

FAMILY AND MEDICAL LEAVE ACT (FMLA) CHANGES

Effective, October 1, 2013, the City of Chesapeake will implement various changes to the Family and Medical Leave Act (FMLA) policy, Administrative Regulation 2.23. Updates have been made to ensure compliance with the FMLA, as well as to maintain efficient business operations.

The primary revisions include adding Qualifying Exigency and Military Caregiver Leave provisions to the policy, as well as changing the manner in which eligibility is determined.

Qualifying Exigency Leave provides 12 workweeks of leave for non-medical activities that are related to a military member's short notice deployment. For example, an employee may be presented with childcare issues if his or her spouse has been called to active duty. Under the Qualifying Exigency provision, an employee will be entitled to take leave to secure adequate childcare for his or her child.

Military Caregiver Leave provides up to 26 workweeks of FMLA leave for an employee to care for a spouse, son, daughter, parent or next of kin who is a covered service member with a serious injury or illness.

The City currently uses the Calendar Year Method to determine eligibility for FMLA. Employees are eligible to take 12 workweeks of FMLA to use within the period from January 1 – December 31 each year. Effective October 1, 2013, the City will use a Rolling 12 Month Period. Employees will still be able to take 12 workweeks of FMLA; however, the City will look back over the last 12 months from the date of the request to determine eligibility.

Overall, these changes are necessary not only for compliance purposes, but also to foster a productive work environment where employees can effectively balance the demands of family and work life.

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FALL EMPLOYEE HOLIDAYS

- Columbus Day - Monday, October 14
- Veteran's Day - Monday, November 11
- Thanksgiving - Thursday, November 28
Friday, November 29



CITY MANAGER'S MESSAGE

JAMES E. BAKER



Fall is upon us and with it comes many changes to our daily routines, particularly for those with children heading back to school. It's also a good time to pause and evaluate the ways we "do business" both in the work place and at home. Taking time to unclutter our work space, our processes, and even our minds can both invigorate our lives and make us more effective.

Your department heads are preparing for just such a re-invigoration as they begin working on the budget for the coming fiscal year. The process is starting earlier than ever, quite simply because it's becoming a bit more challenging. The City will be transitioning to a 3-year budget process, which I am confident will help the organization be more forward-looking, better prepared to meet challenges and, ultimately, better stewards of the public's money.

While you may not have direct input into your department's budget, you do have both a stake in the outcome and a role in the process. It is incumbent on every City employee to seek ways to do their job more efficiently and to bring forward suggestions and ideas for the betterment of their department and the City as a whole. We need to be looking past today's work, past even the next months or years, to focus on tomorrow's Chesapeake and the challenges it will face.

I encourage you to talk with your supervisors and those on your individual teams. Share your ideas and share your concerns. Only by truly functioning as a team can we move our City forward. Please know, too, that your department heads and we in the City Manager's office are open to and interested in your ideas.

Enjoy the fall and all that Chesapeake has to offer at this colorful time of year. Thanks for all you do to make Chesapeake a place where we are all proud to live and work.

James E. Baker

BENEFIT UPDATES



MAIL ORDER PHARMACY PROGRAM

Mail order is a more convenient way to fill maintenance prescription drugs and now City employees have the opportunity to participate in the new mail order pharmacy program. Participants receive a three-month supply for two monthly co-pays and have the added convenience of home delivery. Mail order is typically used for maintenance medications that help treat chronic, long-term health conditions such as high blood pressure or diabetes. For more information, contact Optima Health's Member Services Department at 757-552-7110.

COMEDY CORNER . . .



NEWS & ANNOUNCEMENTS

UPGRADE TO CITY HALL TELEVISION EQUIPMENT

WCTV Chesapeake Television has replaced and upgraded the City Hall television production systems in the City Council Chambers and the 4th Floor Training Room. The new equipment will allow for better visuals and enhanced camera angles in both meeting locations.

PUBLIC SERVICE AWARD RECOGNITION PROGRAM

The City of Chesapeake's Public Service Award program reinforces the City's mission and commitment to providing quality service to all citizens equitably, in a responsive and caring manner. Congratulations to the following employees who received this award in the second quarter of 2013:

- Marvin Brickhouse**, *Public Utilities*
- Michele Throckmorton**, *Development and Permits*
- Thomas Bruns**, *Development and Permits*
- Jennifer Falk**, *Development and Permits*
- Patricia Morrow**, *Customer Contact Center*
- Ella Wermus**, *Chesapeake Juvenile Services*
- Malcolm Johnson**, *Parks and Recreation*

THE GOOD SAMARITAN RECOGNITION PROGRAM

Have you witnessed an employee that went above and beyond to voluntarily offer help to another employee, or to other people in the community? If you've noticed a coworker lending a hand and being a "good samaritan" and think that they need to be recognized for their generosity, then submit a letter to the Public Communications Department explaining your eye-witness account. Please include the name and department of the nominee and a brief summary of the event. The Good Samaritan's will be recognized in future issues of *Team Chesapeake*.

VOLUNTEERS OF THE QUARTER (April - June 2013)

For the past 30 years, Bill and Frances Troutman have been tireless in their efforts to help the residents of the Chesapeake Juvenile Services and the Chesapeake jail. They are consistent and faithful in their commitment to people. They have also participated in numerous fundraisers and visit the inmates, always spreading love and joy. The proceeds of the fundraisers go to the Chesapeake Jail ministry. They have even assisted in holiday events, bringing cards and presents to the residents. For more information on current volunteer opportunities within the City, please contact Carrie Sawyer, Volunteer Program Coordinator, in the Department of Human Resources at 382-6052.





Healthy Tips



Take a Tailgate Time-out!

It's an all-American past-time -- the tailgate party! Tailgating today has progressed far beyond burgers and chips. You'll find everything from cheese dip to spicy chicken wings.

Don't despair: Your tailgate spread doesn't have to sideline your weight loss plan. Grilled kabobs are great fare on the field. Just skewer veggies, fruits, and lean meat, and soak in your favorite marinade. Seafood, salsas, wraps, and stews are good eating, too. A Crock-Pot of chili -- loaded with high-fiber, high-protein beans is a classic tailgate dish.

Flu Vaccine? Who? You.

As temperatures get chillier and people spend more time indoors, it sneaks flu season. Because the flu virus can infect the lungs, it can cause a serious complication like pneumonia -- which can require hospitalization, or even lead to death. That's why certain people must get a flu shot.

October or November is the best time to get vaccinated, but you can still get vaccinated in December or later. Flu season can start as early as October and last as late as May.

www.WebMD.com



MEET YOUR CO-WORKERS

DO YOU KNOW WHAT THE HEALTH DEPARTMENT DOES?

The Chesapeake Health Department (CHD) has served the City since its founding in 1963. At that time, the Health Department maintained two sites, the main office on Cedar Road and the satellite office at 490 Liberty Street in South Norfolk. In 1976, the main office moved from Cedar Road to its current location at 748 N. Battlefield Boulevard.

CHD's mission is to protect the health of the citizens of Chesapeake through prevention and health promotion activities. It has been a major partner and player, in conjunction with many human service agencies and private medical providers, in the provision of a wide array of health services. It offers a variety of outpatient clinical services, which include family planning, immunizations, sexually transmitted disease treatment, chronic disease management, Women, Infants and Children's program (WIC) and HIV/AIDS primary care. CHD is also responsible for the control of communicable disease, as well as the environmental health of the City through the monitoring of Chesapeake's restaurants, septic systems, swimming pools and other environmentally-related areas.

The Vital Statistics department oversees death and birth certificates for city residents, while an active nurse home visiting/case management program (Baby Care) encompasses the case management of moderate and high-risk pregnant females and their infants. Since 1990, this program has resulted in infant mortality rates and low birth weights far below that of the general, low to moderate risk population of the entire city.

As you can see, the Chesapeake Health Department is an active, vital part of the City organization, contributing to the overall health of the community and its residents.

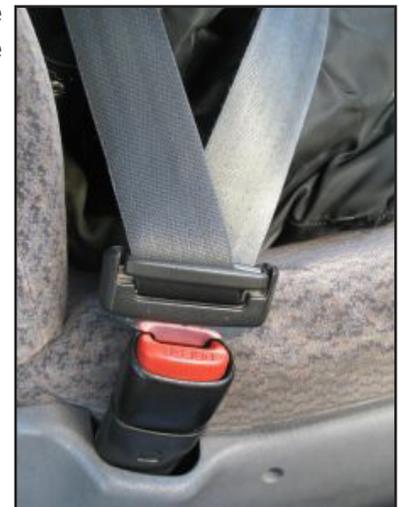
INNOVATION AWARDS

Employees deserve to be recognized for their hard work and contribution to the City of Chesapeake. The latest recipient of the Employee Innovation Award is **Mario Wiggins** from the Public Utilities Department. His skills and cost saving tactics have been a valuable asset and have saved the City thousands of dollars in contracted masonry work. Congratulations to Mario Wiggins!



BUCKLE UP!

Click It or Ticket! All City employees must wear seat belts when operating or riding in the front seat of a City vehicle. Seat belts must be fastened before starting the engine and must remain fastened until the engine is turned off. This applies to both licensed and off the road, non-licensed vehicles whenever seat belts are provided. Disciplinary action will be taken if City employees do not follow the policy. For more information about the seat belt policy, refer to page 42 in your Employee Handbook.



FALL FEATURED RECIPE:

PUMPKIN CAKE WITH APPLE CIDER GLAZE

- 1 yellow cake mix
- 1 can (15 oz.) pumpkin

Glaze:

- 1 1/2 cups powdered sugar
- 3 Tbsp. apple cider
- 3/4 tsp. pumpkin pie spice



**Only use dry cake mix, do not add other ingredients listed on the cake box.*

Directions:

Mix dry cake mix and pumpkin together (The consistency will be thick). Pour into a 7 X 11 X 2-inch pan. Bake at 350° for 28 minutes or until a pick comes out clean. Don't overbake.

Glaze: Mix all glaze ingredients together. It should be thick but pourable. Add more powdered sugar or cider, if needed. Pour over cake while warm.



Chesapeake Public Schools Anniversary Cookbook

You can find this recipe and many more recipes in the Chesapeake Public Schools 50th Anniversary Cookbook. The cookbook contains almost 500 pages of recipes in twelve different categories provided by employees of Chesapeake Public Schools. You can purchase the cookbook for \$20 and all of the proceeds will be used to enrich programs in Chesapeake classrooms. Call Chesapeake School Administration at 547-0153 to pick up your copy!

DEPARTMENT BUDGET PLANNING

City departments will soon receive instructions and materials for preparing next year's budget. This annual undertaking is starting earlier this year so departments will have more time to develop plans for the future. In recent years, we have focused only on the upcoming year; this year we will take a longer prospective that encompasses the next three years. This longer prospective will ensure that decisions are sustainable and that long-range needs are addressed.

Throughout the City, departments will identify their resource needs based on operational plans, emerging issues, and economic factors facing all of us. We will also identify best practices that reduce the cost of government services by improving employee productivity.

Department budget proposals are due in the Budget Office by October 1 so the team of analysts can complete its review and prepare for a City-wide evaluation by the Budget Review Team (BRT). The BRT has expanded this year to include members with a wide range of knowledge from multiple disciplines throughout Chesapeake. Through inquiry, analysis, and discussion, the team will work with the City Manager on a strategic budget that addresses the Council's priorities along with citizen and employee expectations.

If you have story ideas or suggestions, we want to know!
Please contact: Jen Bichara, Public Communications Department,
382-6241 or e-mail jbichara@cityofchesapeake.net.





A TIME TO GIVE BACK



Once a year, each of us has an opportunity to make a difference in the lives of people in South Hampton Roads through our City's United Way Campaign.

The City of Chesapeake believes we all have a responsibility to the community where we live and work. One of the ways we fulfill this responsibility is by investing in United Way of South Hampton Roads' Campaign.

Through our support of United Way, we will spark positive change in the lives of our friends, family members, and ourselves. United Way:

- Invests in programs that demonstrate visible, measurable results
- Keeps your contribution right here in our community to help local people
- Allows you to help invest in many programs with your one gift
- Utilizes volunteers to keep administrative costs down

To make a difference in our community, invest in United Way through payroll deduction. It is the easiest, most convenient way to help provide community impact. Forms are in the process of being distributed to all employees.

Please join the City of Chesapeake in investing in this year's United Way Campaign. The Campaign will run from September 1, 2013, through October 15, 2013. Our goal for 2013-2014 is \$145,000.00. Your gift will be invested in support of identified community needs or you can designate a specific charity of your choice.

EMPLOYEE MILESTONES

Over 450 employees celebrated a public service milestone from July 1, 2012 through June 30, 2013. There were two employees with forty years of service, 11 with thirty-five years, 26 with thirty years, 51 with twenty-five years, 57 with twenty years, 131 with fifteen years, 125 with ten years, and 112 with five years. On June 26, 2013, 175 of these employees, with 15+ years of service, gathered at the Chesapeake Conference Center to be recognized by City Council members and the City Manager for their dedicated service to improve the quality of life of the residents of Chesapeake. The work all of our employees touches peoples' lives and their commitment to the Chesapeake community is recognized and appreciated. Our service award recipients have set the example for many more employees to share their commitment to service.



IMPORTANT REMINDER

Virginia Retirement System (VRS) Member Benefit Profiles (MBP) are now available. This personal online benefits statement provides important information about your retirement and other benefits as of June 30, 2013, and you can find it in your myVRS online account. View your MBP now. Go to www.varetire.org/myVRS to log in or create a secure online account.

