find out how to fix your computer, or enhance your job skills. Take a tip from Thomas Jefferson, who described public libraries as the “poor man’s university,” and take advantage of the free education you can help yourself to at the Kent County Public Library.

9. Help Others. Volunteerism is a non-selfish resolution to give back to the community. You might choose to spend time helping out at Kent County Public Library – or you could call Kent County Public Library to find out about the many other non-profit volunteer organizations that could also use your help. Call 698-6440.

10. Get organized. Librarians really get this concept --see how neatly the Dewey Decimal System organizes our collections. From legal documents to de-cluttering your closets, Kent County Public Library has resources to get you started.

*You will need a library barcode + PIN to do this.

Tech Talk

(Continued from Page 8)

5. Select the **Different first page** check box, and then click OK.

6. If necessary, click Show Previous or Show Next on the Header and Footer toolbar to move into the First Page Header or First Page Footer area.

7. Create the header or footer for the first page of the document or section. If you don’t want a header or footer on the first page, leave the header and footer areas blank. **6547**

Learn how to get things done

(Continued from Page 7)

In December, County employees who received credit for attending a “How to De-junk Your Life” training session were KELLY BLANCHIES, CONNIE BUTLER, MARY EISENBREY, JUNE GLADDEN, MARTY HAYES, CYNTHIA JOHNSON, EVELYN JOPP, DIANE LOCKERMAN, GALE MAAS, JAMES NUNES, LIZ PERRY, ANGEL SHORT, and ALAN TYSON.

Thank you for your continued interest in voluntary training! **1244**

Thank you for your generosity

I would like to thank everybody for all your incredible support during this past year. Your generosity has been such a blessing to me and my family.

Many of you may know that the year 2006 marked our second journey with cancer. In 1998, our middle son, Matthew lost his battle with Leukemia. It was difficult enough to deal with a child going through cancer once, but in February of this past year, we began our second battle. This time it was our 23 year old son, David, who was diagnosed with Germ Cell Cancer (a form of Testicular Cancer).

David lives and works in Silver Spring, MD. His treatment included Chemotherapy in the spring, surgery to remove a tumor in August, more Chemo in October and then another surgery in November. The surgery in November ended up being more radical than expected. A tumor was wrapped around the upper portion of his right lung, the arteries leading from his heart to the lung and attached to the lining of his heart. To give David his best chance of long-term survival, it was decided to remove his right lung, the arteries and some of the heart lining. The pathology report finally gave us the news we had hoped and prayed for – the tumor was self contained and there was no further evidence of cancer in his body! In the words of his Oncologist, “No further treatment is necessary at this time”.

Now David is looking forward to returning to work in January. He has already begun to play his trumpet again and is looking for a private instructor to help him get back his full playing strength. Throughout David’s treatment, I stayed at his home and helped take care of him as he needed.

Without the generosity of Kent County employees, I would not have been able to afford to take off the time I needed. Thank you for the many donated sick leave hours. My family also wants to thank you for your prayers, messages of encouragement, and offers to help. Without you, this would have been even more difficult to deal with.

Barbara A. Stough
Accountant I
Finance Department

* * *

I’m all in favor of keeping dangerous weapons out of the hands of fools. Let’s start with typewriters.

Frank Lloyd Wright
1868-1959

STATE PENSION OFFICE TO INVEST RETIREE BENEFITS FUNDS

By Allan Kujala, Personnel Director

In order to guarantee benefits for Kent County retirees and achieve compliance with new financial accountability rules, last month Levy Court approved participation in the Delaware Local Government Retirement Investment Pool operated by the Delaware State Pension Office.

The pool was established by the Delaware Legislature to allow local governments to benefit from the performance of the State's \$6.5 billion pension investment strategy. Last year the State pension plan earned a return of 12.4 percent, due in large part to its diversification in the international equities (stock) market.

Much like an employee pension plan, the new retiree benefits fund will be invested in the stock market and bond market to earn dividends to help pay future costs.

In 2001 the Levy Court anticipated eventual adoption of the new Governmental Accounting Standards Board Rule 45 and set aside \$5.1 million as recommended by an actuarial study to fund Other Post Employment (retiree) Benefits (OPEB). Each year since the funds were designated, the County has continued to make annual contributions necessary to cover the cost of future benefits for new employees and healthcare cost inflation (\$370,000 for FY07). The current value of the designated post-retirement benefits fund is over \$6.65 million.

Levy Court adopted an ordinance last October setting up the requirements to receive post-employment benefits (retirement from active service or Rule of 70) and formally establishing a trust for the funds that can only be spent for the benefit of those persons eligible to receive post employment (retiree) benefits.

Until now, the decision to provide health benefits to 69 retirees was made on an annual basis as part of the annual budget approval process - they were not guaranteed.

The asset transfer to the investment pool is expected to be completed by February 1 and performance will be regularly reviewed by the County's Pension Review Committee.



Timesheet errors can cause delays

By Cathleen "Cat" McLean, Payroll Administrator

In recent weeks numerous timesheets have been submitted to the Personnel office with unnecessary errors. Each time an error is discovered, we have to stop processing payroll in order to verify and correct the timesheet, thereby causing unexpected delays

The information on the timesheet is critical to accurately tracking time for compensation purposes as well as the use or accrual of leave time. Every other Monday, payroll coordinators located in each division or office have to evaluate the time employees have personally recorded on timesheets including leave hours used, before they can input the hours worked/leave used into the payroll system.

Your legal name and the correct dates on the timesheet are essential to ensure that you are paid correctly. Your signature on the timesheet indicates the time recorded is accurate and the supervisor's signature indicates that he/she agrees that the hours you recorded are correct.

If you make a mistake on the timesheet, you will be contacted to make the correction. If you are not available then a supervisor will make the correction and you will be notified. We have a responsibility to pay employees correctly and a responsibility to make sure payroll funds are appropriately paid.

Employees must record time in quarter hour increments. Rounding to the quarter hour is required in the hours section and should be done in the time section as well. Overtime is based on a 7-day week of 35/40 hours of physically worked time, not on a daily basis of 7/8-hours. If you work shift work, please make sure that the appropriate shift is noted on the correct date.

If you are absent on FMLA or workers compensation, please indicate this in the margin of your time sheet so the appropriate code can be attached to your hours when entered into the payroll system.

Your payroll coordinators are held responsible as a part of their job to make sure that all of the items aforementioned are correct. Please work with them to make sure that you are paid correctly.

If you have any questions about your timesheet please call the Personnel Office at 744-2387.



SOME ANSWERS TO THOSE NAGGING QUESTIONS

By Allan Kujala, Personnel Director

Q. *I understand that Employee Council elections will be held in February. As far as I can tell, all they do is plan parties and constantly hit me up for money with 50/50 raffles and carwashes. What does the group do for me?*

A. Your timing is impeccable. Employee Council nominations must be submitted in January and elections will be held in February. The new members take office in March. Employee Council was created by Levy Court to organize social activities for County employees and communicate concerns to the County Administrator and Personnel Director. The group does an excellent job hosting the annual Employee Appreciation Picnic as well as the Annual Holiday Dinner/Dance and the Christmas Luncheon. The luncheon this year was awesome. I have never seen as much food or the variety at previous events. If you missed it, you missed a great and tasty event. Your Employee Council works hard to put on these events, but also provides valuable input in the development of County policies and ordinances affecting employees. While they cannot negotiate wages, benefits or working conditions, they can raise awareness. As far as all the fundraisers this past year, they wanted to try some place new for the annual Holiday Dinner/Dance and it was a very nice. If you chose not to participate, you missed a fine affair. Keep in mind that the picnic and the dinner/dance are free for employees, and much of the cost is covered by those raffles and carwashes you mentioned. I encourage you to consider running for Employee Council, it can be a very rewarding experience.

Q. *A position in our department has been vacant for a very long time. I have had to shoulder much of the extra workload caused by this vacancy and there seems to be no end in sight. What is taking so long?*

A. The position you speak of has been advertised and qualified candidates did apply. Once the application process is completed the top candidates are forwarded to the Department Head to schedule interviews. The delay in making a selection can be attributed to a number of things, such as poor interviews, changing economic conditions potentially leading to lay off, a proposed change in the organizational structure, rejection of the hire offer by the favored candidate(s), or similar reasons. If you believe your department head is unaware of the heavy burden you are carrying, I recommend that you inform her. She will

welcome and appreciate your input.

Q. *Speaking of vacancies, is it true that once an approved position is vacant for two full fiscal years, it disappears?*

A. There is a provision in Kent County Levy Court Policy 22-7 that provides for the elimination of any budgeted position that has remained unfunded for two consecutive fiscal years. In the annual budget ordinance, a provision exists which states that positions remaining vacant for two fiscal years are eliminated.

Q. *I was wondering why the new County complex was not designed to have a women's respite area like the Robert O'Brien building had?*

A. I once got the chance to see that Ladies Lounge in the O'Brien building and I must admit it was nice. It had a recliner, sofa, coffee table with reading materials, etc. It was a sweet deal for the ladies, considering the guys had to stand in line to use the single urinal in the men's room. We men now have "potty parity" with 3 urinals. But I understand that females sometimes need to lie down—especially when pregnant. Perhaps, when a future addition is made to the Complex, a Ladies Lounge can be included.

Q. *We have a co-worker that really needs to retire, if you know what I mean. Can the entire staff donate our vacation to him, and if it adds up to the time he needs, could he retire early?*

A. No. The personnel ordinance does not permit the donation of accrued vacation to another employee so they can retire early. You are permitted to donate equal amounts of vacation and sick leave to a co-worker in need of time off for an FMLA qualifying reason. I hope you are just kidding about the co-worker. If an employee is truly unable to perform his/her duties, he/she can be terminated for poor performance.

Q. *How come I cannot make long distance conference calls from a Complex conference room?*

A. If you need to make such a call simply unplug your desk phone and plug it into the conference room telephone jack. Don't forget to log the call.