

Human Resources Update



Upcoming Workshops

March 3, 2009 – Planning Conference Room in Summerville 11:30- 12:30

Budgeting Workshop – Receive information concerning money management, credit reports, mortgages and savings from a 30 year veteran in the banking world.

March 24-27, 2009 – Mid-Atlantic HUG Annual Education Conference Greensboro, NC

SunGuard Public Sector will offer labs for hands-on training, as well as user and vendor led sessions.

March Lunch and Learn – Summerville, Planning & Codes Conf Rm. 11:30am – 12:30 pm

Dr. Brian Quattlebaum, with the Palmetto Wellness Center will be speaking on “How to Stay Young the First 100 years”

Friendliness

Friendliness helps build positive relationships and is reflected in the little things you do on a personal basis such as:

- Saying please and thank you
- Making eye contact
- Greeting people before beginning a work discussion
- Being prompt and not wasting people’s time waiting for you: apologizing if they do have to wait for you
- Showing respect when they want to talk: stop doing paperwork or answering the phone;

Quit for Life Program!

You know tobacco is bad for you, you’ve heard why a hundred times. And deep down, you know the benefits of quitting. Yet, no matter how hard you try, you can’t seem to quit for good. It’s hard to escape from such a powerful addiction. You can break free. Just because you’ve tried before and didn’t quit for good, doesn’t mean you can’t. Every time you try to quit you learn something new. And if you have quit for any length of time, you’ve probably already felt it: the wonderful freedom of not being addicted to tobacco.

Regardless of where you are in the process, Free & Clear can help. We offer one of the most successful tobacco treatment programs available today. Why? Because we help you quit your way – we find out what has worked for you in the past and what hasn’t. Then we create a quit plan just for you that includes:

- One-on-one, phone-based sessions scheduled at your convenience.
- Toll-free telephone access to our Quit Coaches for the duration of the program. This means that you can call for support in quitting tobacco at any time

during the year you are enrolled in the program.

- Recommendations for medications like the nicotine patch, gum, lozenge, or bupropion. The patch, gum, or lozenge is **free** of charge for eligible members. Bupropion requires a physician’s prescription and includes a co-pay.
- Delivery of recommended nicotine replacement products (such as the patch, gum, or lozenge) to your home via direct mail order.
- A Quit Guide of materials designed to help you stay on track between calls.

Since January 1, 2006, the State Health Plan has offered the Free & Clear Quit For Life Program to its members. To date, 1,800 members have enrolled in the program. For nearly 20 years, Free & Clear has helped thousands of people quit using tobacco. Be one of them, and be free.

For more information about the Quit For Life Program, call 1-866-QUIT-4-LIFE (1-866-784-8454).



apologizing if you must do either

- Admitting your mistakes
- Not interrupting people when they are talking
- Controlling your emotions and not speaking loudly or

abusing people

- Avoiding sarcasm
- Showing an interest in their life outside of work

These tips were adapted from *Why Employees Don’t Do What They’re Supposed to Do*.

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