



Mono County Employee Newsletter

FALL 2011

Welcome Note from the CAO

WELCOME to Mono County's employee newsletter. I want to introduce myself to each of you, I'm Jim Arkens, your new County Administrative Officer. The Board of Supervisors and I want to keep you informed on various activities happening within County government.

Thanks to the efforts of Sarah Messerlian and Teresa Neely we have our brand new employee newsletter. Our hope is to publish it during the spring, summer, fall, and winter.

Our desire is to provide information to all our employees about

what's happening in our County. The goal is to provide valuable information about safety, new



employees, what's happening in Mono County, and various other items and helpful hints. I will be asking all our department heads to submit articles and informa-

tion from time to time.

Information is a valuable tool and I want all our employees to have access to it. We will be sending the newsletter out via email but also have some printed copies for our remote areas.

Thank you for taking time out of your busy schedule to focus on this very interesting information.

I am hoping to see everyone at the annual Holiday Potluck Luncheons on December 13 and 15. Please have a safe and Happy Holiday Season.

Jim Arkens, CAO

INSIDE THIS ISSUE:

Halloween Photos	2
New Employee Introductions	3
Winterizing Your Pets	4

Holiday Potluck Luncheons

Bring a favorite dish to share with everyone for the Holiday Season Potluck luncheons. We will be presenting Years of Service Awards.

Please note the following dates on your calendar:

*North County, Tuesday,
December 13, 2011
11:30 a.m. – 1:30 p.m.*

Memorial Hall, Bridgeport

*South County, Thursday,
December 15, 2011
11:30 a.m. – 1:30 p.m.*

*Sierra Centre Mall, 2nd Floor
Lobby (next to District Attorney's office)*

Upcoming Events

- November 24 & 25 - Thanksgiving Holiday
- December 13 & 15 - County Holiday Potlucks
- December 26 - Christmas Holiday
- January 2 - New Year's Day Holiday
- January 18 - Harassment Prevention Training
- January 19 - Substance Abuse Awareness Training for Supervisors



Halloween Around the County



HR Corner - Welcome New Employees

Attitude by Charles Swindoll

The longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than facts. It is more important than the past, than education, than money, than circumstances, than failure, than successes, than what other people think or say or do. It is more important than appearance,

giftedness or skill. It will make or break a company...a church...a home. The remarkable thing is we have a choice every day regarding the attitude we will embrace for that day. We cannot change our past...we cannot change the fact that people will act in a certain way. We cannot change the inevitable. The only thing we can do is play on

the one string we have, and that is our attitude...I am convinced that life is 10% what happens to me and 90% how I react to it. And so it is with you...we are in charge of our attitudes.

Please take a moment to meet our new employees.

Teresa Neely

“Remember, a great attitude is the genesis of great service.”

*-Wendi Pomerance
Brick, MS*



Cynthia Clark
Social Services
Social Worker I
Start Date: 9/28/11

Stacey Gabor
Social Services
Employment & Training Worker
Start Date: 9/26/11



Steven Connett
Information Technology
GIS Intern
Start Date: 10/11/11



Gerald Kosen
Public Works
Equipment Mechanic - Temporary
Start Date: 10/24/11

Nancy Cruz-Garcia
Public Health
WIC Nutrition Assistant - Bilingual
Start Date: 10/25/11



Jennifer Burrows
Animal Control
Animal Control Shelter Attendant
Start Date: 10/25/11

Not Pictured
Britton Hoffman
Sheriff's Department
Public Safety Officer I
Start Date: 11/7/11

Retirements

8/20/2011 Paul Hunt 10 years

9/9/2011 Beverlee Bryant 23+ years

9/30/2011 Robyn Delaney 23 years

10/31/2011 Phil Hartz 12+ years

12/31/2011 Kelly Garcia 10+ years

SUN	MON	TUES	WED	THUR	FRI	SAT	OLD WAY OF CALCULATION!!
	8 HOLIDAY	8 REG 5.5 CTE	8 REG 5 CTE	8 REG 2 CTE	8 REG	14.5 CTE	40 REG 27 CTE OLD WAY!!!
							NEW CALCULATION METHOD!!!
SUN	MON	TUES	WED	THUR	FRI	SAT	
	8 HOLIDAY	13.5 HRS	13 HRS	10 HRS	8 HRS	14.5 HRS	67.00 <u>40.00</u> HOURS REQUIRED/WK 27.00 OVER 40 TO BE PAID <u>-8.00</u> HRS @ STRAIGHT CTE 19.00 PAID @ 1 1/2 TIMES
NO PHYSICAL WORK!!							

FLSA Calculation of Overtime

Calculation of Overtime: All covered employees shall be paid overtime in accordance with Fair Labor Standards Act (FLSA) requirements for time actually worked in excess of forty (40) hours per week.

So, what exactly does this mean for us? Well, we all have been afforded the luxury of having any time that was used (vac, sick, comp time) count as time worked. With the new FLSA guidelines, that is no longer the case. With the exception of the PSOA, PFA, & FLSA EXEMPT employees, everyone must now physically be at work for 40 hours before getting paid (or earning) at time and one half (unfortunately, this goes for holidays too!). This should not be confused with not being able to earn at all. Every hour over 40, must be compensated for by either—

- OT— Overtime
- SOT—Straight Overtime
- CTE—Comp Time
- STE—Straight Comp Time

So now we must get used to recording our time a different way. We should no longer “assume” that extra hour one day of the week is going to automatically be comp time/OT anymore. We must wait until the end of the week to make sure #1—there were no holidays, #2—there was no time off taken #3—whether or not that comp time/OT is going to be paid out at STRAIGHT TIME OR ONE AND ONE HALF TIMES!!! For your help, I have given you an example of the way we used to record our time and the way we need to start recording our time. Every hour worked, every day, needs to be shown as indicated on the example above!!

Should you have any other questions please do not hesitate to call myself or my new, wonderful, assistant, Rebecca Buccowich. Either one of us would be happy to help you!!!

Respectfully,
Stacey Westerlund
Payroll & Benefits Manager



Mono County Animal Control in conjunction with the American Humane Society and the Humane Society of the United States offer the following tips on winterizing your pets:

- It is important that outdoor dogs are provided with dry, elevated doghouses (not sitting directly on the ground) that are kept clean with dry bedding, that are draft proof and have a flap over the opening. A doghouse should be large enough to allow the animal to sit, turn around and lie down comfortably, but small enough to hold in body heat. A doghouse should face away from wind.
- Outdoor cats should be provided with access to a warm and dry space to curl up in during a long cold night. This space should provide protection from the elements as well as protection from wild critters that roam the nights. Barns, sheds, under porches (with some type of enclosed dry and draft free dog house type structure) and garages may also provide suitable living quarters for our feline friends.
- Frozen water doesn't help a thirsty animal. Check outdoor water bowls and water troughs as often as possible during freezing conditions. Better yet, invest in a submersible water heater when it is impossible to constantly monitor your pet's water. Water buckets should be affixed to a stationary object so that they are not knocked over making it impossible for your pet to retrieve water.
- Antifreeze tastes good to pets but is an extremely deadly poison. Generally poisoning occurs when an animal drinks from radiator leakage, spots or puddles under a vehicle. In order to prevent accidental poisoning immediately flush these areas with water, store antifreeze containers in safe locations away from your pet and purchase non-toxic antifreeze. If you believe your pet has ingested this product contact your veterinarian immediately.

Mono County Animal Control suggests that pet owners consult with a veterinarian when questions arise regarding the health and well being of companion pets.

Safety is everyone's responsibility. You can do your part today by taking a moment to look around your workspace. Are there any items that could be a potential trip hazard?

