

## Yuma County Employees Newsletter

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## 2020 Budget Work Begins

While budget management is an every-day task, the second half of the year includes the additional work of assessing, proposing, developing, and approving the budget for the upcoming year. At the June 18 regular meeting, the Commissioners set the first budget work session of the year for September 10. Between now and then County Offices and Departments as well as agencies who are, in part or in whole, funded through Yuma County Government will work to develop budget proposals for the Board of County Commissioners, who will then undertake the arduous but vital task of weighing requests against revenue constraints and competing priorities.

## New Insurance Cards Issued

County leaders were recently notified of correspondence received from CTSI regarding the issuance of new medical insurance cards to County Health Pool members. In early 2019, a snafu with card issuance required new health insurance cards to be reissued for all members. It has recently come to light that not all members may have received their new cards at that time. To resolve the issue, CTSI has reissued cards to all members to ensure that each member has a current card. To know if your card is current or not, review the RX BIN # listed on the card. Current cards should reflect RX PCN# WG and RX Group# WLEA. If you already have a current card, you may disregard the replacement that is mailed to you. If you do not have a current card and do not receive one, please contact the Finance Office for assistance.

## Road & Bridge Establishes SOPs

With approximately 2300 miles of road to maintain in the county and a grader team of 17, keeping every road in the county maintained to peak condition is a daunting task. Blade operators are currently assigned a home area of anywhere from 150-180 miles of road they are responsible for maintaining, with two operators rotating around to assist where needed. Varying levels of experience and the de-centralized nature of the work combined with differences in equipment, soil type, moisture, and traffic patterns add to the challenges of ensuring consistency in roads across the county.

To provide a dependable model of productivity for road maintenance, the Road & Bridge Department has recently established a set of Standard Operating Procedures designed to ensure that all roads are maintained to an equivalent standard. These procedures were rolled out to the blade team at the June 27 Safety Meeting and they will spend the next six months training and perfecting their craft under the new SOPs.

### Second Quarter New Employees

*Austin Clapper, Sheriff's Office*

*Byron McCall, Landfill*

*Clay Rockwell, Sheriff's Office*

*Heidi Prentice, Assessor's Office*

*Jessie Vance, Assessor's Office*

*Jordan Fleharty, Road & Bridge*

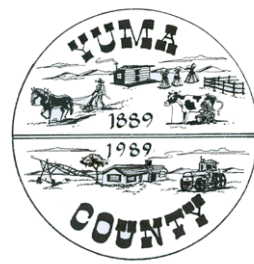
*Jose Tafoya, Road & Bridge*

*Phil Riggleman, Economic Development*

*Stacy Zink, Sheriff's Office*

*Travis Taylor, CSU Extension*

*William Braz, Road & Bridge*



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## Work Product Ownership & Employment

According to the US Copyright Act section 101, "work prepared by an employee within the scope of his or her employment" is considered work made for hire, otherwise known as work product. It's important for employees to understand that documents, forms, reports, and any other work product they create during their employment with Yuma County falls under this criteria and is considered property of Yuma County.

Additionally, Yuma County Personnel Policy 411 and Yuma County Sheriff's Office Policies 204 and 321 remind employees that there is no expectation of privacy on County-owned devices and systems. This includes Yuma County servers and email, all of which are backed up daily, as well as County-owned cell phones. It is crucial that employees understand that any activity, document creation, correspondence, etc. created on County equipment or software is legally considered property of the County. It may not be destroyed or taken with employees at the time of separation. Employees with questions on these policies are encouraged to talk with their supervisor or the Administration Office.

Those who expect to reap the blessings of freedom, must, like men, undergo the fatigue of supporting it.

- Thomas Paine

### Dates to Remember:

- 7-2 June Payroll Deadline
- 7-4 Independence Day
- 7-8, 7-22 Payables Deadlines
- 7-16 BOCC Meeting
- 7-26 Wray Daze Volunteer Opportunity
- 7-31 BOCC Meeting
- 8-1 July Payroll Deadline
- 8-6 Fair Day
- 8-7 July Pay Date

## Upcoming Payroll Date Change

As a reminder, *the pay date for all employees paid by or through Yuma County Government will change beginning in July 2019.* Pay periods will remain the first day of the month through the last day of the month, but pay issuance date will be the 7th of the following month. July earnings will be issued on August 7th. All pay issuance from July forward will be paid on the 7th of the following month unless the 7th falls on a weekend, in which case pay will be issued the Friday before.

Employees who requested personal leave buyout will receive those funds on July 15th. Questions can be directed to the Administration Office.

Have an idea for content? Information that needs shared? Email your suggestions and information to [administrator@co.yuma.co.us](mailto:administrator@co.yuma.co.us) for inclusion in next month's newsletter.