



HR MATTERS!

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July 2, 2015

2015 Mahlon A. Martin Employee of the Year Award Presented to: Deborah Thompson Little Rock Zoo

City Manager Bruce Moore established the Mahlon A. Martin Employee of the Year Award in 2004 to acknowledge City of Little Rock employees who exhibit a high quality of job performance and significantly contribute to the quality of life within the City. Mr. Martin was the first African American to serve as the Little Rock City Manager. The Employee of the Year Award was named in honor of Mr. Martin because of the integrity he maintained throughout his career in city government. He truly cared about the people he represented. After his "rise to the top," he still retained his reputation for being affable and accessible to the people.

A Committee made up of City Department representatives met to select three finalists from the nominations. Our three Employee of the Year finalists for the Mahlon A. Martin Award were:

Susan Langley
Deborah Thompson
Ray Walker

During the Employee Recognition Luncheon on May 6, 2015, City Manager, Bruce Moore, presented the Mahlon A. Martin Employee of the Year Award to Deborah Thompson. Ms. Thompson has been a dedicated employee at the Little Rock Zoo for more than 32 years. As the winner of the Mahlon A. Martin Award, Ms. Thompson

received a week of vacation, a personal parking space for a year, and \$1,000.00.



Congratulations to Our 2015 Departmental Employees of the Year

- | | |
|---------------------------|----------------------|
| City Attorney | Sherri Latimer |
| City Manager | Susan Langley |
| Community Programs | Christian Zeigler |
| District Court – Criminal | Josephine Gantt |
| District Court – Traffic | Amy Sinks |
| Finance | Anita Worley |
| Fire Department | Sharron Forrester |
| Fleet Services | Monica Crayton Wyatt |
| Housing | Beverly Arbor |
| Human Resources | Alicia Jacobs |
| Information Technology | Ray Walker |
| Police | Gerald Harrelson |
| Parks and Recreation | Shawanda Robinson |
| Planning | Monte Moore |
| Public Works | Gregory Simmons |

UPCOMING EVENTS

- | | |
|---------------|-------------|
| Labor Day | September 7 |
| Veteran's Day | November 11 |
- (City Offices Closed on Holidays)

Recently Promoted Employees

Department	Job Title
Community Programs	
Amber Garrett	Program Monitor
Finance	
Octavia Ashford	Accounts Payable Specialist
Debra Carreiro	Audit Manager
Shatelle Hicks	Office Assistant I
Anita Worley	Assistant Comptroller
Fire	
Frederick Chapple	Fire Captain (56-Hr)
John Clamp	Fire Apparatus Engineer (56-Hr)
Gary Duncan	Fire Captain (56-Hr)
Jeffery Fryar	Fire Apparatus Engineer (56-Hr)
Broderick Ghant	Fire Apparatus Engineer (56-Hr)
James Greilick	Fire Captain (40-Hr)
Eric Hildreth	Fire Captain (56-Hr)
Cody Smith	Fire Apparatus Engineer (56-Hr)
Fleet Services	
Jonathon Shepard	Automotive Team Leader
Johnny Jones	Automotive Technician II
Housing	
Doug Tapp	Code Enforcement Officer-Sr.
Police	
Zebbie Burnett	Police Lieutenant
Don Brown	Police Lieutenant
Domikia Davis	Police Sergeant
André Dyer	Police Lieutenant
Alice Fulk	Assistant Police Chief
Heath Helton	Police Captain
Marcus Paxton	Police Captain
Christy Plummer	Police Sergeant
Tanya Washington	Police Captain
Parks	
Tyler Bailey	Supervisor I
Karen Johnson	Recreation Supervisor
Angela Nelson	Administrative Assistant I
Danny Sanford, Jr.	Supervisor I
Public Works	
Ashley Bridges	Customer Service Specialist
Reginald Lockhart	Equipment Operator V
Darrell Romes	Supervisor I
Jesse Sanders	Equipment Operator III
Keisha White	Leader
Zoo	
Susan Altrui	Assistant Zoo Director
Tony Dawson	Zoo Facilities Ops. Manager
Johnny Marchant	Engineering Specialist
Mark Shaw	Education Curator

Recently Retiring Employees

Department	Job Title
City Attorney	
Cynthia Dawson	Deputy City Attorney
Courts	
John Fink	Probation Officer
Finance	
Cliff Smith	Audit Manager
Fire	
James Coppock	Fire Captain (56-Hr)
Paul Gunther	Fire Captain (56-Hr)
Dwight Mitchell	Fire Captain (56-Hr)
Robin Moore	Fire Apparatus Engineer (56-Hr)
Fleet Services	
Jimmy Hart	Parts/Fuel Procurement Specialist
Police	
Nick Blome	Police Officer
Keith Combee	Police Officer
Terry Hastings	Police Sergeant
Everett Hopper	Police Officer
Carl Maxwell	Police Sergeant
Shelley McCarty	Police Officer
Mary Sample	Transcriptionist
Planning	
Gerard Walsh	Electrical Inspector
Public Works	
Larry Blythe	Equipment Operator III
Jacque Griffith	Equipment Operator I
Tommy Williams	Laborer

Medical Plan Reminders

Have you given your new medical insurance card to your pharmacy and all medical providers? Some employees are still trying to use their QualChoice cards.

QualChoice coverage ended on December 31, 2014. Please make sure your doctors and pharmacies are using your MHBf card. Call 501-978-6137 if you need to request a new insurance card.

Medical Insurance Bills

Just a reminder to check your EOB statement before paying for any medical bills. Your \$20 co-pay will cover part or all of your office visit. Some charges may apply to your deductible and co-insurance, but you should receive a discounted rate. If you receive a bill, call MHBF at 978-6137 to verify the amount you are responsible for. If your statement from your medical provider does not show an insurance payment, then MHBF has not yet processed the claim.

Medical Insurance (MHBF): Things to Know for Summer Travel Plans

With Municipal Health Benefit Fund (MHBF), you are covered for emergency room visits (in-network and non-network) within the United States, but some medical facilities may be considered non-network with reduced coverage.

- MHBF covers 80% of usual & customary (U&C) emergency room charges, after your \$250 co-pay. You should utilize an urgent care clinic for minor ailments, and only go to an emergency room for serious illnesses & injuries only.
- MHBF covers 50% of U&C charges for non-network providers. However, there is no out of pocket max. Some charges may apply to deductible & co-insurance.
- If traveling abroad, purchase additional medical coverage. There is **no coverage provided** through our medical plan for employees needing medical treatment while travelling outside of the U.S.

If you have voluntary AD&D through MetLife, you are covered by AXA Travel Insurance. Services include medical referrals to English speaking providers, transportation to adequate medical facilities when not available locally, critical care monitoring, assistance to replace lost medications. Call benefits at 371-4518 for a card.

Employee Suggestion Program

The City is reintroducing an Employee Suggestion Program. Employees are encouraged to submit suggestions that can:

- Improve City operations
- Increase efficiency or productivity
- Improve safety conditions
- Save time, labor, materials, and/or reduce costs
- Improve service to the public and/or
- Improve working conditions

All suggestions will be evaluated by an Employee Suggestion Review Committee to see how the idea would benefit the City of Little Rock. If the City implements an employee suggestion, the employee will receive either a cash award from a minimum of \$100.00 up to a maximum of \$250.00 or 8 hours of paid leave.

The new Employee Suggestion Forms will be available under Helpful Documents on the Human Resources webpage beginning on July 1, 2015.

Termination Clearance Process

Whether you are preparing for retirement, moving, or seeking employment elsewhere, there are a few steps to help make your transition easier:

- Fill out the Termination Clearance Form with your supervisor
- Meet with HR Benefits to coordinate COBRA insurance coverage, determine options with your retirement and leave payouts, and update personal contact information
- Return all City property

It is your responsibility to return all City property assigned to you or in your possession. The final paycheck will not be released until all property is returned. Let HR know if you change mailing addresses, so your W-2 will not be delayed.

Passport to Wellness Program

What could you do with \$175.00 during the month of December? You still have plenty of time to join our new wellness program, Passport to Wellness. This program will award employees points for participating in fitness activities, attending seminars on topics such as healthy lifestyle choices, financial planning or retirement planning, and getting annual screenings/exams. Employees will receive credit for any of these activities that are completed from January 1, 2015 – November 30, 2015. Each participant can earn up to \$175.00 in Visa gift cards that will be awarded the week of December 7, 2015 (gift cards are considered taxable income).

Here is an example of how easily these points can be earned:

Activity	Points Earned
Attend 12 Weight Watcher Classes	120
Attend 3 Retirewise Seminars	30
Earn a \$25.00 Visa Gift Card	150
Attend Budgeting Basics Class	10
Attend Retirement Planning Class	10
Complete Annual Physical	25
Complete Dental Exam/Cleaning	25
Complete Vision Exam	25
Complete Hearing Exam	10
Earn a \$75.00 Visa Gift Card	255
Work out 3x a week for 11 months	132
Walk 3x a week for 11 months	132
Earn a \$175.00 Visa Gift Card	519

2015 participants in the LR Marathon will earn 25 points for completing the marathon or 10 points for completing the half marathon. Did you know that as of 2014, Arkansas is now considered the 2nd largest Race for the Cure in the Komen series? October 10, 2015 will allow participants to earn 5 points for striving to make the Race for the Cure in Arkansas the largest attended race in the United States.

Check with your Departmental Team Leader to join the Passport to Wellness program today.

Leadership Exploration and Development (LEAD) Program

The City of Little Rock is implementing a new leadership development program during the month of July. The Leadership Exploration and Development (LEAD) Program will offer leadership training classes for city employees who currently are supervisors or managers and employees who wish to apply for supervisor or management roles in the future. The curriculum will have required core curriculum and participants will be allowed to choose electives. Any employee who completes the fifteen hours of classes within a two-year window will be eligible to substitute this training for one-year of supervisory experience for future promotional job opportunities with the City.

All training classes for the LEAD Program will be posted on the HR Training Calendar. Courses may be completed in any order. Employees who have already attended any of the courses within the last twelve months will be allowed to count those towards completion of the program.

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”