

**North Carolina Association of County Commissioners  
2006-07 Ralph W. Ketner Employee Productivity Awards Application**

**County:** Burke County      **Employee:** Dale Meyer      **Email:** dmeyer@co.burke.nc.us

**County Department:** County Manager      **Employee Title:** Special Projects Administrator

**County Phone:** 828.439.4340      **County Mailing Address:** PO BOX 219 Morganton, NC 28680

**Is this project being submitted on behalf of two or more employees?**      **NO**

If yes, please provide below a listing of all project employees in Number 6. Employee & title as listed above should be for lead team member.

Fair Labors Standards Act Designation: In order for your project to be eligible, you MUST indicate one of the following. If you do not know, please contact your personnel director.

**EXEMPT:**       **NON-EXEMPT:**       **BOTH (if applicable to a team):**

<b>1.</b>	<b>Productivity Improvement Title:</b>	Safety Program
<b>2.</b>	<b>Implementation Date (must be between January 1, 2006 and December 31, 2006)</b>	11-1/2006
<b>3.</b>	<b>Please describe the productivity improvement. (Please limit response to these 2 pages.)</b>	
	The safety program addresses employee safety, workers compensation, property & liability insurance exposures by forming a Safety Committee. The safety Committee consists of eight county employees that work in high risk departments.	
	The Safety Program has:	
	1. <i>Formed a productive Safety Committee that works!</i>	
	2. <i>Currently developing a Risk Management Control Manual</i>	
	3. <i>Successfully developed a "LIGHT DUTY – RETURN TO WORK POLICY" for Workers Compensation</i>	
	4. <i>Planned a Drivers training program for all county employees with access to county vehicles to lower insurance premiums.</i>	
	5. <i>Improved safety awareness in a short amount of time by including various departments in the process of formulating policy</i>	

<b>4.</b>	<b>Please describe why this project was initiated or what problem it addressed:</b>		
	1. Overall lack of Safety Awareness		
	2. Workers Compensation claims were extremely high, yielding high insurance premiums		
	3. Lack of light duty return to work policy.		
<b>5.</b>	<b>Please quantify the improvement's results in terms of cost savings, cost avoidance and/or a higher level of services provided.</b>		
	<i>(Please indicate what resources were used to achieve your results, and what was done with the time savings, if any accrued).</i>		
	1. By implementing a return to work program for light-duty workers compensation employees, we were able to add full-time staff member to the County Manager's office for approximately 2 months without increasing payroll. Employees who were on doctor's orders for light-duty workers compensation were required to answer phones from 8am to 5pm in the County Managers Office. This improved productivity by allowing the Assistant to the County Manager and the County Manager to focus on new ordinances, creating a new website, innovating the new Allied Health Center, and being more responsive to constituent services without hiring an administrative assistant.		
	2. Burke County's workers compensation insurance premiums decreased by \$14,000 in the first year.		
	3. Burke County's property liability decreased by \$10,000 in the first year.		
	4. The length of Workers Compensation (out of work time) declined.		
	5. Safety Committee meetings have excellent attendance and safety awareness has increased.		
<b>6.</b>	<b>Please provide any other descriptive information you would like to be considered by the review committee.</b>		
	Before implementing this program, Burke County didn't have any risk management practices in place. Today, we have accomplished the 1-4 (above) and next week, every employee who has access to a county vehicle will attend a county-sponsored driving safety program. The safety program has become a fixture for committee members to hang their hats on after seeing the productive results from their proactive efforts. In a short period of time, we have met and exceeded the County Manager's and Commissioners' expectations by empowering each department to focus on safety and the overall welfare of the public purse.		
<b>County Manager's Name:</b>	Ron Lewis	<b>Supervisor's Name:</b>	Ron Lewis

Return by **June 15, 2007** via email to [ncacc@ncacc.org](mailto:ncacc@ncacc.org).