



# HR MATTERS!

**Vol. 19, Issue 3 - A Publication of the Little Rock Human Resources Department**

**October 9, 2015**

## Annual Enrollment

The month of November will be the City’s annual enrollment period for insurance benefits. Employees will be given a benefits statement and a calendar of annual enrollment meetings by the end of October. This edition of the newsletter contains a tentative schedule of annual enrollment meetings that are subject to change pending City board approval of insurance coverage for 2016. Employees are encouraged to attend an annual enrollment meeting to learn about any insurance benefit changes. A new enrollment form will be required to participate in Flexible Spending Accounts for both medical and child care accounts for 2016.

Employees will have the opportunity to make changes to their current insurance coverage during annual enrollment. After November 30<sup>th</sup>, employees may only make insurance coverage changes if a qualifying event occurs during the calendar year. Qualifying events include: birth or adoption of a child, death, marriage, divorce, or gain/loss of insurance coverage. Employees must notify Employee Benefits within 30 calendar days of the qualifying event in order to make any insurance coverage changes. Contact your Human Resources Benefits staff at [HRBenefits@littlerock.org](mailto:HRBenefits@littlerock.org) with any questions regarding the upcoming annual enrollment.

### UPCOMING EVENTS

Employee Health Fair	October 21
Veteran’s Day	November 11
Thanksgiving Day	November 26
Christmas Day	December 25

**(City Offices Closed on Holidays)**

## Leave Balance Carryover

Review your leave balances on your next paycheck stub because all leave balances that are in excess of the maximum hours listed below will be reduced on December 31<sup>st</sup> (January 31<sup>st</sup> for Fire).

Type of Leave	Maximum Hours
Paid Time Off	320
Paid Time Off (Dept. Directors)	400
Short Term Disability	1,250
Sick Leave (AFSCME Eligible)	1,000
Vacation Leave (AFSCME Eligible)	240
Sick Leave (40-Hr Fire)	1,714
Sick Leave (56-Hr Fire)	2,400
Vacation Leave (40-Hr Fire)	320
Vacation Leave (56-Hr Fire)	448
Sick Leave (Uniformed Police)	1,600
Vacation Leave (Uniformed Police)	280

## Inclement Weather

During periods of inclement weather, City employees may contact the Inclement Weather Line to see if the City will be closed or open late at:

(501) 371-6805

or sign up for the Emergency Notification System in the Office of Human Resources for information regarding City office closures. Essential personnel will still be required to report to work throughout periods of inclement weather.

## Domestic Violence Awareness Month

October is Domestic Violence Awareness month. In April 2015, Governor Asa Hutchison signed a bill known as “Laura’s Law” to help protect domestic abuse victims from future violence. This law was named in honor of Laura Aceves, a 21-year-old mother of three who was murdered by her ex-boyfriend in 2012, while he was awaiting trial for charges stemming from two prior assaults on her. Arkansas law enforcement personnel who respond to domestic violence incidents not only evaluate the potential threat of future violence but also provide the victim with “Laura’s Card” so all victims have access to information on how to get out of the domestic violence situation.

Victims of domestic violence may contact 911 or  
(800) 332-4443 Local Hotline  
(800) 799-7233 National Hotline  
(866) 331-9474 Teen Hotline

**Wear purple on October 22 to raise awareness for victims of domestic violence.**

For more information on domestic violence resources go to the Arkansas Coalition Against Domestic Violence at [www.domesticpeace.com/](http://www.domesticpeace.com/)

### Tips to Avoid Violence in the Workplace

- Let other employees know if you plan to work outside of regular work hours.
- If working by yourself, stay close to a telephone.
- Arrange a danger signal/code phrase to alert co-workers of a dangerous situation.
- Do not try to be a hero. Do only what you must do to stay safe. Contact 911.
- Make sure visitors are met in the lobby and escorted throughout the building.
- Report any unauthorized visitors to security or management.



## Passport to Wellness Program

You still have plenty of time to join our 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).

Come to our 20<sup>th</sup> Annual Employee Health Fair on October 21<sup>st</sup> and earn points for our various-free health screenings.

Points Earned	Gift Card Earned
100 – 249 points	\$25.00
250 – 499 points	\$75.00
500 + points	\$175.00

Did you know that as of 2014, Arkansas is now considered the 2<sup>nd</sup> largest Race for the Cure in the Komen series? Walkers in this year’s race on October 10, 2015 will earn 5 Passport to Wellness points.

Employees who walk on November 1, 2015 in the Just Communities of Arkansas (JCA) Walk for CommUNITY will also earn 5 Passport to Wellness points. You still have time to the City of Little Rock’s JCA team Rock City Strollers at:

<http://JCA.kintera.org/walk2015/rockcitystrollers>

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

## Recently Promoted Employees

Department	Job Title
<b>Fire</b>	
Jean Bisbee	Fire Apparatus Engineer (56-Hr)
Clinton Milum	Fire Apparatus Engineer (56-Hr)
James Reed	Fire Captain (56-Hr)
Shannon Towns	Fire Captain (56-Hr)
<b>Housing</b>	
Tammy Boyce	Administrative Assistant I
<b>Information Technology</b>	
Greg Marshall	Network Coordinator - Senior
<b>Police</b>	
Tiffany Ingram	Assistant Records Supervisor
Russell King	Police Captain
Victor Sanders	Police Sergeant
James Sloan	Police Lieutenant
Van Thomas, II	Police Sergeant
Tory Trammell	Police Sergeant
Tiffany Vineyard	Executive Secretary
<b>Parks</b>	
Michael Hall, Jr.	Parks Construction Worker I
Mark Trammel	Parks Construction Worker II
<b>Planning</b>	
Terry Steele	Permits Technician - Senior
<b>Public Works</b>	
Kenneth Barksdale	Solid Waste Equip. Operator V
Barry Hughes	Equipment Operator IV
Bobby Moore, Sr.	Skilled Laborer
Robert Porter	Leader
Marcus Summons	Leader
Nicholas Villegas	Signal Technician I
<b>Zoo</b>	
Johnny Renuard	Elephant & Hoofstock Specialist

## Recently Retiring Employees

Department	Job Title
<b>Fire</b>	
Claude Davenport	Fire Captain (40-Hr)
Albert Emerson	Fire Captain (56-Hr)
<b>Housing</b>	
George Brown	Administrative Assistant I
<b>Police</b>	
Randolph Brown	Police Officer
Alan Cate	Emergency Comm. Trng. Supervisor

## Recently Retiring Employees

Department	Job Title
<b>Police</b>	
Terry Holden	Executive Secretary
David Lynch	Police Officer
Sharon Martin	Communications Shift Supervisor
Ronald Matney	Police Officer
Kenneth McMahan	Police Officer
Judy Perkins	Police Officer
Patrice Smith	Police Captain
Rickey Tribble	Police Officer
Phillip Wilson	Auto Equipment Coordinator
Donald Wood	Police Sergeant
William Yeager, Jr.	Police Officer
<b>Parks</b>	
King Benningfield	Parks Maintenance Worker
John Mross	Parks Maintenance Worker
<b>Public Works</b>	
Denormis Worsham	Refuse Collector

## Catastrophic Leave Program

Catastrophic Leave can pay 100% of your short term medical leave after you have exhausted your leave balances. Employees may submit enrollment forms between December 1 and December 31, 2015. The leave donation will be deducted from the January 15, 2016 paycheck.

Eligibility enrollment requirements:

- Completed one year of City service
- 40-Hour employees must have 108 hours of time off available and will be required to donate 8 hours per year\*
- 56-Hour employees must have 300 hours of time off available and 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. The next enrollment period for Catastrophic Leave will be June 2016.

**20<sup>th</sup> Annual  
City of Little Rock Employee  
Health Fair  
Wednesday, October 21, 2015  
8:00 a.m. - 11:30 a.m.  
Statehouse Convention Center  
Governor's Hall I**

**New this year: hearing screenings!**



**Free to employees:**

**Flu Shots  
Cholesterol Screenings  
Blood Pressure Checks  
Diabetes Education and Screenings  
Heart Attack Risk Assessments  
Tobacco Use Prevention  
Organ & Tissue Donor Registration  
Prostate Cancer Screenings  
Wii Fitness/Balance Demonstration  
Stress Management  
Vision and Glaucoma Screenings  
And much more!!**

**\*Those planning to take the cholesterol screening should not eat anything after midnight on Tuesday night before taking the test on Wednesday morning. This will allow for a more accurate cholesterol reading.**

**You will be asked to show an ID to participate in all the screenings**

Persons with disabilities who require accommodations to attend or participate in this event should contact Sharre Brooks at 501-371-4575 or via email at [sxbrooks@littlerock.org](mailto:sxbrooks@littlerock.org).

## Breast Cancer Awareness Month

The month of October is also Breast Cancer Awareness Month. According to the American Cancer Society when breast cancer is detected early and is in the localized stage, the five-year relative survival rate is 100%. One in eight women will receive a diagnosis of some stage of breast cancer. While many people are aware of breast cancer, many forget to take some simple steps to detect the disease in its early stages and encourage others to do the same.

The City of Little Rock family has supported employees and family members through breast cancer treatment. Our Board Director, Kathy Webb, is this year's Honorary Survivor Chair for the Susan G. Komen Race for the Cure Arkansas on October 10, 2015.

For more information on early detection and breast cancer awareness, go to:

[www.nationalbreastcancer.org/](http://www.nationalbreastcancer.org/)

## Supervisory Equivalent Training (SET)

We have already had numerous City employees begin our Supervisory Equivalent Training (SET) program. The program was developed to address the issue of employees who do not possess any supervisory experience when they are hired by the City and their current jobs do not provide leadership experience. However, most career advancement opportunities require supervisory/leadership experience. Employees who complete all of the required hours/classes will be given credit of one year of supervision/leadership experience when applying for future promotional opportunities within the City.

The core curriculum consists of twelve (12) hours and employees will be allowed to take three (3) hours of electives for a total of fifteen (15) required hours. If you would like to be included on the monthly e-mail schedule of classes, please contact Kathleen Walker at:

[kawalker@littlerock.org](mailto:kawalker@littlerock.org)

## Important Policy Updates

The Administrative Personnel Policy and Procedure Manual has had two recently updated sections. Please refer to the link listed below to access the online version of the manual in its entirety: [Administrative Personnel Policy and Procedure Manual Web Link](#)

### Electronic Communications Equipment Resources and Systems Policy – Section IX, 5

“Employees will refrain from using their City e-mail address to register for non-work related websites.”

### Termination Process – Section V, 3

There are certain kinds of actions which cannot be permitted to occur because of their unfair impact on other employees or the City. Such infractions warrant termination of employment on the first occurrence. These infractions include, but are not limited to:

“Conduct, whether on or off the job, that adversely affects the employee's ability to continue to perform his or her current job, or that adversely affects the City's ability to serve the citizens of Little Rock.”

## Free Flu Clinics for the Public

Every year in the United States, there are 25 – 50 million infections, over 200,000 hospitalizations, and roughly 23,600 deaths due to flu. Over 90% of deaths and about 60% of hospitalizations occur in people older than 65. The Arkansas Department of Health will be hosting three free mass flu clinics for the public:

**10/27/2015 – 10:00a.m. – 5:30p.m.  
Arkansas State Fairgrounds**

**11/3/2015 – 12:00p.m. – 5:00p.m.  
Jacksonville Community Center**

**11/5/2015 – 8:30a.m. – 5:00p.m.  
NLR First Pentecostal Church**

November 2015 – Annual Enrollment Meetings (Tentative Schedule)				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5 <b><u>12<sup>th</sup> Street Substation</u></b> 6:30a.m., 9:00a.m., 1:30p.m., 2:30p.m.	6 <b><u>Willie Hinton NRC</u></b> 9:00a.m.  <b><u>HR Test Room</u></b> 9:00a.m., 10:30a.m., 2:00p.m.  <b><u>Police Training</u></b> 1:00p.m.
9 <b>FIRE STATIONS</b>  <b><u>Fire Training</u></b> 8:30a.m.  <b><u>Airport PD/FD</u></b> 11:00a.m.  <b><u>#1 Chester</u></b> 1:00p.m.  <b><u>#9 Shackelford</u></b> 3:00p.m.	10 <b>FIRE STATIONS</b>  <b><u>Fire Training</u></b> 8:30a.m.  <b><u>Airport PD/FD</u></b> 11:00a.m.  <b><u>#1 Chester</u></b> 1:00p.m.  <b><u>#9 Shackelford</u></b> 3:00p.m.  <b><u>Fleet Services</u></b> 10:00a.m., 2:00p.m.	11 <b>FIRE STATIONS</b>  <b><u>Fire Training</u></b> 8:30a.m.  <b><u>Airport PD/FD</u></b> 11:00a.m.  <b><u>#1 Chester</u></b> 1:00p.m.  <b><u>#9 Shackelford</u></b> 3:00p.m.	12  <b><u>Public Works Operations</u></b> 7:30a.m.  <b><u>LR Animal Village</u></b> 3:00p.m.	13 <b><u>Southwest Patrol</u></b> 6:45a.m., 1:45p.m., 2:45a.m.  <b><u>Public Works Operations</u></b> 7:30a.m.  <b><u>District Courts</u></b> 11:00a.m.
16  <b><u>Police Administration</u></b> 1:00p.m.   <b><u>SID</u></b> 3:00p.m.	17  <b><u>HR Test Room</u></b> 9:00a.m., 10:30a.m.   <b><u>Little Rock Zoo</u></b> 1:00p.m.	18    <b><u>Northwest Patrol</u></b> 6:30a.m., 1:30p.m., 9:15p.m.	19  <b><u>PW Collection</u></b> 7:00a.m.  <b><u>PW Landfill</u></b> 9:00a.m.  <b><u>Centre at University Park</u></b> 9:30a.m.  <b>RETIRES</b> <b><u>HR Test Room</u></b> 10:00a.m.  <b><u>Little Rock Zoo</u></b> 11:00a.m.	20
23 <b><u>HR Test Room</u></b> 1:30p.m., 3:00p.m.	24	25	26 Thanksgiving (City offices closed)	27

### November 30, 2015 – Deadline for all Annual Enrollment Paperwork

Employees may attend an annual enrollment meeting at any location. If you need an address to attend an annual enrollment meeting at an alternate location, contact HR Benefits at [HRBenefits@littlerock.org](mailto:HRBenefits@littlerock.org).

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