

The County BEAT

Bringing Employees Answers Today

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SPOTLIGHT ON EMPLOYEES



Kieth Dublin was hired January 1, 2007 as the Veteran Service Officer. We welcome him to our staff.



Dan Mansfield has been employed by Weakley County since February 1990 and currently works for the Highway Department. He previously worked from August 1979 to January 1990.

Weakley County
Department of Finance
8319 Highway 22, Suite B
Dresden, TN 38225
Shawn Francisco,
Director of Finance

SPECIAL ENROLLMENT PROVISIONS FOR HEALTH INSURANCE

The federal law, Health Insurance Portability Act (HIPAA) allows employees and dependents to enroll in health coverage under certain conditions. Exceptions will also be made for eligible employees or dependents if they lose their health coverage through the employer of the employee's spouse/ex-spouse. The required documentation must be submitted to the Division of Insurance Administration and coverage applied for within 60 days of loss of health coverage. Examples of qualifying events are the following:

Employee not currently covered acquires a new eligible dependent (spouse, newborn or adoptee)-Copy of birth certificate, marriage certificate, or adoption documents.

Death-Copy of death certificate and written documentation from the employer on company letterhead providing names of covered participants, date coverage ended and reason.

Divorce-Copy of signed divorce decree and written documentation from the employer on company letterhead providing names, date coverage ended and reason.

Termination of employment (voluntary and non-voluntary)-Written documentation from the employer on company letterhead providing names of covered participants, date coverage ended and reason.

For a complete list of qualifying events contact the Department of Finance or see page 12 in your insurance handbook.

New Travel Rates

The State of Tennessee Commissioner of Finance and Administration announced that the reimbursement rate per mile of travel is \$0.46 effective January 15, 2007. Also, lodging and per diem rates in Tennessee have increased. Weakley County has adopted the state travel regulations; therefore, this is the rate for Weakley County employees.

Visit the county website at www.weakleycountytn.gov

Bereavement Leave

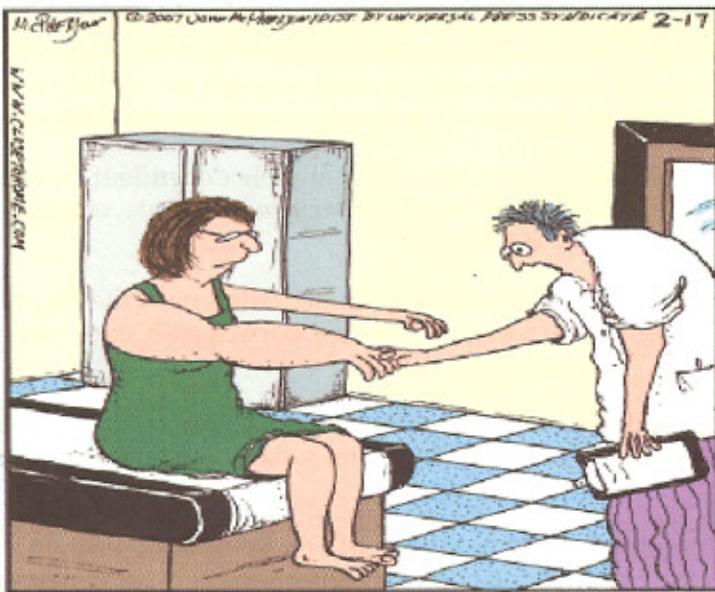
In the case of death in the employee's (does not include certified personnel) immediate family, he/she will be given three days paid leave, with the approval of the department head. Immediate family here is defined to mean spouse, parent, mother and father-in-law, daughter and son-in-law, brother, sister, children of the employee, brothers and sisters-in-law and grandparents. This benefit is for full time employees only.

Health Corner

Five R's of Dealing with Change-Related Stress

1. Relax-Find ways to relax. Try to temporarily "park" your problems. Don't think about them constantly. Take time out for yourself.
2. Reflect-Reflect on your feelings about what is happening. Don't try to hide or discount your feelings, especially the negative ones.
3. Reassess-Assess your feelings and find someone you can talk to about them. Dispel rumors. They will only increase your stress. Develop a new vision of yourself and accentuate the positives.
4. Rehearse-Review the steps you have decided to take in dealing with change. Prepare in advance for uncomfortable situations.
5. Ritualize-Keep your life as normal as possible. Maintain established routines. Seeking out the familiar is an instant stress reliever.

A FUNNY FOR YOUR DAY



"And you say you check your e-mail on average three or four hundred times a day?"

Spotlight on District 3



Michael Medling was elected to the Weakley County Commission in 2006. He currently serves on the Health, Education, & Economic Development Committee; Beer Board and the Public Works Committee. Commissioner Medling represents the citizens of Greenfield, where he resides with his wife Bobbie. They have three daughters Michelle, Emily, and Natalie.

Questions and Answers

If any employee has questions they would like addressed in future newsletters, please forward them to franciscos@k12tn.net.

Q: What do I do if I am summoned for jury duty?

A: Please notify your supervisor upon receiving your summons of the date you will appear for jury duty. An employee summoned for jury duty needs to attach a copy of the court orders to their time card. You will not be charged for time off. If you serve in Weakley County notify the Court Clerk that you are an employee of the County. You will not be entitled to jury pay if you are serving during your normal work hours. If you serve for federal jury duty in Jackson, you are entitled to the jury duty compensation. If you have any questions, please contact the Department of Finance.

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