



Kent Connections



A Newsletter Published by Kent County Levy Court for its Employees

May 2006



Employee of the Month *Merritt A. Savage*

The Kent County Employee Council has selected MERRITT A. SAVAGE from the Department of Planning Services as the May 2006 Employee of the Month.

Merritt, a Kent County employee since August 1976, is a Planner II in the Division of Planning responsible for reviewing site plans and subdivision plans in accordance with county ordinances and regulations. Merritt also creates legal notices and handles street bonds.

Merritt is a very dedicated employee who is committed to public service. His supervisors report that he routinely goes above and beyond the call of duty to accommodate the public.

Due to his historical perspective and willingness to share his vast work experience, Merritt is a tremendous asset to the Planning Division and Kent County. His extraordinary depth of knowledge about the zoning ordinance, comprehensive plan, and previous land uses make him truly invaluable to his colleagues and the citizens he serves.

Congratulations Merritt on a job well done!

COMING NEXT MONTH:

- > *What's happening at the Employee picnic?*
- > *What's my role in business continuity?*
- > *What's the impact of the new FY07 budget on me?*

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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 approves FY07 budget

By Allan Kujala, Personnel Director

It's final. The Kent County Fiscal Year 2007 budget was formally adopted by Levy Court on April 25 after months of preparation and much discussion about converting County employees to 40-hours.

The approved \$56.8 million all funds combined budget provides a 3% cost of living adjustment pay increase for most employees in addition to the normal 2% step increase for effective performance. Retirees will receive a 3% pension increase. The budget also includes numerous reclassifications, re-titling, and reassignment of positions as a result of the recent Compensation and Staffing Needs study completed by LaFlamme & Associates.

The new budget features several staffing enhancements including the addition of five new positions. Specifically, an Associate Librarian position in the Community Services Department, an Audit Analyst in the Finance Department, a Planner position in the Department of Planning Services, a Dispatcher and a Paramedic position in the Department of Public Safety. The budget also includes funding to start a Paramedic Trainee program, which would pay tuition along with salary and benefits for second year paramedic students at Delaware Tech or students enrolled in the New Castle County paramedic academy. In return the paramedic student must agree to work a minimum of 3-years for Kent County.

Some employees will be working a little longer each day in the new fiscal year, as the new budget extends the workweek of 55 employees in Assessment, Facilities Management, Personnel, and Planning Services from 35 to 40 hours. Levy Court opted not to follow the pay study recommendation to convert all of the remaining 86 35-hour positions to 40-hours due to the high cost estimated at \$405,000.

(Continued on Page 10)

Welcome to Levy Court!



Name: SHIRLEY GOODWIN



Job: Planning Technician I
Date hired: April 10, 2006
Education: Lots, but no college degree
What I like most about my new job: Continued learning, and the people I work with
Greatest accomplishment: Too early to tell
Greatest challenge or obsta-

cle: Same as above

Person/event that most inspired me in my career: My last boss

If I had it to do over, I would have done this differently: Nothing – if ya change one thing, ya change everything

I'm most relaxed and happy when I'm doing this: Sleeping!

Family: I love them

Most recent movie enjoyed: The Aristocrats

Favorite TV show: The Daily Show

Favorite sport: To watch – basketball

Favorite music: Jazz standards, sacred choral and lots of others

Favorite saying or slogan: “. . . and your point is . . .?”

Who has had the most impact on my life: God
A dream I have is to: Travel to New Zealand

If I won a million dollars, I would: Be sure to share it

You'd be surprised to learn that I: That I'm not very surprising

The most adventurous thing I've ever done is: Travel alone

Three words that describe me: Helpful, thankful . . . okay, how about two?

Three words that describe me: Fun, sincere, motivated **7203**

Congratulations

Wedding bells will soon be ringing for two Kent County employees! ERIN MOORE (Planning Services) and JASON MILLER (Public Works) became engaged April 28 at the Kent County Administrative Complex.

EOM INSIGHT



Name: MERRITT SAVAGE

Job: Planner II

Years with the County: 29 years, 9 months

Education: Graduated Milford High School; attended Sandhills Community College in North Carolina, majoring in Business Administration, and DelTech, majoring in Architecture (so how did I end up in Planning??)

What I like most about my job: The people I work with.

What I'd most like to change: Slow down development in Kent County

Family: Sister; mother; niece; nephew; dogs; cats; and wife of nine years, Rose (she deserves a medal)

After work I enjoy: Kick back, relax and watch TV

Favorite TV shows: “The Shield” and “Las Vegas”

Favorite TV shows as a child: “The Munsters” and “Addams Family”

Favorite sport: Baseball

Favorite meal: Mom's chicken and dumplings or wife's lasagna

Favorite music: Anything except Rap, but mostly oldies

Favorite Kent County restaurants: Red Lobster and Wayside Inn

Favorite Kent County event: NASCAR race

Three people (living or dead) I'd invite to dinner: My father, my wife's stepfather, and Frank Robinson

I'm most proud of: Being able to purchase a house before the prices exploded

Pet peeve: Cell phones being used while driving, in restaurants, or movie theaters; and people who want everything NOW.

Motto: Live life today, cause you never know.

If I've learned one thing in life, it's: Don't create more work for yourself than you already have.

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

A dream I have is to: Be debt free

If I won a million dollars, I would: Travel

You'd be surprised to learn that I: Sometimes listen to music by Andrea Bocelli and Yani

Three words that describe me: Grumpy, old, bald **7914**



Surrogate mother Evelyn Jopp shows off her new baby.

Jopp falls into raising homeless baby squirrel

By Carissa Zeiters, Personnel Technician II

County workers came to the rescue of a baby squirrel last month after its Beech tree home was chopped down near the Emergency Services Building.

Maintenance Worker JOHN ZISTL discovered the baby animal when he scampered from a small opening in a log he was chain sawing in half. The scared 4-5 week old creature quickly became attached to his newfound father, as Zistl scooped him up and placed him in his shirt pocket. Later, he placed the docile beast into his leaf lined lunch pail and carried him home for the weekend.

The trees on the vacant County-owned lot west of the Emergency Services building are being removed for security reasons and to eliminate potential falling hazards into the nearby parking lot.

Not surprisingly the family quickly became attached, as Zistl paraded around with the squirrel on his shoulder and earned his new found friend an appropriate name—Chip. Chip's weekend adventure included numerous shoulder strolls outside, some exercise on a nearby Dogwood tree, and meals of milk and strawberries.

Recognizing the challenge of raising a baby squirrel, Zistl contacted co-worker and self described
(Continued on Page 13)

Kent County Levy Court Administrative staff honored on special day Fabres selected as "favorite"

By Carissa Zeiters, Personnel Technician II

Administrative Professionals Day, April 26, was an extra-special day for all members of Kent County's secretarial and clerical staff as each received a carnation and were honored by their co-workers and supervisors.

After the ballots were counted in the annual Favorite Administrative Professional poll, MARI FABRES, Secretary in the Department of Public Works/Wastewater Facilities Division was named "Kent County's Favorite Administrative Professional." She received a special flower bouquet.



Mari Fabres

The employees nominated for Kent County's Favorite Administrative Professional included: KELLY BLANCHIES, Sheriff's Office; SHELBY BURD, Finance; CONNIE BUTLER, Library Services; DARLA DEMPSEY, Community Services; CHARLOTTE DONNELLY, Sheriff's Office; MARI FABRES, Wastewater Facilities; NAOMI GALLOWAY, Inspections & Enforcement; CYNTHIA GOLDSBORO, Sheriff's Office; JENNIFER GRAHAM, Emergency Medical Services; JILL JOHNS, Planning Services; EVELYN JOPP, Administration; GALE MAAS, Administration; BARBARA MILLER, Engineering; JAN MORRIS, Administration; CHRISTINA MORTON, Inspections & Enforcement; KATHY PHINNEY, Administration; ANGEL SHORT, Parks & Recreation; KATHY SKINNER, Planning; NICOLE VAUTARD, Emergency Management; PATTY VIRDIN, Planning; and JAYNE ZERANSKI, Public Works.

Last year's Favorite Administrative Professional was JENNIFER GRAHAM, Secretary in the Department of Public Safety/EMS Division.

2006 Graduation Accolades

If you or a member of your family is graduating from College or High School this year, contact the Personnel office so it can be acknowledged next month.

**ON THE MOVE. . .**

Compiled by Carissa Zeiters, Personnel Technician II

New Hires

04/10/06 SHIRLEY GOODWIN, Planning Technician I, Grade 7, Planning Services/Planning

04/17/06 CHERYL BOURGEOIS, Planning Technician I, Grade 7, Planning Services/Planning

Promotions

04/04/06 DOUG PHILLIPS, Paramedic III, Grade 11 to Field Supervisor, Grade 12, Public Safety/Emergency Medical Services

04/06/06 JOHN WITZKE, Paramedic II, Grade 10 to Paramedic III, Public Safety/Emergency Medical Services

Reassignments

04/17/06 DEXTER KOLLIE, Planning Technician, Planning Services/Planning to GIS Technician, Planning Services

04/30/06 REINHOLD BETSCHEL, WWF Plant Superintendent, Public Works/Wastewater Facilities to Engineering Project Manager II, Public Works/Engineering

Resignations

04/15/06 JAMES DEPTULA, Engineering Project Manager II, Grade 13, Public Works/Engineering

04/21/06 DALE GILSETH, Maintenance Mechanic II, Grade 8, Public Works/Wastewater Facilities

Milestones

04/02/2001 ELIZABETH PERRY, Custodian I, Public Works/Facilities Management - 5 years

04/30/2001 LARRY WARNER, Deputy Sheriff, Sheriff's Office - 5 years

MARK YOUR CALENDAR

May 1-26, 2006 - Open Enrollment for employee benefits. You wish to make changes to your employee insurance coverages or add dependents, you must do so during open enrollment - unless a qualifying event occurs before the next open enrollment.

May 3, 2006 - Blood Pressure Checks at the Wastewater Facility from 2:00-4:00 p.m.

May 10, 2006 - Voluntary employee training session on "Making Diversity Work". Sessions will be held at 9:00 a.m. and 3:30 p.m. in room 220 A/B in the Kent County Administrative Complex.

May 10, 2006 - Blood Pressure Checks at Annex at 9:00 a.m., Kent County Administrative Complex Room 222 from 9:30 - 11:00 a.m., O'Brien Bldg. (Continued on Page 6)

COUNTY BIRTHDAYS**MAY**

- 01 Jill Johns, Planning Services
- 01 Karen Lewis, Public Works/Engineering
- 02 Harry VanSant, Community Services Director
- 04 Trey Holland, Planning Services/Insp. & Enforce.
- 05 Ronald Eby, Board of Assessment
- 05 Jack Loftin, Public Safety/Emergency Comm.
- 10 Audrey Stanford, Finance
- 15 Sheila Ross, Assessment Office
- 15 Shirley Goodwin, Planning Services/Planning
- 15 Patrick Quillen, Community Services/Parks
- 19 Robert McLeod, County Administrator
- 19 Jennifer Immediato, Public Safety/EMS
- 22 Richard Washington, Public Works/WWF
- 26 Larry Warner, Sheriff's Office
- 28 Keith Powell, Public Works/WWF

JUNE

- 03 Barbara Schroeder, Finance
- 03 Danielle Lamborn, Planning Services/Planning
- 06 Steve Watson, Planning Services/Insp. & Enforce.
- 09 Sherry Bourgeois, Planning Services/Planning
- 10 David Nesbit II, Public Safety/EMS
- 11 Kimberly Dixon, Tax Office
- 15 P. Brooks Banta, Levy Court Commissioner
- 18 Kathryn Gooden, Assessment Office
- 21 Barbara Stough, Finance
- 22 Michael Evans, Public Works/WWF
- 22 Mike Rigby, Community Services/Parks
- 23 June Gladden, Assessment Office
- 23 Richard Baker, Public Works/WWF
- 23 Catherine Brown, Tax Office
- 25 Robert Savage, Public Works/WWF
- 27 Darla Dempsey, Community Services
- 27 Gina Glanden, Planning Services/Insp. & Enforce.
- 28 Joyce Melvin, Receiver of Taxes
- 29 Joe O'Connell, Planning Services/Insp. & Enforce.

High Praise

High five for BILL HALL in the Division of Wastewater Facilities for recently completing the first certification program sponsored by the Delaware State Fire School for swift water rescue. *That's Great!!*

Congrats to JOE O'CONNELL in the Division of Inspections & Enforcement for receiving two constituent comment cards praising his pleasant and helpful manner when explaining permits. *Outstanding!!*

Blue Cross tapped for employee health ins.

By Allan Kujala, Personnel Director

By now every employee and eligible retiree should be aware that the County's current health insurer—Mid-Atlantic Health Plan, Inc. has been purchased by Blue Cross Blue Shield of Delaware and will cease to exist at the end of our current contract on June 30, 2006.

Kent County Levy Court reviewed proposals last month submitted by AmeriHealth, Blue Cross Blue Shield of Delaware, Coventry Health Care of Delaware, and United Healthcare, as well as four third party administrators if the County chose to self-insure coverage for the first time in seven years.

For several years health insurance rates have increased by double digits, but this year Blue Cross Blue Shield won Levy Court approval with a modest 9.24% average rate increase beginning July 1, 2006.

The Blue Cross Blue Shield PPO and HMO options basically mirror the former Mid-Atlantic plan except that Emergency Room and Emergency Outpatient (Walk-In) visits will cost you \$100 when medically necessary, unless admitted. Prescription costs remain at \$10 generic, \$15 for brand name and \$35 for non-formulary, but while Mid-Atlantic charged twice that rate for mail order prescriptions—Blue Cross mail order prescriptions cost the same one month pharmacy rate for a 90-day supply.

For eligible retirees on Medicare, the Blue Cross Special Medicfill prescription coverage charges \$10 for generic, \$20 for brand name, and \$40 for non-formulary, but has no maximum. Mid-Atlantic had a \$2,000 annul max, but there is no annual pre-

scription maximum under the Blue Cross plan.

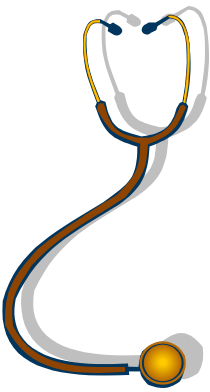
Belying the modest increase was the County's lopsided utilization of health services on the dependent side by spouses, which tended to result in significantly higher premiums for spousal coverage. When faced with an extra \$100 deduction each month for spouse coverage, Levy Court took action to reduce the impact by increasing the cost sharing formula from the current 50 percent to 60 percent. While an increase still resulted, it was smaller and actually dropped the premiums next fiscal year for child and some family coverages.

The County will continue to fully fund individual employee and eligible retiree health insurance and pay 60% of the dependent cost. In addition, single employees with the lower cost HMO high coverage will receive \$35 cash back each month, and employees with HMO Low coverage will receive \$50 cash back each month. Those employees and eligible retirees waiving health insurance coverage will receive \$100 cash back each month—but must provide proof of adequate coverage elsewhere.

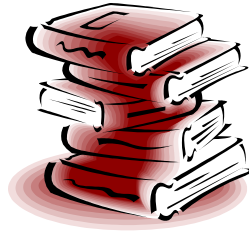
With the bidding process complete, the Personnel Office has scheduled Open Enrollment for the month of May. During open enrollment employees can change coverage options, add or delete dependents, or begin to participate in Section 125 - Cafeteria Plan supplemental insurance options offered by AFLAC. Cafeteria Plan and health plan option changes can only be made during open enrollment.

A representative from Blue Cross Blue Shield will hold an informational meeting with interested employees on Wednesday, May 10 at 10:00 a.m. at the Administrative Complex, 1:30 pm at the Emergency Services Building, and 3:00 p.m. at Wastewater Treatment Facility. Since there are no major changes **(Continued on Page 8)**

FY07 DEPENDENT RATES	SPOUSE COVERAGE	CHILD(REN) COVERAGE	FAMILY COVERAGE
PREFERRED (PPO)	\$309.76	\$142.97	\$428.90
HMO HIGH (HMO)	\$265.54	\$112.20	\$375.06
HMO LOW (HMO)	\$230.16	\$87.59	\$332.00
MEDICARE SUPPLEMENT	\$98.91		
INDIVIDUAL EMPLOYEE	PREFERRED (PPO)	HMO HIGH	HMO LOW
County pays 100% of Cost	\$595.70	\$547.63	\$509.48



FROM THE STACKS



By Flo Greene, Library Technician

RV Vacations for Dummies

by Harry Basch and Shirley Slater

The daffodils are blooming, the air is balmy (most days) and spring is here. It's time to spruce up the new home on wheels.

This book has much to offer for the seasoned RV traveler and the first timer, please don't let the title put you off. Tips range from selecting that new chariot to safety guides that sometimes even experienced campers overlook when getting your rig ready for another season in the great outdoors.

Fourteen proposed itineraries are outlined for different parts of the country. Included are best travel routes, points of interest and camping sites. Lists of camp sites complete with phone numbers and amenities available.

Plan ahead for those summer get-a-ways by checking with your Kent County Public Library located at 2319 South DuPont Hwy between Dover and Camden or the Kent County bookmobile parked in the Administrative Complex parking lot every Friday from 10:00a.m. to 2:00 p.m.

Kent Co. Employee Obsessions

The display cases on the main and second floors of the Kent County Administrative complex feature colorful "Delaware Glass" tableware depicting the Delaware State flower (peach blossom) and Delaware State tree leaves (holly). The unique collection is on loan from EMS Field Supervisor DOUG POORE. He and his wife have found many pieces dating from 1860 to 1920 at antique shops and flea markets and, of course, on E-bay.

Got an interesting hobby or like to collect limited edition baubles? Then show off your talent for amassing things—it may be interest to others as well.

Contact the Personnel Office for more information. Share your obsession!

HOW TO BE EXCEPTIONAL

COMMUNICATION—d. Enlightens supervisors and co-workers using superior techniques and up to date technology; ... **8942**

Recipe of the Month

By Sophie F. Dear, Personnel Technician II

SALAMI SALAD WITH TOMATOES AND MOZZARELLA

Recipe Summary:

Difficulty: Easy

Prep Time: 15 minutes

Yield: 8 to 10 servings

User Rating: Five-star

1 pound salami, cut into ¼-inch pieces
 6 tomatoes, diced
 ½ cup fresh basil leaves
 ½ pound mozzarella, cut into ½-inch pieces
 Salt and freshly ground black pepper
 Olive oil, for drizzling
 Vinegar, for drizzling

In a large bowl, combine salami, tomatoes, basil, and mozzarella. Season to taste with salt and pepper. Drizzle with olive oil and vinegar and toss well. **5897**

Recipe courtesy Michael Chiarello, Television Food Network, 2003

MARK YOUR CALENDAR

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from 11:00-11:30 a.m.

May 10, 2006 - Health insurance information meeting about Blue Cross at 10:00 a.m. in room 220 A/B in the Kent County Administrative Complex, at 1:30 p.m. at the Emergency Services Building, and at 3:00 p.m. at the wastewater treatment facility. A representative will be available for individual questions afterwards.

May 18, 2006 - Youth in Government Day! High School students from around the County will be learning about County government and conducting a mock Levy Court session at the Administrative Complex.

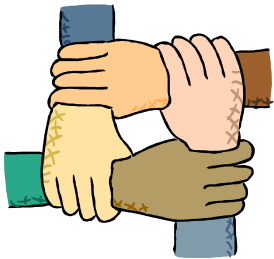
May 29, 2006 - Memorial Day. County Offices are closed.

June 7, 2006 - Employee Appreciation Picnic at the Administrative complex "North 40" grassy area from 11 a.m. to 2 p.m. Free food and fun for all employees. Rain date is June 14.

We're all different: Learn how to make diversity work

By Sophie F. Dear, Personnel Technician II

The topic of May's voluntary training session will be "Making Diversity Work." Today's workforce is one of many different identity groups, based on age, gender, culture, education, lifestyles, and physical abilities. Being different and making a difference are both very important to today's worker. The "Making Diversity Work" video will offer practical tools for development of the awareness and skills necessary to unite different employees and help them form productive work groups.



The sessions will be held on Wednesday, **May 10**, at 9:00 a.m. and 3:30 p.m. in room 220 A/B in the Kent County Administrative Complex. To sign up for the sessions, contact me in Personnel at 744-2312, by e-mail (if you have a list), or in person.

In April, KIM CROUCH demonstrated how to search for information through OptiView – what's out there, how to get to it, and how to maneuver around in Optiview. County employees who attended one of the Optiview sessions in April were SHARON BEAN, SOPHIE DEAR, CAROL DILL, JUNE GLADDEN, KATHY GOODEN, SHIRLEY GOODWIN, MARTY HAYES, BONNIE HURD, SHARON IVORY, CYNTHIA JOHNSON, EVELYN JOPP, ALLAN KUJALA, DANIELLE LAMBORN, GALE MAAS, WAYNE McCARTY, CATHLEEN McLEAN, JOYCE MELVIN, ELLEN MITCHELL, DEBBIE PALMER, LINDA PFEIFFER, SHEILA ROSS, AUDREY STANFORD, LESLIE VASQUEZ, JAMES WELSH, CARISSA ZEITERS, and JAYNE ZERANSKI.

Another employee has achieved 15 CEU's of voluntary training – EVELYN JOPP! Congratulations!

Easter Egg Hunt Contest

Congratulations to JUNE GLADDEN, JASON MILLER, STEVE SEICHEPINE, JESSICA STEELE, and KRISTI RINKENBERG were the lucky employees finding a free movie ticket in the annual Easter egg hunt contest last month.



Public Safety takes part in Miracle at Dover AFB

By Dave Mick, EMS Operations Support Officer

When the Air Force C-5 Galaxy fell from the sky the entire Public Safety Department went into action. The incident fell under the command and control of Dover Air Base emergency crews, but Kent County Paramedics, Dispatchers, and Emergency Management personnel responded in full support of the military. It is very rare that so many agencies converge on such an unusual event. On the whole, the incident progressed swiftly and smoothly, culminating with the transport of seventeen patients to various hospitals with no loss of life.



The initial response from the Base was with pre-staged units due to the advanced alert of an in-flight emergency. As the Base firefighters witnessed the plane crashing in the field across SR 9 they began to move directly to the scene. The aircraft broke into three pieces, but did not catch fire. By the time the first Crash Truck made access to the plane several of the crew and passengers had self-extricated and were walking towards the road.

The incident occurred in the Little Creek fire district which made Station 54 the first civilian responders. Little Creek volunteers established staging areas for in-coming support units from Dover and surrounding communities. Many ambulances and a total of six medi-vac capable helicopters eventually responded.

Kent County Paramedics responded from all three stations. The County was then covered by units from New Castle, Sussex, and Caroline counties. Paramedics coming in for day shift and some who heard the incident through fire service association also responded with additional equipment from headquarters. The first-in Medics quickly established Medical Sector operations, triaged patients, and began treatment and transport. Receiving hospitals were contacted to assess capabilities and patient tracking followed each victim from initial contact to delivery to

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EMPLOYEE COUNCIL NEWS



By Michele Lapinski, Employee Council Secretary

The Employee Council would like to thank everyone for making our Easter basket raffle such a huge success. The lucky winners were GALE MAAS in the copy room, CAROL DILL in the Wills office, and JIM BROWN in the Parks Division. We would also like to say a special "thank you" to Gale for transporting the baskets to the O'Brien Building and to PAT UHEY of the Register of Wills office for displaying the baskets and selling tickets.

As you have probably heard, the annual Employee Appreciation Picnic will be held on Wednesday, June 7 (rain date, June 14) from 11:00 a.m. to 2:00 p.m. on the grounds of the administrative complex. As usual there will be plenty of great food, fellowship and games (weather permitting). The Council is seeking volunteers to help set up, man the grill and clean up. If you are interested in helping with any or all, please contact a council member.

In conjunction with the picnic, The Council would like to hold a silent auction with the proceeds once again going towards the annual holiday dinner & dance. We are seeking donations of goods and services. If you would like to donate something, please contact a Council member. We welcome everything from food to car washes to crafts to everything in-between. The auction would start one week before the Employee Appreciation Picnic with the "winners" announced the day of the picnic in the afternoon.

The Council would like to congratulate MERRITT SAVAGE of Planning Services as May's Employee of the Month. In addition to a day off with pay, Merritt will also receive a \$100 stipend, and a reserved parking space in the administrative complex parking lot.

If you know of a co-worker who deserves to be recognized for going "above and beyond" in the performance of their daily job duties, then nominate them for Employee of the Month. Nomination forms can be found in the mailroom and also in the "forms" folder on v: drive. All Employee of the Month selectees are also eligible for consideration as Employee of the Year which will be announced in December and includes a \$500 stipend. **3134**

Tech Talk



By Mary Ratliff, Microcomputer Specialist

Margin Placement Errors in Word®

When you try to print a Word® document, do you ever get the message: "The margins of section *n* are set outside the printable area of the page? Do you want to continue?"

If you click No, Word will cancel printing your document. If you click Yes, Word will print your document, but some of the text may be cut off at the end of the page. That's because your margins are set closer to the edge of the paper than your printer is capable of printing.

To remedy this, you could manually adjust the margins, but it is easier to have Word fix it for you. Here's how:

1. On your keyboard, press the "Ctrl" and "G" keys at the same time.
2. On the "Go To" tab, select "Section."
3. In the "Enter Section Number" box, enter the section number given in the error message, press Enter, and click Close.
4. Next, click File and select "Page Setup."
5. On the Margins tab, click OK.
6. Click Fix.
7. Click OK.

Blue Cross tapped

(Continued from Page 5)

to the County's health/medical plan, there will be no need to complete enrollment forms, unless a change of current coverage options or levels is desired.

The AFLAC representative will be making appointments for Tuesday, May 17, stop by the Personnel Office if you would like to schedule one. Remember, open enrollment is the only time health, dental or supplemental life insurance option changes can occur and the only time employees can add, delete or make changes to most AFLAC supplemental insurances such as cancer, accident, sickness, short-term disability, or intensive care plans, and tax-free flexible spending accounts for medical expenses (such as co-payments, prescriptions, etc.) and child care. Anyone currently with a flex spending account must reenroll annually.

Welcome to Levy Court!



Name: CHERYL "SHERRY" BOURGEOIS



Job: Planning Technician I
Date hired: April 17, 2006
What I like most about my new job: The people
Greatest accomplishment: After a long career in corporate America, I dropped out to find more meaningful work. I liked what I did, but it got to be more about the corporation than the

work.

Greatest challenge: Relocating and starting anew -- the job market was tougher than we expected.

Future goals: To become proficient in my new position

Person/event that most inspired me in my career: My mother

If I had it to do over, I would have done this differently: Our recent relocation from Connecticut to Delaware

I'm most relaxed and happy when I'm doing this: Gardening

Family: Moved here with my husband in June

Most recent movie enjoyed: Crash

Favorite TV show: NCIS

Favorite sport: Football

Favorite meal: Seafood

Favorite music: Blues

Favorite saying or slogan: I have a dream.

Who has had the most impact on my life: Mother

A dream I have is to: A dream I HAD was to drop out of corporate America and downsize to simplify my life, which I did

If I won a million dollars, I would: Be sure my family and friends live well

You'd be surprised to learn that I: Played third base on my softball team

The most adventurous thing I've ever done is: Hiked the "Great Swamp" in Rhode Island alone, all 18 miles of it, in the winter

Three words that describes me: Happy, spontaneous, reliable

* * *

Glory is fleeting, but obscurity is forever.

Napoleon Bonaparte

May is National Building Safety Week in Kent

By Leslie Persans, Inspections & Enforcement Division Manager

Every day each of us enters and exits many different types of structures. It is assumed that these buildings are safe for occupancy. The entire premise for focusing extra attention on the above noted week is for all of us to take a moment to think about the importance of building codes and the need to obtain building permits.

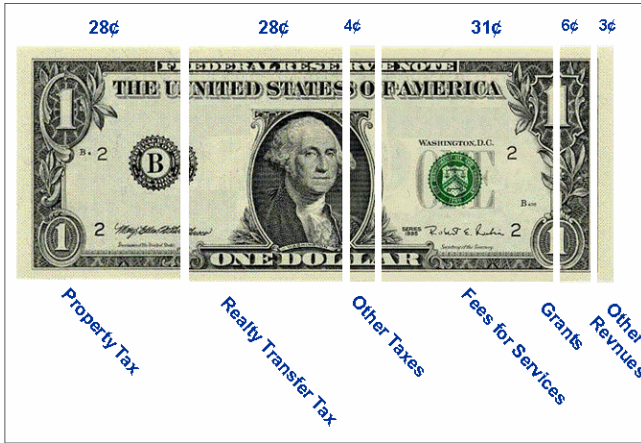


Each of us intends to keep our family safe from harm. We can easily understand the importance of having fully functioning smoke detectors and secure hand rails on stairways. Sometimes we fail to consider the importance of checking building code requirements or obtaining the proper permit before installing that new above ground pool or hot tub. In any event, it is essential that all of us work together to insure the appropriate regulations have been satisfied when making improvements to our property.

An added benefit of securing the safety of our family is an increase to the fair market value of the property because the necessary requirements of construction have been met. In many senses, the Building Codes Inspector is your representative when various types of activities requiring construction are being conducted on your property and you are unable to be there. The expertise accumulated by these staff members enables you, the property owner, to rest assured all codes and approvals are in order prior to use of the improvement.

During this week, please take time to consider the important assets all citizens have available to them when building or placement of structures progresses from a proposal to reality. Check with your local permitting agency and request that the contractor you select obtains the proper permit as well as posting it in clear view on your property. Confirm that all inspections have been conducted and approved prior to use of the area. It is in your best interest to take these essential steps toward maintaining both the investment in your property and the ultimate safety of your family.

WHERE DO COUNTY REVENUES COME FROM?



FY07 budget okayed

(Continued from Page 1)

The budget features a new mileage format to reimburse employees using their personal vehicle for County business. The current 41.5 cents will be adjusted on July 1 and January 1 to reflect the federal government's GSA schedule.

The General Fund's balanced budget totals \$23,908,200 with no tax increases. It expects a 7% increase in tax revenues and a 14% in fees.

President DAVID R. BURRIS noted that Kent County is "a fee based government, where the users of County services pay rather than property taxpayers."

The Sewer Fund budget totals \$13,428,000 plus another \$11 million in capital expenditures for treatment plant upgrades (\$3,110,000), conveyance system upgrade (\$2,667,200), and the new Hartly Sewer District (\$2,702,600), the Double Run sewer project (\$1,581,400) and other smaller projects.

The General Fund Capital Projects Budget totals \$8,311,200 and allocates \$2,300,000 for three

gymnasiums, \$1,725,000 for future construction of a County library, \$1,500,000 for economic development, \$733,000 for Big Oak Park development, \$595,000 for development of the Hunn Recreation Area, \$600,000 for park expansion projects, and smaller amounts for other potential projects. The capital budget is a planning document and does not necessarily mean a project will be constructed next year or ever.

Various other budgeted funds include \$1.8 million for contracted trash collection at almost 10,000 lots, \$521,700 for street lights serving 7,700 lots, \$1.4 million for community development block grant program, among others.

The document incorporates an \$831,000 pension fund contribution, a \$370,000 post-retirement benefits fund contribution, as well as normal operating cost increases. No tax increase was included.

To help fund a 5% contingency, the Commissioners approved a 15% across the board reduction in the travel line item.

WHERE DO COUNTY REVENUES GO?*



*Figures are not exact due to 35-40 hour funding change

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. MICHELE LAPINSKI of the Department of Community Services was the only person to find her number and claim a movie tickets in April. **8781**

Discount Movie Tickets

Discount movie tickets to Dover Mall's Carmike Theaters are available for sale in the Personnel Office.

The discount tickets cost \$5.50 each and can be used at any scheduled time, but cannot be used during the first 14 days of any Sony® movie, but all other movie studios allows ticket use at any time.



Commissioners okay other employee insurance bids

By Allan Kujala, Personnel Director

The Levy Court decided last month to stick with Delta Dental but switch to Cigna for employee term life and the optional term life insurance programs beginning July 1, 2006.



For the County's popular self-insured dental program, Delta Dental had proposed a 10 cent administrative fee reduction to

\$2.80 per month for the next two fiscal years and a return to the current rate for FY2009. Employees and eligible retirees should see no change in the current \$1,000 annual maximum self-insured program and the dependent rate paid by employees will remain at \$26 per month,

For the County-paid term life insurance and accidental death and dismemberment coverage for employees, which is equal to one time salary rounded up to the next \$1,000, the Commissioners opted to switch from Hartford Insurance to Cigna. The new carrier also agreed to raise the \$100,000 salary limit imposed by Hartford to \$150,000. Eligible retirees receive \$5,000 of coverage until age 70 when the benefit is reduced by half for active and retired employees. The new Cigna rate is 5.4 cents less per \$1,000 than Hartford charged for an estimated \$14,000 annual savings for the County.

About one third of the employee population takes advantage of the County's optional/voluntary

payroll deducted term life insurance program, which is available for up to three times salary. The proposed rates are unchanged from the current year, but Levy Court accepted Personnel staff's recommendation to switch from Prudential to Cigna due to several ongoing administrative and billing issues.

The Levy Court also agreed to retain Cigna for long-term disability coverage provided by the County at no cost to the employee, which is available after six months of disability and pays two-thirds of salary up to a maximum benefit of \$3,000 per month. The rate paid by the County for this coverage will remain 23 cents per \$100 of monthly salary.

The County also provides at no cost to the employee an enhanced life insurance policy due to travel outside of the State. The current policy costs \$760 per year through Cigna, and the Commissioners agreed to the staff recommendation that the relationship be continued for one more year.

Employees may sign up for optional term life insurance or make changes to the dental benefit (such as adding dependents) only during open enrollment during the month of May.

For more information about employee insurances and eligibility contact the Personnel Office.

FY07-09 Supplemental Term Life Insurance Rates

AGE	<30	30-34	35-39	40-44	45-49
Rate	\$0.07	\$0.09	\$0.11	\$0.17	\$0.26
AGE	50-54	55-59	60-64	65-69	70+
Rate	\$0.42	\$0.67	\$0.87	\$1.47	\$2.21

Term life insurance for dependents available through Cigna

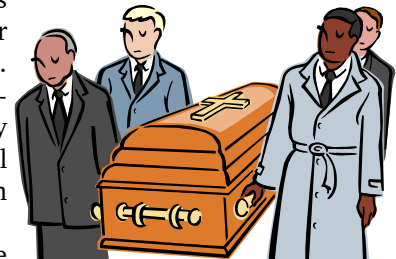
By Allan Kujala, Personnel Director

The County's new voluntary term life insurance provider—Cigna will offer guaranteed issue term life insurance up to \$10,000 for employee dependents.

The monthly premium will be the same as the employee's age category and can be increased up to a maximum benefit of \$50,000 with an acceptable medical history. No medical questions will be asked for the initial guaranteed benefit if completed during open enrollment. Coverage terminates at age 69.

Parents may also purchase term life for their children up to \$500 for newborns from 14 days to 6 months, and up to \$10,000 from 6 months to age 19

or age 25 if a full-time student. The rate for child coverage is 20 cents per thousand or \$2.00 per month. This guaranteed issue is available only during the initial enrollment with Cigna this month.



Retirees are not eligible for the dependent coverage.

For more information about eligibility for this new voluntary insurance, contact the Personnel Office at 744-2310.

BENEFIT BLURBS

By Sophie F. Dear, Personnel Technician II

Reminder – Open Enrollment will take place in May. Since the County will be using Blue Cross Blue Shield of DE effective July 1, employees and retirees covered by the County’s health plan will not need to complete a new enrollment form. There will be an informational meeting on May 10 regarding the new health plan.

If you or a covered dependent must have a bony impacted wisdom tooth removed, it will not be covered by Delta Dental. It is a surgery (currently) covered by Mid-Atlantic Health Plan, and if you’re not covered by MAHP, hopefully it is covered by your health plan. An employee recently asked what she was paying dependent coverage for if it did not cover this procedure. Please remember that (assuming there are other teeth remaining in the mouth after the bony impacted wisdom tooth removal) the dental plan will cover other dental procedures (but, orthodontics are still not a covered item).

If you have any questions regarding County benefits, please feel free to contact the Personnel Office. **8738**

Miracle occurs at Dover AFB

(Continued from Page 7)

the hospital.

The Command Post was deployed to the scene and the Emergency Operations Center readiness was elevated. Communication issues were identified and corrected. Assistance was given for long-term planning meetings.

A “hot-wash” was conducted at the request of the Air Base. The general consensus from this meeting was that all agencies performed with a great deal of professionalism and effectiveness. The usual issues of communication and initial command structure were identified, however it was evident that these concerns were less problematic than at previous large incidents. In short, recent lessons learned and training paid great dividends !!

The entire incident was characterized by the Base Commander as a miracle in the fact that there was no loss of life and even those seriously injured had better than expected prognoses. A great number of factors came together to make this the “best scenario” crash incident. Dedicated, ambitious, trained personnel made the day! **3602**

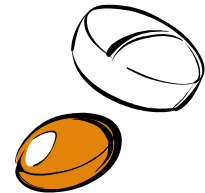
CAT BOX



By Cathleen McLean, Payroll Administrator

CHOOSE AFLAC FOR AN INSTANT TAX SAVINGS

Tax season has come and gone. My taxes were greatly reduced by the amount of my flexible spending account that I use for medicines, copays etc. I am astounded by the fact that only a few of our employees participate in our plan that saves you money in your pocket.



So here is my pitch. A flexible spending account for medically related expenses is a direct savings for the employee by reducing the amount of your taxable income. Here is how it works. You calculate an amount of expenses that are medically related,



i.e. doctor visit co-pays, prescription co-pays, dental co-pays, medicines (Claritin, cold medicines, bandages, ointments), and amounts due over the allowable of dental bills, etc, for the whole fiscal year.

This amount is deducted from your biweekly pay before taxes are calculated in increments for the entire fiscal year. You are reimbursed for your expenses as you accumulate receipts up to the total amount allotted for the fiscal year.

Keep in mind that these expenses are only allowable for itemized expenses, on your income taxes, for the amount that exceeds 7.5% of your adjusted gross amount. This is where you get the direct saving on your medically related expenses. It is an immediate reduction in your taxable income.

Flexible spending accounts for Child Care Expenses work slightly different. The amount that you are reimbursed can not be dispersed until you have actually accumulated the amount requested in your Flexible Spending Account. The difference is that these funds are a direct reduction in your adjusted gross amount when completing your tax forms.

For more information on what is reimbursable contact the Personnel office or come to the Open Enrollment session for AFLAC in May. **1852**

Celebrate Archeology Month in May through events

By Rochelle Bohm, Historic Preservation Planner

On May 2, 2006, Governor Ruth Ann Minner will proclaim May as Archaeology Month. Archaeology Month continues to highlight the abundant archaeological resources throughout all of Delaware. There are numerous opportunities to learn more about Archaeology in Delaware from lectures and exhibits to artifact identification and demonstrations. With activities in every county, there is certain to be an activity you and your family can enjoy. The opportunities abound with family friendly activities happening every weekend in May. A complete list of activities and their locations is found at www.delawarearchaeology.org.

Activities taking place within Kent County are as follows:

May 2, 2006, 10:00 am - Dover

Governor's Proclamation for Archaeology Month. At the Delaware State Visitors Center, 406 Federal St.; for information, call Beverly Laing

May 6, 10:00 am to 4:00 pm - Dover

Archaeology at Old Dover Days - Delaware State Visitors Center and the Delaware Archeology Museum will host various activities and presentations at 406 Federal St. and 316 S. Governors Ave. Sponsor: Division of Historical and Cultural Affairs; for information call Beverly Laing, (302) 739-4266 (DHCA Events) or (302) 734-1736 (Old Dover Days).

May 9, 7:00 pm - Dover

The Battle of Monmouth: Archaeologists, Cartographers, and Historians Rout Confusion, Garry Wheeler Stone, Historian, Monmouth Battlefield State Park, at DNREC auditorium, 89 Kings Highway. Sponsored by the Division of Historical and Cultural Affairs and the Archaeology Society of Delaware; for information, call Cherie Dodge, (302)736-7400

May 15, 8:00 am - 5:00 pm - Dover

Preservation Conference, The Value of Preservation: For Passion and Profit. Topics of interest to homeowners, developers, contractors, preservationists, and the public. Registration fee; at the Schwartz Center for the Arts, 226 S. State St. Sponsors: Preservation Delaware, Inc., Delaware Economic

Development Office, First State Heritage Park, and the Division of Historical and Cultural Affairs; for information, call Cherie Dodge, (302)736-7400.

May 18, 10:00 am - 5:00 pm - Dover

International Museum Day - special activities for children. On-going archaeological exhibits at the Delaware Archaeology Museum, 316 Governors Ave., and the John Dickinson Plantation, Kitts Hummock Rd. Sponsor: Division of Historical and Cultural Affairs; for information, call the Delaware State Visitors Center, (302)739-4266.

May 25, 7:00 pm - Dover

Delaware's U.S.C.T.: A Look at James Albert of Delaware City, David Orr, archaeologist, Temple University at the Delaware State Visitors Center, 406 Federal St. Sponsor: Division of Historical and Cultural Affairs; for information, call (302)739-4266.

For additional information please feel free to contact Rochelle Bohm, Kent County Historic Preservation Planner, at (302) 744-2470, or e-mail her at rochelle.bohm@co.kent.de.us.

Homeless baby squirrel

(Continued from Page 3)

animal lover EVELYN JOPP, a clerk in the Administration Department responsible for Archives, about assuming the role of surrogate parent for the infant rodent—since she had actual experience caring for a squirrel. Chip is now known as “Fred”, thanks to Jopp’s daughter.

“Taking care of a baby is a lot of work and can be very time consuming, but for me it’s great,” Jopp says. During the first week she fed him Pedialyte and an animal supplement for newborns every 2-3 hours, but gradually reduced it to 2-3 times a day. She says it is important that babies are kept warm and make sure the animals get enough to eat, but not to over feed them.

“You have to emulate mommy to make sure they excrete their intake,” Jopp explained “The hard work that is put into these critters can only be measured by the look on their faces. With the time that is needed to care for these little guys, it is a better choice to locate a Wildlife Rehab Center to take care of the responsibility to get them ready for their freedom. In a couple of weeks I’ll contact a Wildlife Rehabilitator to take him. At that time they will introduce him to the other youngsters and do what needs to be done. It of course will be a sad day for me.”



Stretching Tips for Exercise Walkers

Compiled by Sophie Dear, Personnel Technician II
from American Podiatric Medical Association, Inc.

When walking for exercise, it's important to stretch before and after you walk. Follow the stretching techniques shown below and remember to stretch slowly, without bouncing. You only need to stretch far enough to feel your muscles elongating, not until you feel pain. Talk to your podiatrist or visit www.apma.org if you have specific questions about your stretching routine.



1. Head Circles

Start with your ear near your right shoulder. Rotate your head around to the front, ending with your ear near the left shoulder. Roll your head back to the other side. Repeat 5-10 times.

2. Arm Circles

Lift arms out at your sides and make forward arm circles. Keep your palms facing in and your thumb pointed down. Make 20 forward circles with each arm. Then make backwards arm circles with your palm facing out, thumb pointed up. Make 20 backward circles with each arm.

3. Ankle Circles

While sitting or lying down, lift your right leg from the hip so that your thigh is about 1 inch off the ground/chair. Keeping your knee straight, rotate the foot at the ankle joint slowly in a circular motion. Make 10 circles with your ankle going clockwise and 10 going counterclockwise. Repeat with your left leg.

4. Hip Stretch

Stand up and take a step back with your right foot. Bend your left knee and shift your weight back to your right hip. Keep the right leg straight, bend forward more and reach further down your right leg. Hold for 20 seconds. Then repeat on the other side.

5. Side Reaches

Reach one arm over your head and to the side. Keep your hips steady and your shoulders straight to the side. Hold for 20 seconds and repeat on the other side.

6. Leg Curl (Quadriceps Stretch)

Stand straight up and if necessary, hold onto

a wall for support. Bend your right foot behind you to your buttocks with your right hand. Keep standing up straight and push your knee gently back as far as you can comfortably go, keeping your heel in place. Hold for 20 seconds and repeat with your left foot and hand.

7. Wall Push (Calf Stretch)

Lean into a wall with your feet about 3-4 feet away from the wall, bracing yourself with your arms. Bend one knee and point it toward the wall. Keep your back leg straight with your foot flat, your head up and your toes pointed straight ahead. Keeping your back straight, move hips forward until you feel a stretch. Hold for 20 seconds and repeat with the other leg.

8. Achilles Stretch

From the calf stretch position, bend your knee back so your leg straightens, stretching the Achilles tendon. Keep your heel down and hold for 20 seconds. Repeat on the other side.

9. Triceps

Stretch your arms up over your head. Bend the right arm, pushing the right elbow back and down with your left hand. Hold for 20 seconds. Repeat on the other side.

10. Hip Flexors, Hamstrings & Lower Back

Bend your right leg forward until your knee is directly over your ankle. Rest your left knee on the ground. Keeping your right leg in place, lower your hips and slide your left leg back slightly, stretching as far as you are comfortable. Hold for 20 seconds and then repeat on the other side. **4923**

New telephone directories to be published in May

Be on the look out for the new Kent County Levy Court Employee Telephone Directory in May. The handy booklets will be pink in color with many changes. Listings will soon be sent to each division for verification of names and phone numbers. Please return proof page to CARISSA ZEITERS in the Personnel office when complete. If you have any questions please call the Personnel Office at 744-2310.



KENT COUNTY RESPONDS TO C-5 CRASH

By Brett Scott, Communications & Research Assistant

When a Dover Air Force Base C-5 cargo plane crashed recently, it was Kent County's Department of Public Safety that took the lead in dispatching and administering emergency medical services and securing the crash site for other emergency responders to perform their jobs.

Consider, when the first 9-1-1 call came in at 6:35 a.m. it was Kent County's Emergency Communications center which implemented its Mass Casualty Plan. As a result, Kent County was able to dispatch all three Kent County paramedic units, seven helicopters (three from the Delaware State Police, two from Maryland

A total of seven Kent County paramedics trained in advanced life support and one paramedic supervisor offered initial medical treatment to all seventeen members aboard the flight.

"The response from our Public Safety employees was everything you could have hoped for during a delicate situation," says Commissioner RICHARD E. ENNIS. "The constant training and continuing education our employees receive paid off in a huge way. From the dispatchers who took the initial calls to the paramedics on scene, it was a total team effort."

Kent County also dispatched its Mobile Command Unit to establish communications and coordination among the emergency responders working the scene. The Mobile Command Unit allows Kent County to isolate the communications to the crash site without interrupting the work of the primary 9-1-1 call center. Through the use of its Special Operations Unit, Kent County was able to establish a triage area that allows for patient evaluation to determine additional medical needs.



State Police, Med Star and one Life Net) and the City of Dover, Dover Air Force Base, and Little Creek Fire Departments. Kent General Hospital was also notified of possible casualties.

"It was a very busy first hour," says WILLIAM DEMPSEY, Manager of Kent County's 9-1-1 Communications Center. "Our dispatchers performed to the highest level possible and I am very proud of them."

The Emergency Communications Center was also responsible for dispatching coverage units to handle any emergencies not associated with the crash. Paramedic units were brought in from Sussex and New Castle County, and Caroline County, Maryland. Fire units were brought in from Smyrna, Cheswold, Magnolia, Felton, and Camden.



"It was very much a county wide effort," says Director of Public Safety COLIN FAULKNER. "It all came together because of planning. We are all trained in the same management style for responding to these types of events. We pulled it together very well."

SOME ANSWERS TO THOSE NAGGING QUESTIONS

By Allan Kujala, Personnel Director

Q. *I was out sick for a few days recently and I received a certified letter from the Personnel Office. I was kinda scared to open it, but when I did I saw that it said something about being put on Family Medical Leave and only having 12-weeks. Why did the County spend all that money to send a certified letter to me for being out sick for a few days? Seems kind of dumb to me.*

A. I get that you think it is dumb and wasteful, but it is the law—federal law. The federal Family & Medical Leave Act protects you as an employee. The County as your employer is required to keep your job for you and maintain your benefits for up to 12 weeks per rolling one-year period while you recover from a serious illness or injury, for birth or adoption of a child, or to care for a family member with a serious illness or injury. We are obligated to send a notice to you informing you of your FMLA rights on the fourth day of your absence if we suspect it is for a qualifying reason. You are then required to submit a letter of request and medical verification of eligibility. We can place you on leave whether or not you submit the FMLA paperwork as requested, but if we find out the reason for your absence was not legitimate you will be subject to disciplinary action—most likely termination. If you know you will be out of work for a scheduled surgery or to care for a family member recovering from a scheduled surgery, please promptly stop by the Personnel Office to get the FMLA forms and return them before your first day off.

Q. *I heard that a recently hired co-worker did not come to work and did not call in. My supervisor said he was unable to reach him at home or at his emergency number. What does the County do in that case?*

A. Unfortunately, the situation you have identified happens more than one might think. We usually give the employee a couple of days to call in, just in case they were in the hospital in a coma or something—which will be about the only acceptable excuse. Then, we write a letter to the employee at his last known address accepting his resignation by job abandonment. This format works! Previous employees have attempted to collect unemployment after abandoning their job, but were denied.

Q. *It was really slow in our office the Thursday before the Good Friday holiday, so my supervisor told me I could leave early and get paid for it. I did what he said,*

but now I am feeling guilty. Was it okay for me to get paid for not working?

A. No it is not okay to get paid for hours you did not work. If indeed you were not needed, your supervisor with the Department Head's approval could have let you use vacation or personal leave to leave early that day. But under no circumstances are you permitted to "steal" taxpayer dollars. If what you say did happen, you need to call the Personnel office and cover those hours with accrued vacation leave. If you worked longer hours earlier in the same week, you could flex those hours to cover for the early departure. If you steal you will eventually be caught and if your supervisor is helping you steal, both of you will be disciplined—I'm talking demotion or termination. So, don't falsify your actual hours worked on your timesheet. Are we clear on this?

Q. *What should I do about a co-worker who makes whooping noises toward women or calls them pet names like "honey" or "sweetie pie"?*

A. The conduct you have mentioned is not appropriate in the work place. First, you must inform the co-worker that you do not appreciate the noises or the cutesy names directed toward women and ask him to stop. If he continues, then you must inform your supervisor and the Personnel Office. If you do this, it should stop. If it happens after that, inform the Personnel Office immediately and I assure you it will be stopped—permanently. The County does not tolerate offensive or inappropriate behavior by anyone!

Q. *Whenever my cash drawer is short, my boss makes me pay the difference from my own pocket or threatens to dock my pay. Should I pay it?*

A. Absolutely not! Your pay cannot be docked to cover a shortage. You cannot be forced to pay for a cash drawer shortage out of your own pocket. If this is really happening here at the County, please inform me immediately. Your boss has some serious explaining to do.

Q. *It is finally getting warm outside, can I have access to the rooftop patio at the Complex?*

A. Everyone has access to the patio area via their employee electronic I.D. card. If you can't access the patio, stop by Personnel for a new card.