



chatroom

2005

employee insert

september 2005 v7, n9

Clean Air Campaign catches clean commuters in the act

There is one more month to go in the 2005 Smog Season – the last official day of smog season is September 30, but the Clean Air Campaign encourages clean commuting year-round. Gwinnett County employees have done an excellent job pitching in this season; there are more than 150 employees registered on the commuter rewards site to log clean commute activities.

Clean Air representatives visited the following facilities in August to catch clean commuters in the act. Each clean commuter was presented with a gift from the Clean Air Campaign in exchange for contributions to cleaner air.

- **DPU – Central Facility:** four carpoolers
- **Police Headquarters:** nine carpoolers

- **Fire and Emergency Services Headquarters:** one carpooler
- **Government Annex:** eight carpoolers
- **GJAC:** one cyclist, two bus riders, two walkers, and 43 carpoolers
- **One Justice Square:** one bus rider and 20 carpoolers

Congratulations to **Lyndsay Alimena, Vicki Bridges, and Sue Meeks.** They were randomly selected as winners for a \$25 VISA gift card for logging their clean commute alternatives at <http://www.logyourcommute.com/gwinnett/>.

Thanks to everyone for participating and congratulations to the winners!



Project BEST: Human Resources uses train-the-trainer approach to prepare for SAP go-live on September 24

Phase I of SAP HR/Payroll will go live September 24, 2005. In order to prepare for this event, Human Resources staff has been busy training employees who will be using the new system.

"We decided to use the 'train-the-trainer' approach because of the number of users that needed to be trained in a relatively short period of time and to allow the Project BEST core team members from HR to focus more on the tasks associated with system configuration, data conversion, and running parallel payroll runs to ensure that things go smoothly when the SAP system goes live," said **Lynn Smith** of Human Resources.

Those selected as trainers were employees from Human Resources who had experience as training instructors in the past, but also had a thorough knowledge of the current HR/Payroll system in order to assist in this process.

Their responsibilities were to train more than 500 users on how to use the various components, or "info types," within SAP, including personnel development, recruitment, disciplinary tracking, time administration, time evaluation, and organizational management.

"We have received positive feedback from those attending the classes," said

Lynn, *"and we are optimistic that our training efforts will pay off come September 24."*

Between now and go-live, the Project BEST implementation team will be working hard to finalize the implementation steps and complete the parallel runs to ensure that all employees are paid correctly on the first pay date following go-live, which will be October 14.

There will be make-up classes during the week of September 12 for any users who missed out on the training held during July and August.

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The power of training: get connected!

Class Registration To register for a course, complete a registration form and send it through interoffice mail to the Career Development and Learning Center, Gwinnett County Government Annex, or fax it to 678.377.4336. You may download the form online at http://employee.co.gwinnett.ga.us/classes_h-r.htm. Remember to get your supervisor's approval before registering for the program (required).

Cancellation Policy To cancel a registration, call 678.377.4337.

Unless otherwise noted, all classes take place in the Career Development and Learning Center.

SEPTEMBER

September 8, 15, 22, 29; October 6, 13, 20 8:30am – 12:30pm

7 Habits of Highly Effective People

This class teaches seven habits of an efficient lifestyle from the popular book, *7 Habits of Highly Effective People*, by Steven Covey.

September 9 and 23 10:00am – 3:00pm (with one-hour lunch)

Do What You Are – Part I and II: Discover the Career That's Right for You

This course will equip you with the knowledge to choose the type of work that's most appropriate to your skill set, talents, and natural abilities.

September 13 8:30am – 12:30pm

Staffing Toolkit for Hiring Personnel

This presentation is designed for employees who are involved in hiring decisions. Presentation topics include: recruitment process; screening applicants; the interview – preparing, conducting, and closing; and job offer procedures.

September 16 9:00am – noon

New! Investment Fundamentals

Participants will have the opportunity to hear about and discuss stocks, bonds, and cash equivalents: how they work, their advantages and disadvantages, and the risks involved. The seminar will cover proven investment concepts and steps that can help you design a sound investment strategy.

September 20 9:30am – 12:30pm

New! Tall Ships Team Building

Participants will take part in several rounds of activity that will require small groups to plan and work together in order to complete tasks. The exercises will provide a platform for learning about clarifying goals, collaboration, roles and responsibilities, communication, commitment, innovation, and dealing with change.

September 27 10:30am – 3:30pm

Whale Done!

Learn to build trust, accentuate the positive, and redirect negative energy for a more productive outcome. Clear, easy-to-use approaches will teach participants the power of positive relationships and enable them to make more effective choices when interacting with coworkers.

OCTOBER

October 11 8:30am – 12:30pm

Who Moved My Cheese? An Amazing Way To Deal With Change

Change can be difficult. Some employees feel angry about having to deal with change or they may distrust management. This class is useful to most people because it quickly provides a new way of looking at change. Try the cheese experience and change your perspective.

October 18 9:00am – 1:00pm

Organizing Your Work Space

This one-day course takes a "head on" approach to tackling the challenges of controlling paper and managing paperwork by providing participants with the tools needed to get organized and stay organized, once and for all.

October 21 9:00am – 11:00am, 1:00pm – 3:00pm

Approaching Retirement (2 Sessions)

Great-West and the ESC of Gwinnett County, in conjunction with HR, is offering a seminar discussing the issues that employees should address approximately 10 years from retirement. It provides a quick review of the plan, as well as a pre-retirement strategy, including savings goals, time horizon, and risk tolerance. In addition, an overview of the available distribution options is presented.

October 27; November 3, 10, 17; December 1, 8, 15

9:00am – 1:00pm

7 Habits of Highly Effective People

This class teaches seven habits of an efficient lifestyle from the popular book, *7 Habits of Highly Effective People*, by Steven Covey. It will equip you with the knowledge and skills needed to be a more effective person – both professionally and personally. You must attend each session to receive CEU's and a certificate of completion.

Staff Contact Information

**Department of Human Resources
Organizational Development Section**

Tina Woodard, PHR • Section Manager
678.377.4333

Jerry Kelly 678.377.4332 **Beverly McLee** 678.377.4331 **Julia Ferguson** 678.377.4337

Career Development and Learning Center
Gwinnett Government Annex
750 S. Perry Street, Suite 250
Lawrenceville, GA 30045
Fax: 678.377.4336

Employee Relations section offers training opportunities

The Department of Human Resources' Employee Relations Section wants to keep everyone informed about policies and procedures through training that may affect you or may enhance your supervisory ability.

Training is offered in the following formats:

- Small group, supervisor, or mandatory training
 - This will include special topic training
- Department policy training
 - Tailoring policy training with the individual department in mind, enhancing the departments' awareness of County and department policies and procedures
- Regular monthly training sessions

September 29

8:30am – 11:30am

GJAC Conference Room A
Employee Assistance Program (EAP)

September 29

1:00pm – 3:00pm

GJAC Conference Room A
Family Medical Leave Act: What is it?

October 13

1:00pm – 4:00pm

GJAC Conference Room
Performance Appraisals

October 20

8:30am – 11:00am

GJAC Conference Room A
Corrective/Disciplinary Action

October 20

1:00pm – 3:00pm

GJAC Conference Room A
Family Medical Leave Act: What is it?

Contact **Johanna Weathers**, Employee Relations Manager, at 770.822.7914 for details about the training program. To register, call the Organizational Development section at 678.377.4337.



Charity Spotlight

American Cancer Society – Fifteen physicians and business leaders in New York City founded the American Cancer Society in 1913; it is now a nationwide, community-based voluntary health organization. Based in Atlanta, the American Cancer Society has state divisions and about 3,400 local offices.

The American Cancer Society's mission is to eliminate cancer as a major health problem by preventing cancer, saving lives, and diminishing suffering from cancer through research, education, advocacy, and service. With more than two million volunteers nationwide, the American Cancer Society is one of the oldest and largest voluntary health agencies in the United States. For more information on the American Cancer Society, or to get involved locally, visit www.cancer.org.

If you would like to participate in the County's charitable contribution program through payroll deduction, pickup a charity authorization form in the Human Resources Department, or request one be sent through interoffice mail. For additional information, or to receive a charity payroll deduction authorization form, contact Dee Roberts at 770.822.7923.

Giving is people helping people.

EAP: What are you waiting for?

What are you waiting for? Advertisers like to ask that question when trying to entice people to buy a new car or the latest cell phone. The question is asked so often that most people have forgotten how profound those five words are.

Whether it is a new car, or something more personal – to improve your social life, lose weight, quit smoking – the question is the same: what are you waiting for? Whether you want health, happiness, love, or success, it is within your ability to have all of these things. Today can be the first day of the rest of your life, yet we postpone making changes and doing the legwork necessary to implement the desired change.

If you find that you are stalling or avoiding taking the first step towards achieving your goal, then perhaps its time you ask yourself, "What are you waiting for?" For more information on how to initiate a life change, call the North Pines Center at 770.449.1111 or visit www.eapworklife.com; click log in and type the username "gwinnett" and password "county."

Submitted by a representative from the County's Employee Assistance Program, the North Pines Center

Save Discounts

Employee Relations invites you to check out these exciting offers for Gwinnett County employees!

Subway (Pike St/Hwy 120 location only) Fridays \$3.99 (6" Sub Combo Meal)

Wings Landing (Flier available in HR) Monday – Friday 10 – 15% off

Fitness International: 770.682.8111, no contract, \$62.50 registration fee, \$37.85/month

Oasis Bowling: 770.271.2552, discount flier available in Human Resources lobby

Six Flags over Georgia: Buy 1 ticket, get 1 ticket free or \$15 off one-day admission (Pick up coupon in HR lobby)

Contact Kimberly Lewis at 770.822.7925 for information. Discount information is located in the Human Resources lobby for your use.



Keep colleagues on military duty in your thoughts

As we have been reporting since May 2003, several County employees who are also military reservists have been called upon to support our nation's efforts overseas. As of press time, 11 Gwinnett County employees were serving on active duty. If you have a postal or e-mail address for those listed without contact information, please call **Johanna Weathers** in the Department of Human Resources at 770.822.7914.

Corrections

Johnny R. Brewster, Sr. Corrections Officer; **Rashed Dukes**, Corrections Officer

Planning and Development

Luis Polanco, Bldg./Dev. Inspection, Assoc. I

Police Department

Tanisha Dugger, Police Officer; **Heather Van Kampen**, Sr. Police Officer; **Aaron Kingsley**, Sr. Police Officer; **James A. Stoudenmire**, Police Officer

Sheriff's Department

Ed M. Causey, Deputy Sheriff; **George L. Gallant**, Sr. Deputy Sheriff; **Joshua I. Long**, Deputy Sheriff; **Gary D. Thurman**, Sr. Deputy Sheriff

Welcome Back!

William Watson, Deputy Sheriff

Congratulations EXCEL graduates!

EXCEL is a development program designed specifically for current and future Gwinnett County management employees. The EXCEL program provides structured support and development of competent and informed leaders; encourage continuous professional growth of management; and develops a pool of managers with the skills needed for senior leadership consideration.

The 153-hour development program is conducted by the University of Georgia's Carl Vinson Institute of Government. Participants hone their management and leadership skills, while dealing with topics including leadership skills, motivation, communication, goal setting, conflict resolution, organization and change, ethics and professionalism, and project management.

Congratulations to the following graduates of the EXCEL program:

- Lieutenant Dan Branch**, Police
- Shlaine Cottingham**, Planing and Dev.
- Lieutenant Donald Dagen**, Corrections
- Marlene Duwell**, Probate Court
- David Evans**, Stormwater Division – DPU
- Kathy Holland**, Planning and Development
- Lieutenant Brent Kirkland**, Police
- Tammy Koonce**, Internal Audit
- Adam Minchey**, Engineering Division – DPU
- Barry Puckett**, ITS – DoSS
- Joe Sorenson**, Communications – DoSS
- Ann Vines**, Community Services
- Johanna Weathers**, Human Resources
- Michele Westerfield**, Human Resources

To develop Executive, Competence, Excellence, and Leadership



Front row (left to right): Johanna Weathers, Michele Westerfield, Tammy Koonce, Kathy Holland, Marlene Duwell, Shlaine Cottingham; Back row (left to right): Joe Sorenson, Sam Fleming, Barry Puckett, Brent Kirkland, Don Dagen, Dan Branch

Human Resources requests exit interviews

Departments are strongly encouraged to schedule departing employees for an exit interview with Human Resources. Exit interviews last approximately 45 minutes. To schedule an appointment, please call:

- 770.822.7923
- 770.822.7925
- 770.822.7907

Exit interviews offer the Department of Human Resources the opportunity to obtain information that is helpful for hiring, retention, and turnover. Human Resources holds any information received in confidence.

Merit Board position open to all classified employees

In accordance with the Gwinnett County Merit System Rules and Regulations, Section 120.501 – Selection of Board Members, an election will be called to fill the fifth post on the Merit System Board for the period of January 1, 2006 to December 31, 2009.

The Board of Elections will officially call the election on September 22, 2005. Employees in the classified service (merit system) interested in running for this position may pick up a petition from the elections office beginning on September 23, 2005, and must collect signatures from 10 percent of the classified employee population. Petitions must be returned to elections by October 11, 2005. Classified employees may sign more than one candidate's petition, but may sign each petition only one time.

A complete voting schedule will be listed in the October issue of the Chat Room.



Tuition reimbursement offers employees assistance in furthering education

The tuition reimbursement program is intended to encourage and help employees further their education in order to become more efficient and effective in the workplace. The program covers tuition costs, mandatory fees, and required books up to \$100.00 per class. It does not cover late registration costs or any non-mandatory fees.

Reimbursement amounts for employees attending private institutions are limited to the costs for a comparable program at a state-supported institution. A grade of A, B, C, or pass/satisfactory will receive 100 percent tuition reimbursement up to the per credit hour rate of a state-supported institution.

As of August 1, 2005, the state rate is \$152 per credit hour for undergraduate courses, and \$182 per credit hour for graduate courses. Approved certification courses and exams are reimbursed in full.

Employees who have been employed by the County for a minimum of one year as a full-time employee with regular status and received a satisfactory rating on their most recent performance evaluation are eligible to participate. An employee who is attending school and receiving tuition benefits must maintain a full-time work schedule.

An employee receiving other financial aid, such as the HOPE scholarship, is eligible for the tuition reimbursement program, but only for costs not covered by other assistance.

In order to receive tuition reimbursement, a course must be recommended for approval by the respective elected official/department director or designee and be applicable to the work the employee is currently doing or to work which it can be reasonably anticipated that the employee will be doing in the future. If a course is not approved for reimbursement, the employee will be provided with an explanation of denial.

Applications for tuition reimbursement must be approved by the employee's immediate supervisor, the elected official/department director or designee, and the director of Human Resources or designee prior to beginning the course and/or degree program. Employees are responsible for ensuring the application is turned in on time with the appropriate signatures.

A reimbursement application form may be obtained from the Department of Human Resources. Reimbursement approval will depend on whether the course or degree program meets the requirements as described in this policy and the availability of funds.

To review the Tuition Reimbursement Policy in its entirety, refer to County Administrator Policy 405.000. If you have any questions, contact the Human Resources Department at 770.822.7940.



Employees lace up for Corporate Challenge

The sixth annual Lloyd-Bennett Gwinnett Corporate Challenge will bring together business leaders in Gwinnett County for two weeks of athletic competition in September, and some of your coworkers will be getting in on a piece of the action. Two teams are representing Gwinnett County in the Challenge: the Gwinnett All-Stars and the Keystones. The All-Stars are a conglomerate of County employees, while most of the Keystones are public safety employees.

The two Gwinnett teams will compete in 13 activities – sometimes even going up against each other – in order to raise money for the Gwinnett Youth Recreation Scholarship Fund. The mission of the Corporate Challenge is “to assure that all children have the opportunity to participate in recreational, cultural, and athletic activities in Gwinnett County.” The program has enabled hundreds

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Don't miss the opportunity to support your coworkers:

September 11, 2:00pm

Horseshoes Rhodes Jordan Park
Putt-Putt Malibu Grand Prix

September 12, 8:00am

Golf Trophy Club of
Apalachee

September 12 – 15, 6:30pm

Kickball Bethesda Park

September 16, 6:30pm

Trivia Pinckneyville
Community Center

September 16, 6:00pm

Rock Climbing Adrenaline Climbing

September 17, 8:00am

5K Run Tribble Mill Park

September 17, 9:00am

Bowling Brunswick
Gwinnett Lanes

September 17 – 18, 2:00pm – 6:00pm

Tennis Best Fiend Park

September 18 – 19, 2:00pm – 6:00pm

Shuffleboard Dave & Buster's
Billiards Dave & Buster's

September 19 – 20, 6:00pm

Laser Tag Laser Quest

September 20 – 22, 6:30pm

Volleyball Bogan Park

September 23, 4:00pm – 7:00pm

Awards Scientific Atlanta

Wellness Activities

Life Line Ultrasound
September 13

Lunch and Learn
September 15

Mammogram Screening
September 15, October 19 and 20

Health Risk Assessment
September 22, October 5

Tai Chi
Wednesdays from 12:30pm – 1:30pm

Yoga
Wednesdays from 6:45am – 7:45am
or 5:00pm – 6:30pm

Weight Watchers at Work
Fridays at noon

The Employee Service Center is serving . . .

Lunch 'n' Learn

Presented by the Department of Financial Services

Good Sense with Salt

Facilitator: Lois Vergis, Registered Dietitian, Gwinnett Hospital System

Topic: Salt is a favorite flavoring for our food. It's added to foods during preparation and often added again at the table. Learn all the sources of salt (sodium) in the diet as well as its health effects. What are the recommendations on salt intake? What are some ways to flavor food without salt?

Date: Thursday, September 15, 2005

Time: Noon – 1:00pm

Place: Gwinnett Justice and Administration Center, 2nd Floor, Conference Room C

Fruit will be served so bring your lunch and join us!

Call Marsha Fox-Davis at 770.822.7905 for more information!

For more information about employee benefits, call the Employee Service Center at 770.822.7927.

gwinnettsafety



Tips for a safe commute to and from school

by *Bill Swiger, Safety Manager*

With school back in session and students walking or riding the bus to and from school, let's do our part to maximize their safety. Take a look at some of the safety tips you may want to share with your children about their commute to and from school.

If your child walks to school:

1. Choose the safest, most direct route with the fewest street crossings and do a walk-through with your child. Children age 10 and under should walk with an adult or an older child every day because they lack the necessary skills needed to judge the speed and/or distance of oncoming traffic. It is also a good idea for older children to walk with a buddy.
2. Teach your child to obey all traffic signals and markings.

3. Make sure children look both ways a few times before crossing the street. Bike riders should always walk their bike through intersections.
4. Teach your child not to enter the street from between parked cars or from behind bushes or shrubs. Darting into the street accounts for a significant number of pedestrian injuries among children age nine and under.
5. Have your child wear reflective material to make them more visible. Bikes should also have reflective material.
6. Drivers are more distracted during bad weather, so warn your child to be more alert during those times.

If your child rides the bus to school:

1. Be sure your child has a safe place to wait for the bus, away from the street.

2. Teach your child to stay away from the bus until it comes to a complete stop and the driver signals the children to enter the road or board the bus. On a similar note, teach your child walk at least 10 steps away from the bus after exiting. Keeping a safe distance from the bus will help the bus driver know where your children are because he can see them.
3. Teach your child to be aware of the street traffic. Drivers are required to follow certain rules of the road concerning school buses, but not all drivers follow them.
4. Teach your child to use the handrail when boarding and exiting the bus.

As drivers, there are a few things that we can do to help ensure the safety of local school children:

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Avoid back pain, injury with simple preventative steps

by Bill Swiger, Safety Manager

More than 80 percent of the population has suffered, is suffering, or will suffer from some type of back problem and back pain. Whether it's dull and annoying or sharp and painful, back pain can make it hard – if not impossible – to do the things you like to do.

Back pain and injury can be avoided if you pay attention to what causes it and focus on prevention.

What causes back injuries?

Doctors and scientists are not sure about all of the causes of back injury. In fact, most back problems are probably the result of a combination of things. Some factors, like family history, are unpreventable but a change in lifestyle can control some of the other risk factors.

Take a look at some of the work-related factors associated with increased risk of back injury:

- **Force** – exerting too much force on your back may cause injury
- **Repetition** – overly repetitious activity can lead to muscle fatigue and/or injury
- **Posture** – your body's position when sitting, standing, or performing a task can lead to back aches and pain
- **Stress** – muscle tension from stress can lead to back pain

How can back injuries be prevented?

- **Be fit** – regular exercise is the best way to maintain a healthy back
- **Pay attention to posture** – bad posture puts extra stress on your back, while good

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Pedestrians: Stay alert when crossing the street

by Bill Swiger, Safety Manager

There are two major crosswalks leading to GJAC – one crossing Nash Street and the other crossing Constitution Avenue – but employees also cross Nash street at various points when walking from the Annex building. Both Nash Street and Constitution Avenue are busy streets, and speed can be a hazard to pedestrians.

The crosswalks are equipped with push button crossing signals that activate yellow flashing lights, notifying motorists that someone is preparing to cross the street. Be sure to use this safety device, but do not consider it a guarantee that traffic will stop.

No matter where you cross the street, you should always be aware of the dangers of oncoming vehicles. Don't let the crosswalk give you a false sense of security; always be

sure that motorists have come to a complete stop before entering the crosswalk.

Be especially aware of vehicles coming over the hill on Constitution Avenue. Drivers are looking back, waiting to merge so that they can turn left onto the GJAC service road to access the parking deck.

Look both ways and listen for oncoming vehicles before stepping out into potential traffic. Don't be distracted by talking on a cell phone or to a coworker when crossing the street.

Remember that rain and darkness cut down on drivers' visibility, so pedestrians should be extra careful when crossing a street under these conditions.

Use extreme caution and stop when pedestrians are crossing the street.

Safety Training Schedule

SEPTEMBER

9/1	8:30am – 3:30pm	CPR/Defib/ First Aid
9/29	8:30am - 10:30am	Poisonous Plants
9/29	1:00pm – 4:00pm	Hazard Communication/RTK
9/30	8:15am – noon	Safety Awareness/ Accident Investigation

OCTOBER

10/4	8:30am – 3:30pm	Confined Space
10/5	8:15am – 11:15am	Trench Safety
10/6	9:00am – noon	Office/ Computer Ergonomics
10/6	2:00pm – 4:00pm	Lockout/ Tagout
10/7	8:30am – 4:30pm	Defensive Driving

Most classes are held at the Gwinnett Justice and Administration Center (GJAC) in Room C of the Conference Center. Please cancel your reservation if you are unable to attend so those on the waiting list have an opportunity. Call 770.822.7835 to sign up for a class.

"If all the cars in the U.S. were placed end to end, it would probably be Labor Day."

– Doug Larson



Awards, honors, and other notes of interest

Congratulations to **Joel Rodriguez** and **Bill Williams** of Planning and Development for passing the Certified Professional in Erosion and Sediment Control (CPESC) certification exam.

Congratulations to **Patrice Prevost**, of the Gwinnett County Public Library. She was selected for the PLA Spectrum Initiative Scholarship, which will contribute to her graduate studies in library science.

Congratulations to the following Fire and Emergency Services personnel. A promotional ceremony and reception was held in August to celebrate these accomplishments:

Promoted to the position of Lieutenant:

Eric Eberly
Russell Knick
Bobby Morgan
Hayley Smith*
Gary Wirl

Promoted to the position of Captain:

Wayne Chewning
George Childs
Steve Gosa
Jeff Kelley
Wayne Mooney
Eddie Myers
Steve Parkerson
Scott Sheppard

* *Hayley is the first female to be promoted to the rank of Lieutenant in the Gwinnett County Department of Fire and Emergency Services.*

Corporate Challenge

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of children who may not otherwise have had the opportunity to go to summer camp and participate in swim lessons and other recreational classes.

The Corporate Challenge is presented by Gwinnett County Parks and Recreation, Gwinnett United in Drug Education (GUIDE), Gwinnett Parks Foundation, and the Lloyd-Bennett Professional Services Group.

Service Anniversaries

The following employees will celebrate significant service anniversaries in September:

5 Years

Clerk of Court: **Margaret M. Robertson**; Community Services: **Joe E. Byars, Deborah E. Jones, Marilyn J. Sessions**; District Attorney: **David B. Fife**; Financial Services: **Timothy J. Jones**; Fire and Emergency Services: **William Duclos**; Juvenile Court: **Pamela A. Day, Tina S. Reed**; Planning and Development: **Vincent J. Pepe**; Police Services: **Mark T. Andrews, William R. Bessette, Kevin Brandle, David M. Brucz, Jon P. Doherty, Mark A. Lester, Selena D. Martin, Christopher R. Penn, Richard J. Weldner**; Public Utilities: **Katherine A. Lewis, Eric S. Bruce, Richard P. Pate**; Sheriff's Department: **Robert S. Boettner, Elizabeth A. Hallsworth, Traci L. Williams**; Transportation: **Sandra V. Walker**

10 Years

Community Services: **Andrew J. Pruitt**; Financial Services: **William H. Hockaday**; Public Utilities: **Charles E. Smith**

15 Years

Fire and Emergency Services: **Larry A. Orr**; Public Utilities: **Mark A. Butler**

20 Years

District Attorney: **Carole C. Adams**; Fire and Emergency Services: **Linda L. Aliff, Phillip R. Allison, Brian D. Callahan, Arthur V. Rivera, James G. Schaffer**; Public Utilities: **John D. Archer, John C. Nichols**; Support Services: **Wallace A. Evans, Connie W. Hinson**; Transportation: **Frank D. Clark**

25 Years

Fire and Emergency Services: **Kenneth E. Barton, Donald W. Keneipp**

30 Years

Fire and Emergency Services: **Curtis Reed**; Human Resources: **Lynn P. Smith**; Police Services: **Daniel O. Branch**

Recently Retired

Board of Commissioners Office: **Sue Person**, 9 years; Public Utilities: **Larry Gamble**, 21 years; **Kevin Kernahan**, 25 years; **Charles E. Smith**, 10 years; Sheriff: **Ronald Dobbins**, 19 years

School safety

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1. Slow down to the posted speed in school zones. Cooperate with crossing guards and observe correct driving practices when driving around school buses.
2. Slow down in areas where students board or exit school buses.
3. Anytime you are approaching a group of children, anticipate unexpected behavior and horseplay that may result in someone running into the path of your vehicle.

Be a good role model. Children imitate their parents and model their behavior, so don't just tell your children how to behave – show them! Let's have a safe commute to school this year.

Back injuries

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- posture relaxes the muscles and requires minimal effort to balance the upper body
- **Lift properly** – there is a right and wrong way to lift and carry a load: use your legs and not your back
 - **Adjust your workstation** – come up with a way to set up your desk in order to decrease force and repetition and maintain a healthy, safe posture
 - **Adopt healthy habits** – plan your moves, avoid unnecessary bending, twisting, and reaching; listen to your body and stretch, move, or relax when it tells you to
 - **Reduce stress** – minimize stress factors both at work and at home

For more information about back problems and how to avoid them, take advantage of the Back Injury Prevention and Proper Back Belt Use safety class. (See class schedule for September and October on page 7)