



KIT CARSON COUNTY EMPLOYEE NEWSLETTER

FEBRUARY-AMERICAN HEART MONTH 2016

W-4 INFORMATION

Now is the time to look at your exemptions that are on file in the HR office. You can download your own on www.irs.gov/pub/irs-pdf/fw4.pdf or pick one up at the Administration Office if there are changes to be made.

Road & Bridge

The Federal Motor Carrier Safety Administration has reduced its Random Drug & Alcohol testing rates from 50% to 25% of the average number of driver positions in 2016. This should result in fewer random tests for 2016.

REMINDER

There are still a few pink papers that need to be returned to Phil. These are for the updated policy manuals and the Signature form is in the back of the policy. If you have any questions, please contact Phil.

Notices will be given to the department heads with names and forms that need turned in.

UPCOMING HOLIDAYS

MARCH 25 GOOD FRIDAY
MAY 30 MEMORIAL DAY
JULY 4 INDEPENDENCE DAY

CCOERA 2016 SCHOLARSHIP FUND

The 10th annual CCOERA Scholarship Fund for active participants and their dependents has been posted. The award is for a maximum of 4 years. Eligible applicants will be asked to complete and return the application by April 15, 2016. Winners will be announced once the Board's review process has been completed. If you are interested in this scholarship process, please call the Administration office @ 346-8133 ext 304 and we will send the application form to you. (Or you can go to their website—www.ccoera.org)

HR DEPARTMENT

The Administration Office serves as the HR Department. Some of the duties include the filling out of paperwork for the hiring process, orientation and training of both new and current employees, and employee benefits. Employee grievances related to work environment, policies, and procedures can be discussed in confidence with the Administrator.