



DIGEST

EMPLOYEE ASSISTANCE PROGRAM IS THERE TO HELP

For more than thirteen years Ginny Hooten has helped employees with alcohol problems. A counselor for the Department of Personnel's Employee Assistance Program, she recalled her first encounter in 1968 with a County employee seeking help.

"The employee was in danger of losing her job because of her drinking," Ginny said. "I'm glad I had the time to help her every way I could." The main ingredient in that help is Ginny herself, but she does not hesitate to call upon other resources if the employee needs and wants them. Part of the help provided the woman was a short stay in a women's recovery home. Now, thirteen years later, the woman is still in County service and has been promoted to a more responsible position. Ginny sends her cards on special occasions.

Help for those with alcohol problems is only one of the services provided to County employees. Professional psychologists are on the staff.

The Employee Assistance Program (EAP) is a short-term counseling and referral organization providing services for County employees and their immediate families. The program is voluntary; no one can be forced to come. There is no charge to the client. Strict confidentiality is maintained. The EAP also offers training and educational services. Stress management, alcohol awareness, documentation and referral,



Employee Assistance Counselor Ginny Hooten talks with County employee seeking help.

and a detailed description of EAP services are among the topics presented.

In most situations the EAP can be of value to both the employee and management. If an employee's personal problems interfere with job performance, both the employee and management have a problem. While not a substitute for disciplinary action, involvement with the EAP may lead to timely resolution of problems. This situation benefits all concerned—the employee is helped and job performance improves.

Perhaps this will best be illustrated by relating an actual case. Although relevant facts will be presented, the

case will be disguised to protect the anonymity of the employee involved.

Mary Smith came to the EAP on her own. She was upset, but did not know why. Mary had a job that required extensive contact with the public, and because of the specific nature of the job, she was often greeted with hostility. Despite her feelings of distress, Mary liked her job. She found it stimulating and rewarding, but was finding it increasingly demanding psychologically. She was considering leaving her job.

As Mary described her situation, additional symptoms and problems be-

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Prevention Is Best Cure For Sexual Harassment

Taking their cue from the medical adage, "prevention is the best cure," trainers from the State Personnel Board presented a seminar on sexual harassment to Personnel Officers in the Department of Health Services last month.

Trainers Warren Schwegele and Arnette Thompson reminded the POs that federal guidelines encourage an employer to take all steps necessary to prevent sexual harassment. Some of the preventive measures discussed were affirmatively raising the subject, expressing strong disapproval, developing appropriate sanctions, informing employees of their right to raise and how to raise the issue of harassment, and developing methods to sensitize all concerned.

What to do about harassment was discussed from the points of view of the victim, the alleged harasser, an observer, and the supervisor.

Many Personnel Officers from other County departments attended the seminar since sexual harassment relating to County employment is prohibited for

any County officer or employee by County ordinance.

The County's sexual harassment guidelines are consistent with the Equal Employment Opportunity Commission guidelines. County guidelines define sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

What should an employee who feels that he/she has been subjected to sexual harassment do? First raise the issue with the supervisor and/or the next supervisory level. If the issue is not resolved the employee should follow his/her department's established grievance procedure.

Staff from the Appeals Division of the Department of Personnel are available for confidential consultation to both the employee and management. A female staff member is assigned to handle grievances brought by women should they require this service.

Persons concerned with sexual harassment grievances should call Dick Raymond, Appeals Division Chief, at 974-2521.

Employees are encouraged to make every effort to resolve the issue within their own department, however.

Credit Unions Offer "Free Interest-Earning Checking Service" To County Employees

The eight credit unions serving the employees of Los Angeles County all offer free interest-earning checking accounts. No minimum balance is required . . . no monthly service fees are charged. Dividends are earned on funds in the account.

You may authorize the direct deposit of your salary warrant to your credit union's free interest-earning checking account by calling the Direct Deposit Coordinator at your credit union office.

Employee Assistance

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came apparent. She felt very nervous and anxious, especially at work. She was not sleeping well, and had been drinking more in recent weeks. She complained of frequent headaches, and almost casually mentioned she had recently had an operation.

Not only had Mary's problems increased, but she had not been taking good care of herself. She was athletic and usually ran regularly, but had not been running at all lately. She had begun to withdraw from her friends, and was no longer seeing a man she had dated.

Mary was seen in the office for short-term treatment. She was seen three times; initially for an hour and a half, and thereafter once a week for one hour. Staff called her one month after her last session to see how she was doing. She had responded rapidly and dramatically to treatment. Mary is a strong, healthy person who got "stuck" in some negative behavior patterns. Her drinking, while calming, could have led to more serious problems. She lost a relationship and avoided other social contacts. She seemed to minimize the psychological impact of her surgery. These activities were her attempts to cope. However, they not only did not work, they aggravated the situation. She got worse. She thought her job was the problem, but was puzzled by her earlier successes and enjoyment of the job. She was going to quit.

Mary was an ideal client. She was motivated, and she was cooperative. She did what was asked of her. The treatment plan was simple—to help Mary begin taking care of herself. She talked about her relationships and social needs with the therapist. They discussed her feelings about her surgery. She learned some new and productive stress management techniques — techniques that replaced alcohol as a way to relax. She resumed her athletic activities and started "building in" some recreational time for herself. Today Mary is on the job, functioning well and enjoying life.

Not all persons respond as well as Mary. Some problems are more serious or are not amenable to treatment. Often the situation warrants a referral to a community agency for longer term treatment. Before referral, a person's financial situation and other relevant factors are considered.

If you need help, or know someone else who does, call 744-4431.

County of Los Angeles

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Retirees...

The following people have retired in recent months after more than thirty years of service to the County:

Sheriff: William Lowell Brown, Anton Brykoski, James E. Chambers, Jr., Lewis L. Frank, Charles H. Gillmann, Jr., Willard E. Givens, Raymond E. Grey, Marvin E. Hal, John M. Isbell, Harald R. Treichler, George K. Wanke, Jack L. Rohrer, Edward F. De Lamere, Robert F. Graf, Raul R. Vasquez, Willard Dabney, Edward R. Thompson, William F. Kennedy, Douglas L. Robertson, Robert Horstman.

District Attorney: Eugene F. Mobley, Jr. Robert N. Sweet, Esperanza D. Montez.

Fire: Forrest W. Ray, Gerald R. Molden, Joseph C. Bower, Jr., Wallie G. Reed, Robert Duckworth, Gerald L. Hansen.

Road: Richard T. Barrett, Mose Featherston, Ernest C. Garcia, H. Darwin Grosvnor, Joseph W. Lynch, Donald I. Mays, John C. Moser, Aleo J. Piscatello, Merle M. Trobee, Kenneth J. Baldwin, Donald G. Dreher, Richard L. Fabrick, Martin E. Jaureguy, Sumito S. Sumida.

DPSS: Marie Clark, Izetta E. Holman, Louise E. Mize, Felzora Sanders, Consuelo F. Starks, William F. Fleming, Jr., Marjorie D. Hecathorn, Riley McDonald, Florence E. McKinney, Betty J. Moore, Doris A. Talbert, Evelyn M. Hammons, Douglas A. Phillips.

Health Services: Gwendolyn M. Cosey, Lillie M. Dial, Addie M. Jones, Alvin Karp, Francis P. McPartland, Mildren S. Randolph, Dorothy E. Rea, Pauline O. Roberts, Myrtle L. Broussard, Irvin M. Edelson, Imo F. Coburn, Nora Lee Conley, Arlaney D. Currie, Rayford R. Defosse, Alvine L. Franklin, Norman Hauret, Thelma T. Herold, Robert E. Jones, Jr., Oliver T. Kuzama, Alma C. Thomas, Ophelia G. Marshall, Aurora Martinez, Art Molinari, Warner L. Rottman, Rex E. Sterling, Forrest R. Walker, Hazel Little, Juanita J. Miner, Ellison B. White, Bernice Simon, Margaret K. Degler, Leroy White, Morris Silbermintz, Yoneo Yamamoto, Norris A. Willoughby.

Mechanical: Adolph G. Fields, Cleoh Robinson, Louis L. Vitali, Mr. Carol Donegan, Clyde A. Green, Sam J. Gullo, Julius Parker, Paul B. ink, Andrew T. Mortland.

Flood Control: Ray W. Holtman, Elmer T. Nixon, Dolton L. Patton, Gilbert M. Burns, Frank L. Cassel, Robert M. Gutierrez, Edwin N. Spencer, Gary Mabey, William E. Johnson, Robert R. Thompson.

Registrar/Recorder: Dorothy I. Anderson, Myrtle Probst.

Parks & Recreation: Frank N. Ceballos, Leo Shumate, Raymond H. Dortch, Dale E. Kinsman, Belle Russo, G. Warren Taylor, Willie R. Parker.

Probation: Lillian Henkin, Isabel Crawford, Lucas J. Harris, Michiko Morinaga, Anderson H. Parks, Jr., Dudley Schonwandt, Harry Y. Shimato, E. Craig Thompson, James G. Whitaker, Allan E. Woodhull, Evelyn L. McKenzie.

Building Services: Marvella L. Green, Jack O'Neal Hopkins, Juan Sanchez.



Intermediate Typist Clerk Diane Dumas, Chief Personnel Analyst Howard Phillips, and Personnel Assistant Maria Rosales receive retirement refunds from Department of Personnel Payroll Clerk Jewel Jefferson. More than 17,000 employees who signed up for the new Retirement Plan E have received refunds.

Assessor: Julia Johnson, Harry T. Lanier, Lola B. Smith, Daniel J. Stein.

Engineer: Robert J. Michalis, James Moody, Nathan Wallenstein, John O. Bannister, Leslie S. Curtis, Jr., Louis A. McMeekin.

David A. Brown, Purch. & Stores; Helen R. Goerl, Co. Clerk; William F. Hammond, SCAQMD; Odella Harrison, Bd. Supervisors; Roy D. Hoover, Commn. Dev.; Felicia M. Titus, Mil. & Vets.; Jean S. Uchiyama, Beaches; Richard W. Albrecht, Co. Clerk; Edward E. Boyd, Pub. Library; Sam Cheney, CAO; Frederick R. Cunningham, Agr. Comm.; Helen A. Gess, Pasadena Mun. Crt.; Willie Mae Hickman, Personnel; Daniel H. Russell, Sm. Crft.; Harry P. Swantek, Pub. Defender; Peter John Velis, Cons. Affrs.; Etheel L. Wimberly, Collections; Barbara L. Wight, Pub. Library; Jerome D. Walters, Comm. Dvlp.

The following have retired with over twenty-five years of County Service:

Sheriff: Ray H. Cluff, William H. Downton, Frankin E. Handley, Wesley Charles Paulus, Merle J. Vande Weerd, Evalyn D. Brown, Heliodoro L. Gonzalez, Kermit T. Hiler, Ned Stevens, Edward J. Wealer, Lloyd L. Wyant, Jesse Drake, Frederick C. Williams, Russell L. Petrie.

Health Services: Charles E. Anderson, Idis V. Anderson, Hazel Little, Charles E. Stinson, Marynell Warmesley, Jane P. Cole, Alfreda L. Gaines, Violet A. Pantlik, Katherine Parks, Altagracia Ramirez, Lillian D. Reagan, Margaret Steward, Ruby M. Stoops, Madeline B. Trice, Norman O. Vaz, Drucilla A. Garnett, Evelyn M. Hertel, Anna

L. Lovan, Betty J. Stocker, Raul V. Alegria, Dorothy E. Hoglund.

Mechanical: James Ditto, Allen Makel, Natsuko Takaki, Floyd Townsend, Robert D. Medel, Harold W. Russell, Jacinto Bailon.

Probation: John G. Johansen, James L. Keys, John D. McCowen, Jack M. Cummings, Robert T. Hampson, Jack R. McCarthy, Aubrey L. Smith, F. Raymond Spinka, Earle T. Audet.

SCAQMD: Margaret F. Brunelle, Adrienne E. Smith, George Thomas, Delno D. Elam.

Building Services: Wiley Drinkard, Morris C. York, Ruth E. Jones, Lionel Newman, David C. Rodgers, Jr.

DPSS: Barbara E. Garrett, Alice Schneider, George S. Van Dorn, Elouise S. Lavelle, Pearl L. Alston, Geraldine F. Gagon.

Fire: Robert F. Spalty, Russell F. Hill, George R. Taylor, Lee R. Munger.

Reg. Planning: David Eden, Russell G. Chase.

Adoptions: Bette Jo Long, Rudolph T. Kruse.

Road: Warren D. Warner, Charles F. Atkinson, Takaji Ikeda, Robert E. Kidd.

Assessor: Ola Barnes, Geraldine M. Dutton, Sidney Resnik, Louise Sherron.

Purchasing & Stores: Angelo N. Malkos, Aaron J. Davis, Donald R. Kinser.

Jerry Franklin Sisk, Pub. Defender; George Yoshisato, L.A. Mun. Ct.; Irvin G. Ericson, Engineer; Charles R. Newkirk, Flood Control, Mary V. Slayton, Sup. Court; Edward M. Smith, Coroner; Olga C. Vines, Co. Clerk; Monroe I. Upchurch, Engineer; Robert M. Burnside, Beaches; James Uran Gossett, Dist. Atty.; Vivian S. Robinson, Communications.

Retired County Librarian Dies; Book Fund Set Up

William Spence Geller, Los Angeles County Public Librarian for ten years, died of cancer Friday, March 12, 1982, at his home in Redwood City.

Mr. Geller's entire working career of 38 years was with the County of Los Angeles—mostly in its library division. During his tenure as librarian, the Los Angeles County Library grew to be one of the largest public libraries in the U.S., serving a population of 2.5 million. He was responsible for many innovations, including development of one of the earliest computer-produced book catalogs. He was a dedicated public servant who devoted unstinting effort to the Library.

Tangible testimony to his success are the many branch libraries built during his years with the Department and the many technological innovations which were introduced. Mr. Geller sat on the governing council of the American Library Association (ALA) from 1969 to 1973.

Following his retirement in 1973, Mr. Geller remained active in library work through the library consulting firm of Geller and Ross, which he shared with his wife, Virginia Ross Geller.

The family has set up a memorial in the form of the William S. Geller Memorial Book Fund. Contributions to this book fund may be sent to Los Angeles County Public Library, Attention: Linda Crismond, P.O. Box 111, Los Angeles 90053.

Over 5,000 Employees Sign Up For Direct Deposit

The County Auditor-Controller's office reports that over 5,000 employees are enjoying the convenience and safety of having their net pay automatically deposited directly in their credit union, bank, or savings and loan account.

The employee's funds are available for withdrawal without delay the morning of every payday. Employees also receive the customary paycheck stub showing detailed earnings and deductions, as before.

Those wishing further information regarding this program should contact their payroll office for details.



Lasso twirling is one of many old-fashioned skills to be shared with city folks at the Natural History Museum's seventh annual Craft Fair. The gigantic free family event, to be held Sunday, June 6, in Exposition Park, will include demonstrations of old-time Western crafts, music, dancing, storytelling, games and prizes.

Free Craft Fair At Natural History Museum

Sunday, June 6, will be a day of old-fashioned fun at the Natural History Museum in Exposition Park. From 10:00 a.m. until 4:30 p.m. the Museum's docent volunteers will present their seventh annual Craft Fair, a free family day featuring admission without charge to the Museum and a variety of colorful activities on the broad expanse of lawn surrounding the Museum.

Fair-goers will be treated to demonstrations of traditional skills of the Old West such as sheepshearing, blacksmithing, horseshoeing and trick-roping. The traditional presentation of lively old-time crafts — many involving audience participation — will include spinning, quilting, woodworking, weaving, scrimshanding, lacemaking, basketry, long-rifle and powder-horn making, doll-making and many more. Visitors may have their photograph taken in an equine setting: an old-fashioned buckboard with horsepower on loan from Hollywood Park.

The day's activities will be enhanced by strolling musicians and square-dancing on the green. A free concert at 2:00 p.m. in the Delacour Auditorium

will feature Murray Korda and the Monseigneur Strings.

The fun of exploring galleries and special exhibits inside the Natural History Museum will be heightened by an opportunity to play the "Great Museum Game," in which gamecards and prizes will lead visitors through the Museum on a search for natural treasure. The Game will include a special "wild card"—a chance encounter with a giant, pre-ambulating California condor. In addition to gamecard treasures, other Museum displays will present living exhibits stepping out of the past to converse with visitors.

A story-teller, centrally located in the Museum lounge, will not only spin a series of enchanting tales, but offer a moment of rest for Museum-weary feet.

Families are invited to picnic in Exposition Park and enjoy the Craft Fair and "Great Museum Game" on Sunday, June 6, at the Natural History Museum, 900 Exposition Boulevard, Los Angeles. The Museum is located south of the Santa Monica Freeway two blocks west of the Harbor Freeway. Food and parking will be available.