

# Inside



# the City

We come, not to mourn our dead soldiers,  
but to praise them. ~Francis A. Walker

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City of Ashland

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## Don't Know Much About...FMLA???

The Family and Medical Leave Act (FMLA) requires covered employers to provide **up to 12 weeks of unpaid, job-protected leave** to eligible employees for certain family and medical reasons. These reasons include:

- caring for your child after birth, or placement for adoption or foster care;
- caring for your spouse, son or daughter, or parent, who has a serious health condition; or
- a serious health condition that makes you unable to perform your job.

**FMLA is unpaid and runs concurrently with your authorized use of accrued benefits.** If you exhaust your accrued benefits *before* the 12 week FMLA period has expired, *then* your absence reverts to an unpaid status.

For example, employee Joe Doe is an "eligible" employee (he has worked for the City at least 12 months and has worked at least 1,250 hours in the previous 12-month period). Due to a serious health condition, he anticipates being out of the workplace for 6 weeks for surgery and recovery.

If Joe's leave is "foreseeable," he must provide 30 days advance notice. He submits a Form WH380 (Certification of Health Care Provider) to his health care provider. Once completed, he submits the completed WH380 to Human Resources who will then confirm his anticipated use of FMLA and the qualifying category.

If his leave is "unforeseen," Joe must give as much notice as practicable, and it may be verbal, fax, telephone, or in writing and may be given by a spokesperson on his behalf. Human Resources will provide him a WH380 that must be submitted within given timeframes.

Human Resources will continue to monitor absences that may be eligible for FMLA. If you have questions, contact Human Resources!!



## Make it Shine...It's Springtime!

It seems as though piles of unwanted or worn out items along the streets of Ashland are a sure sign of spring!

As a child, I remember my mother scrubbing the inside of the house down room by room in the spring. Nothing escaped her hot soapy cloth when she did "Spring Cleaning."

Perhaps spring is a good time to give a little extra attention to our work environments as well. Have you looked at the corners of your ceilings or floors lately? What about windows and window ledges... are there stacks of papers that should be filed or shredded? What about the vehicle you drive regularly--can you see out the windows? Are the seats safe for clothing? Is the floor free from clutter and mud? Would you offer a ride to your "mom"? (Don't worry, you're not allowed per Standards of Conduct...) Would you offer a ride to your Division Director or the Mayor?

While your checking your vehicle, be certain to check the First Aid Kit that is required in each vehicle. Is it "filled"? Have you "fluffed" your required Fire Extinguisher lately and checked the dates? Are your Pre-trip and Post-trip logs being used consistently? Is anyone smoking in the vehicle?

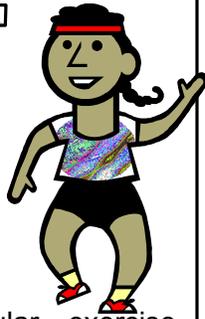
If the things around you could use a "hot soapy cloth," go for it! YES, it is in your position description. It's the phrase that reads "all other assignment!" It's amazing how beautiful Spring looks through clean windows!

**"TO PROMOTE THE HIGHEST QUALITY OF LIFE FOR OUR COMMUNITY  
BY PROVIDING LEADERSHIP, SERVICE AND OPPORTUNITY."**

## KEEP IT MOVIN'

What Keeps You from Getting in Shape??

Overcoming the obstacles to regular exercise...



**Obstacle: Too busy.** Busy people have trouble finding time for regular exercise workouts. Remember that exercise can impact your ability to do everything else.

**Solution:** Work out at the same time each day and you are more likely to make exercise part of your routine. Many people who stick with exercise find mornings work best. Or if you are physically able, raise your intensity level to shorten your workout time.

**Obstacle: Too Tired.** At the start, regular workouts can seem tiring. Yet exercise actually increases energy, allowing you to fit in more activities—and enjoy them more.

**Solution:** Change your schedule. Energy and strength are generally higher in the a.m. than in the p.m. A snack prior to workout can help fuel you for exertion. Because exercise is energizing, you may find that it boosts your productivity afterward.

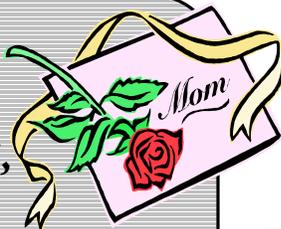
**Obstacle: Boredom.** Remind yourself of the benefits exercise delivers. Or lower your expectations—does exercise always have to be fun before you'll do it?

**Solution:** Choose new activities or alternate your sports. Change your route. Listen to music or a learning tape. Work out with a friend.

**Obstacle: Lost interest.** Whether due to injury or lack of progress or motivation, nearly everyone temporarily quits at some time or has setbacks with their fitness goals.

**Solution:** Figure out why you quit and resolve the problem so that you can avoid it in the future. Don't be self-critical and don't give up. You can always start fresh when fitness is a lifetime goal.

*A man loves his sweetheart the most,  
his wife the best,  
but his mother the longest.*



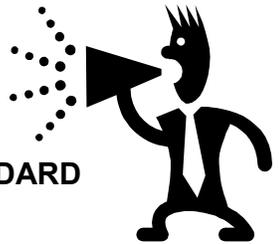
~Irish Proverb

## Graduate Recognition

Recognize your graduating student by submitting a picture to the Mayor's Office. Include his/her name, employee's name and division, and school.

Pictures will be displayed in the Municipal Building lobby.

CALLING ALL  
"GOOD GUYS"



### SAFETY AND HEALTH STANDARD Section 1.3

- A. Each employee's work safety and health are the City's primary concern. The City is committed to providing the safest working conditions possible.
- B. Training in safe job practices will be provided on the job and in classroom settings.
- C. Each employee must bear primary responsibility for working safely. In order to maintain the public's trust, public work must be conducted in a safe manner. Unsafe conduct and unsafe use and handling of equipment significantly increases the risk of injuries to citizens and employees. Unsafe conduct also increases the risk of potential liability for the City.
- D. No employee is required to undertake a job in a manner that is known to be unsafe.
- E. Each employee has the responsibility to detect hazards and report unsafe conditions to his/her supervisor or director.
- F. Each employee is required to comply with all safety rules contained in the City's Safety and Health manual, along with other rules which may be issued from time to time, as the safety rules of the City.

City of Ashland Human Resources  
211 Claremont Avenue □ Ashland, OH 44805  
Phone: 419-289-3426 □ Fax: 419-289-9411  
email: [jobs@ashland-ohio.com](mailto:jobs@ashland-ohio.com)  
[www.ashland-ohio.com](http://www.ashland-ohio.com)