



COUNTY OF FILLMORE Employee News

UPCOMING EVENTS:

NOVEMBER

- 2 Commissioners Meeting
- 3 Open Enrollment Sessions
- 5 Payroll Check Date
- 9 Commissioners Meeting
- 11 Veteran's Day (Holiday)
- 17 Open Enrollment Forms Due
- 19 Payroll Check Date
- 23 Commissioners Meeting
- 25 Thanksgiving Day (Holiday)
- 26 Day after Thanksgiving (Holiday)



2011 OPEN ENROLLMENT

The Open Enrollment period for 2011 is November 3-17, 2010. Open Enrollment is an important opportunity for you to assess your benefits and make choices.

Even if you do not want to make any changes – eligible employees are REQUIRED to return a 2011 Flexible Benefits Enrollment Form to the Coordinator's Office.

CAFETERIA INFORMATION SESSIONS

Wednesday November 3rd

Office Building Room 108

10:00 - 11:00 am and 2:00 - 3:00 pm

Employee benefits represent a very important component of the total compensation package offered by Fillmore County. Fillmore County offers a competitive and comprehensive benefit package designed to provide eligible employees a wide range of benefit options including:

- Paid Time Off
- Holidays
- P.E.R.A. Contributions
- Employee Assistance Program
- Short Term Disability Insurance
- Flexible Benefit Plan Options (medical, dental, flexible spending accounts, long term disability, additional life)
- Basic Life Insurance
- Deferred Compensation Payroll Deductions
- Health Care Savings Plan Accounts
- AFLAC Coverage Payroll Deductions



Who's been Safe in 2010?

Do you or someone you work with...

- ✓ Talk about safety?
- ✓ Demonstrate safety?
- ✓ Work safely?

The Fillmore County Safety Committee is accepting nominations for the 2010 Excellence in Safety Award until **December 11, 2010.**

To nominate: Send an email to: suggest@co.fillmore.mn.us or call Ashley Stinson (507) 765-4566. Nominations must include the person's name whom you're nominating and a brief statement of why this person deserves the award.

The winner will receive a Winter Emergency Kit and a certificate of recognition at a County Board meeting during the Recognition Ceremony early next year.

Past Winners: 2006 - Brenda Pohlman (Public Health), 2007 - Norm Craig (Zoning), 2008 - Susan Phillips (Recorder), 2009 - Terry Schultz (Building Maintenance) and Blaine Tufte (Building Maintenance)



KEEPING YOUR DAILY ROUTINE IN BALANCE: MANAGING YOUR STRESS AND PROMOTING HEALTHINESS IN YOUR LIFE

STRESS MANAGEMENT SESSION

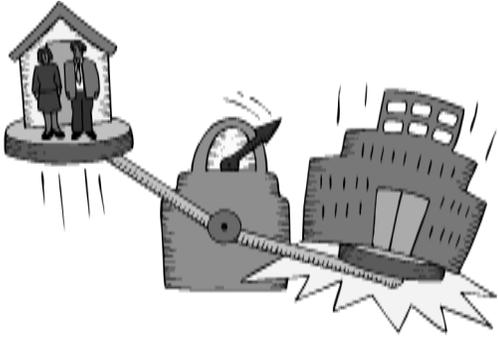
Wednesday December 1st

Office Building Room 108

10:30 - 11:30 am and 1:30 - 2:30 pm

Presented by:

Chris Erickson, M.A., L.P., The Sand Creek Group



The stress level we feel is usually driven by a number of variables going on in our lives at any point in time: stress and uncertainty at work, demands and things to do on the home front, as well as plans and expectations we have with friends and acquaintances. For many of us, the holiday season brings its own share of stress and worries.

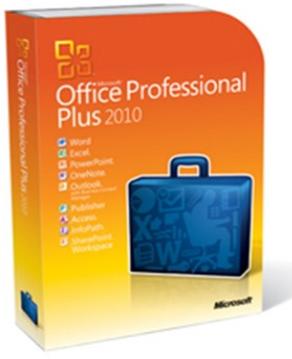
During this 1 hour session, we will discuss a variety of attitudes, skills, and behaviors that work together to help keep us physically and emotionally healthy, and in the driver's seat as much as possible while dealing with our unique stress load. A key goal of this session is to help you strategize an action plan suited to your individual needs.

**Sign up with the Coordinator's Office in person, by phone 507-765-4566,
or by email astinson@co.fillmore.mn.us**

This presentation is made possible by the Fillmore County Wellness Committee as part of the Southeast Service Cooperative Employee Health Promotion Support Program. Our Wellness Committee was awarded a \$1,500 grant to be used by December 15, 2010.

MICROSOFT Home Use Program Available to Employees

Microsoft Office Professional Plus 2010 is now available. Here's a fantastic offer - buy and use the newest version of Office at home - for only \$9.95!



Follow these simple steps:

Step 1. Go to www.microsofthup.com

Step 2. Enter your work e-mail and [program code](#). *If you do not have a Fillmore County e-mail please contact Information Systems for assistance.*

Step 3. Buy and download **Microsoft Office Professional Plus 2010**.

Programs Included:



Word
2010



Excel
2010



PowerPoint
2010



Outlook
2010



OneNote
2010



SharePoint
Workspace
2010



Access
2010



InfoPath
2010



Publisher
2010

PLEASE NOTE: This is offered to you by Microsoft, not Fillmore County, and the county takes no responsibility for installing or supporting any of the products or ways in which you may choose to use them. Minnesota Data Practices apply to any county data that may be saved on personal computers. The County is not responsible for restoration of any county data that you may choose to save on your personal computer.

WINTER WEATHER HAZARD WEEK:

NOVEMBER 8TH-12TH



Most Minnesotans, through years of practice and experience, are knowledgeable about winter weather conditions. We know how to dress, drive, be active outdoors and generally get through the winter with our lives, homes and property intact. Nonetheless, deaths and injuries occur every winter because people fail to take precautions. Carelessness, overconfidence, ignorance and innocence can lead to damage, injury or death from winter weather conditions.

ICE

RAIN: Frozen precipitation melts into rain

FREEZING RAIN: Frozen precipitation melts in warm air.....rain falls and freezes on cold surfaces as a sheet of ice

SLEET: Frozen precipitation melts... ..refreezes into sleet before hitting ground

SNOW: Snow falling into cold air never melts



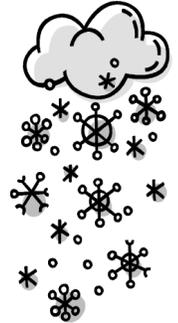
Snow

BLIZZARD: Winds of 35 mph or more with snow and blowing snow reducing visibility to less than ¼ mile for at least 3 hours.

BLOWING SNOW: Wind-driven snow that reduces visibility. Blowing snow may be falling snow and/or snow on the ground picked up by the wind.

SNOW SQUALLS: Brief, intense snow showers accompanied by strong, gusty winds. Accumulation may be significant.

SNOW SHOWERS: Snow falling at varying intensities for brief periods of time. Some accumulation is possible.



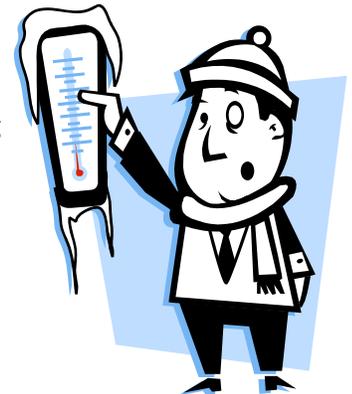
COLD

WIND CHILL: is not the actual temperature but rather how wind and cold feel on exposed skin. As the wind increases, heat is carried away from the body at an accelerated rate, driving down the body temperature. Animals are also affected by wind chill; however, cars, plants and other objects are not.

FROSTBITE: is damage to body tissue caused by extreme cold. A wind chill of -20° Fahrenheit (F) will cause frostbite in just 30 minutes. Frostbite causes a loss of feeling and a white or pale appearance in extremities, such as fingers, toes, ear lobes or the tip of the nose. If symptoms are detected, get medical help immediately! If you must wait for help, slowly re-warm affected areas. However, if the person is also showing signs of hypothermia, warm the body core before the extremities.

HYPOTHERMIA: is a condition brought on when the body temperature drops to less than 95°F. It can kill. For those who survive, there are likely to be lasting kidney, liver and pancreas problems. Warning signs include uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness and apparent exhaustion. Take the person's temperature. If below 95°F, seek medical care immediately!

IF MEDICAL CARE IS NOT AVAILABLE: warm the person slowly, starting with the body core. Warming the arms and legs first drives cold blood toward the heart and can lead to heart failure. If necessary, use your body heat to help. Get the person into dry clothing and wrap in a warm blanket covering the head and neck. Do not give the person alcohol, drugs,



BE GREEN...SWAP & SHOP



*Have office supplies that you or others in your office aren't using?
Don't trash them – swap them!*



*Is your Department looking for folders, binder clips, printer cartridges and more?
Check out the Swap and Shop!*

Item examples: binders, paper clips, pens, pencils, binder clips, highlighters, markers, sliding bar report covers, portfolios, notepads, binding combs, business card paper, binder indexes, calculators, ribbons, envelopes, paper, labels, etc...

Contact [Audrey Inglett](#) in the Coordinator's Office for more information.



EMPLOYEE NEWS

Been on vacation?

**Celebrating a
birthday, wedding or
anniversary?**

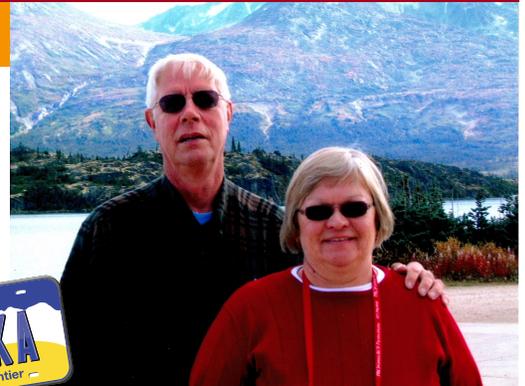
**New addition to the
family?**

**You're invited to
share your joys!**

Please submit items to
astinson@co.fillmore.mn.us

Photo's to share...

Submitted by **LaVerne Paulson (SCORE/Recycling)**: This photo was taken on a recent trip to Alaska. Laverne and his wife Denise spent a few days there to celebrate their 35th Anniversary which was on June 21st.



Moving on...

Effective January 3, 2011, **Carolyn Evers** will be retiring from Public Health after nearly 25 years of service.

THANK YOU AND BEST OF LUCK CAROLYN!

Employee Classifieds

MANY REQUESTS HAVE BEEN MADE TO OFFER A PLACE IN THE NEWSLETTER FOR EMPLOYEE CLASSIFIED ADS. STARTING IN DECEMBER EMPLOYEE CLASSIFIED ADS WILL BE ALLOWED ON A PROBATIONARY BASIS.

THE FOLLOWING CONDITIONS APPLY:

1. **DEADLINE** to submit ads will be the 25th of each month. Please direct your submissions to Ashley Stinson, Human Resources in writing.
2. To be published, the ad form must include the employee's name, and a non-work phone number.
3. Ads will not be accepted for third-parties or businesses.
4. Employees submitting ads understand that the Classifieds may be seen by non-employees.
5. Fillmore County newsletter editors may limit the number of submissions per employee and reserves the right to edit or reject any submission.
6. Employees who are found to have misrepresented themselves or any items advertised will be prohibited from publishing ads in the future.
7. Under no circumstances shall Fillmore County be liable for any direct, indirect, punitive, incidental, special, or consequential damages that result from, or arise out of, the use of any products or services received through this page. Fillmore County does NOT endorse the information or products advertised.