



HR MATTERS!

Vol. 19, Issue 1 - A Publication of the Little Rock Human Resources Department

March 13, 2015

2015 Employee Appreciation Week

We appreciate the hard work of all of our City employees. As a way to say thank you for all that you do, we have scheduled this year's Employee Appreciation Week for May 4th through May 9th. We are currently finalizing the complete schedule of events and a list of various employee discounts. Please make plans to attend the scheduled events.

2015 Departmental Employees of the Year

Each year the individual City departments nominate a Departmental Employee of the Year. These individuals embody the commitment to serving the citizens of Little Rock, as well as their fellow employees. These Departmental Employees of the Year are considered for the Mahlon A. Martin Award. A Committee made up of City Department representatives meets to select three finalists from the nominations.

The names of the three finalists are given to the City Manager who will select the recipient for the Mahlon A. Martin Award. The finalists will be announced during the City Manager's Reception recognizing all employees of the year.

Inclement Weather

Thank you to all of our City employees who have worked during all of our recent inclement weather. We appreciate your hard work to keep our employees and residents safe!

Passport to Wellness Program

We are pleased to announce our new wellness program, Passport to Wellness, began on March 1, 2015. This program will award points for fitness activities, attending seminars, and getting annual screenings/exams. You can get credit for any activities earned from January 1, 2015 – November 30, 2015. Each participant can earn up to \$175.00 in Visa gift cards (gift cards are considered taxable income and will be awarded in December 2015).

Passport to Wellness Award Tiers		
Bronze	100 points	\$25 Visa gift card
Silver	250 points	\$75 Visa gift card
Gold	500 + points	\$175 Visa gift card

Passport to Wellness Team Leaders

City Attorney	Deborah Baldwin
City Manager	Larra Bender
Community Programs	Eleanor Louis
District Courts	Natalie Short
Finance	Debbie Pharr
Fire Department	Brittanye Gyce
Fleet Services	Nita Moser
Housing	Gina Bearden
Human Resources	Alicia Jacobs
Information Technology	Woodzell Harris
Police One	Wayne Kelly
Police 911	Laura Martin
Parks and Recreation	Selandria Jackson
Planning	Venita Harris
Public Works	Chris Burgan
PW – Admin.	Sue Hulsey/Debbie Passmore
PW Solid Waste	Angela Nelson
Zoo	Telisha Lindsey/Mark Shaw

Catastrophic Leave Program

The Catastrophic Leave Program is a wonderful benefit for full-time employees. Catastrophic Leave can pay 100% of your short term medical leave after you have exhausted your leave balances due to a personal serious health condition. Eligible employees may submit enrollment forms between June 1, 2015 and June 30, 2015 to the Office of Human Resources. For new enrollees, the leave donation will be deducted from the July 17, 2015 paycheck.

Catastrophic Leave Enrollment Requirements:

- Completed one year of City service
- 40-Hour employees must have 108 hours of time off available*
- 56-Hour employees must have 300 hours of time off available*
- **40-Hour employees will be required to donate 8 hours per year**
- **56-Hour employees will be required to donate 24 hours per year**

* Hours may be any combination of Vacation, Sick and Compensatory Time or Paid Time Off (PTO), Short Term Disability (STD), and Compensatory Time to achieve the minimum hours for eligibility. Current participants do not need to re-enroll. Enrollment will automatically renew annually.

If you are not eligible to join Catastrophic Leave during this enrollment period, the next enrollment period will be December 2015.

UPCOMING EVENTS

Employee Appreciation Week	May 4 – 9
Employee Appreciation Picnic	May 9
Memorial Day	May 25
Independence Day	July 3
Labor Day	September 7

(City Offices Closed on Holidays)

Recently Promoted Employees

Department	Job Title
City Attorney Shawn Overton	Assistant City Attorney
Finance Alishia Abdullah Ben Damgaard Amanda Johnson	Accounting Clerk – Senior Accountant Treasury Operations Analyst
Fire Anthony Ajoku Ryan Baker Jeremy Barber Gene Butler Charles Cochran Tabitha Cooke Landon Engleman Jarrod Gray Brittanye Gyce Lance Logan Jeremy Rappold Matthew Sanders Gary Seibel, Jr. Curtis Smith Gary Stoll Brian Whitley	Fire Apparatus Engineer (56-Hr) Fire Apparatus Engineer (56-Hr) Fire Apparatus Engineer (56-Hr) Fire Captain (40-Hr) Fire Apparatus Engineer (56-Hr) Administrative Assistant I Fire Captain (56-Hr) Fire Captain (56-Hr) Administrative Assistant I Fire Apparatus Engineer (56-Hr) Fire Apparatus Engineer (56-Hr) Fire Apparatus Engineer (56-Hr) Fire Apparatus Engineer (56-Hr) Fire Captain (56-Hr) Fire Captain (56-Hr) Fire Captain (56-Hr)
Fleet Anthony Murphy II	Automotive Technician II
Housing DeOnna Perkins	Administrative Assistant I
Police Cynthia Anderson Jarra Barber Cody Miller Michael Miller Steve Montgomery II Sean Ragan Cedric Roy	Communications Shift Supervisor Communications Dispatcher Police Sergeant Police Lieutenant Police Sergeant Police Sergeant Police Sergeant
Parks Jackie Richardson Alanna Wilson	Custodian Therapeutic Recreation Coord.
Public Works Tony Burse James Finch Keith Hatton, Jr. Marcus Iverson Marcus Kendrick Willie Sanders, Sr. Kathleen Thomas	Supervisor I Signal Technician Trainee Solid Waste Equip. Operator III Leader Supervisor I Solid Waste Equip. Operator III Collection Systems Specialist

Recently Retiring Employees

Department	Job Title
Police	
Mike Bakalekos, Sr.	Police Officer
Eugene Gray	Police Officer
Charles Hendricks	Police Sergeant
Eric Higgins	Assistant Police Chief
Richard Jordan	Police Officer

Public Works

Johnnie Evatt	Equipment Operator V
John Honea, Jr.	Parking Enforcement Technician
Henry Woodall	Landfill Operator B

Municipal Benefit Health Fund Things You May Not Know about Your Medical Insurance

Employees can view the full MBHF plan document at:

<http://www.arml.org/services/mhbf/>

Medications:

- Most generic prescriptions are covered at a \$4.00 co-pay (\$10.00 co-pay at non-participating pharmacies).
- Some over-the-counter (OTC) medications can be covered at participating pharmacies with a valid prescription from your physician.

Physician Visit Co-Pay:

- The \$20.00 co-pay for a physician's visit only covers a limited number of procedure codes until EACH patient has met the annual deductible (\$1,200.00). Any lab work, procedures, imaging (x-ray, MRI, CAT scan, etc.) will fall under the deductible and must be paid by the patient until the deductible is met. After reaching the deductible, additional costs will be billed on the 20% co-insurance.

Coverage for Grandchildren:

- The AML plan will not allow employees to cover grandchildren unless you have legally adopted them.

Giving the Gift of Life

The City of Little Rock has joined the workplace partnership with Arkansas Regional Organ Recovery Network (AURORA). Currently there are 334 Arkansans on the waiting lists for organ donations. We hope to increase our employees' awareness of how each of us can Donate Life. We will have educational classes at many locations during the month of April and hope you will be able to attend.

The Newest Faces in the Human Resources Department

If you have not stopped by the Human Resources Department recently, you should come by to say "hello" to our three newest staff members. Rachel Aaron just celebrated her one-year anniversary as the Safety/Loss Control Specialist on March 3rd. Lisa Hinshaw transferred from the Police Department to Human Resources in May 2014 to be the City's Human Resources Specialist. Sharre Brooks was hired as the Labor and Employee Relations Manager in June 2014.

HR Training Calendar

To better serve our various City departments Human Resources has developed a Microsoft Outlook calendar titled "HR Training." This will allow all employees to have access to the upcoming schedule of all Human Resources professional development classes. We will be working with Southwest EAP to provide a variety of training classes this calendar year. If you have any suggested training topics please contact Leslie Cloer at 371-4526 or lcloer@littlerock.org.

Instructions on how to access the calendar in Microsoft Outlook Version 2013:

- At the bottom of your screen, click on "..."
- In the pop-up menu, click on "Folders"
- On the left-hand side of your screen, click on "All Public Folders" and select "HR Training"

Measles: What Do We Need to Know?

In light of the recent measles outbreak, it is important to understand the disease and how to protect against it.

What is measles?

Measles is a serious respiratory disease that causes a rash and fever. It is very contagious. In rare cases, it can be deadly.

What are the symptoms of measles?

Measles starts with a fever that can get very high. Some of the other symptoms that may occur are:

- Cough, runny nose, and red eyes
- Rash of tiny, red spots that starts at the head and spreads to the rest of the body
- Diarrhea
- Ear infection

Is it serious?

Measles can be dangerous, especially for babies and young children. From 2001-2013, 28% of children younger than 5 years old who had measles had to be treated in the hospital. For some children, measles can lead to:

- Pneumonia (a serious lung infection)
- Lifelong brain damage
- Deafness
- Death

How does measles spread?

Measles spreads when a person infected with the measles virus breathes, coughs, or sneezes. It is very contagious. You can catch measles just by being in a room where a person with measles has been, up to 2 hours after that person is gone. And you can catch measles from an infected person even before they have a measles rash. Almost everyone who has not had the MMR shot will get measles if they are exposed to the measles virus.

How many measles cases are there in the United States each year?

From 2001 to 2013, the number of measles cases reported in the United States ranged from 37 to 220. However, in some years like 2014, there were more measles cases than usual. In 2014, 644 people from 27 states were reported as having measles. Most of these people got measles in the United States after being exposed to someone who got measles while in another country. So far in 2015, more than 100 people in the U.S. have been reported to have measles. Most of these cases are part of a large, ongoing outbreak linked to an amusement park in California.

How can I be protected from measles?

The best way to protect against measles is to get the measles-mumps-rubella shot (called the MMR shot). Doctors recommend that all children get the MMR shot.

Is the MMR shot safe?

Yes. The MMR shot is safe and effective at preventing measles. Vaccines, like any medicine, can have side effects. Most children do not have any side effects from the shot. The side effects that do occur are usually very mild, such as a fever or rash. More serious side effects are rare. These may include high fever that could cause a seizure (about 1 person out of every 3,000 who get the shot) and temporary pain and stiffness in joints (mostly in teens and adults).

Is there a link between the MMR shot and autism?

No. Scientists in the United States and other countries have carefully studied the MMR shot. None have found a link between autism and the MMR shot.

To learn more about the MMR shot, talk to your child's doctor, call 1-800-CDC-INFO, or visit www.cdc.gov/vaccines/parents.