



Team Chesapeake

Employee Newsletter

March 2017

A SPECIAL MESSAGE FROM THE CITY MANAGER

Spring is in the air, although it's probably too early yet to count out Old Man Winter. As we all know, the weather in Chesapeake is nothing if not ever-changing. But no matter the weather, there's plenty to do, share, and experience here in the City we call home.



Change is a part of life, in the weather as well as in our daily lives, and while there may be questions and concerns, it's something we should all seek to embrace. The City is preparing for a change in how we process payroll. Starting in June, we are planning to shift from paying "current" to the more effective, best practice "arrears" system, for employees paid semi-monthly.

Let me say right up front, though, that this is NOT a change in pay cycles. Paychecks will still arrive on the same schedule you are accustomed to (the 15th and 30th of each month), at least for the near term future. While we are continuing to evaluate possible pay cycle changes, nothing has been decided in that regard. Much more information on that topic will come to you and your input will be solicited before any such decisions are made. Further, the employees currently being paid on a weekly basis will see no change at all as they are already being paid in arrears.

In its most simple form, paying in "arrears" means you get paid for a period of time that ends a week or so before you actually receive your paycheck. For all our semi-monthly employees, the arrears period will be nine days. This delay between the end of a pay period and the date you receive your paycheck allows enough time for employees to promptly review and correct their time cards and for payroll clerks to review the actual hours everyone has worked instead of having to guess in order to process a current paycheck. Paying for hours through the 15th of the month on the 15th of that month requires numerous corrections in hours for many employees, after the fact. There are a number of additional accounting and financial details involved, but that's the basic idea.

Shortly, you should be hearing from your department payroll clerks about the specifics of this arrears movement, including a pay advance and earn back plan the City is implementing to eliminate any hardships resulting from the planned change. Again, it's a very simple process but more than I can fully describe here. Once your payroll clerks go over the procedure, if you have any questions, please be sure and ask your supervisors, payroll staff, or department heads. We want this to be a painless process for everyone.

Personally, I am looking forward to some exciting things happening here in Chesapeake this spring. Our City is poised for great advances on many fronts, all due to the dedication, service, and care that each of you brings to your job every day. Thanks for being part of the Chesapeake employee family and for continuing to provide our citizens with the best in customer service, every day of every season. [View Arrears FAQs video.](#)

JAMES E. BAKER

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CITY STAFF SPOTLIGHT

In each issue, Team Chesapeake highlights two of our fellow City employees. If you are interested in being "spotlighted" in our employee newsletter, email us at pubcomm@cityofchesapeake.net.



NAME: Mark Crist

DEPARTMENT: Audit Services

JOB TITLE: Performance Auditor

How long have you worked for the City? 10 years

What is one interesting thing about your job? This job changes from audit to audit so there is always something interesting happening or going to happen. I have been inside the water towers, down in the sewers, and had comprehensive tours of the city jail. Probably the most interesting thing was a fire audit where I had a ride along with an ambulance crew. I was taken to an accident on the high rise bridge, an elementary school to help a boy with

breathing issues, and taken to a SWAT stake out. Very eye opening.

Name one thing that has been a highlight or something positive that has happened during your career with the City so far. Being one of the co-authors of a fire audit that won honorable mention at the annual Knighton Awards, given by the Association of Local Government Auditors. We were the first award given to an audit from Virginia.

What is one unique fun fact about YOU in general that others may not know? I am an avid music aficionado/collector. My taste in music runs from the classical Vivaldi to the Pretty Reckless. I am as comfortable at a Neil Diamond concert as I am at a Shonen Knife concert.



NAME: Sherry Carawan

DEPARTMENT: Planning

JOB TITLE: Office Specialist I

How long have you worked for the City? 9 1/2 years

What is one interesting thing about your job? I am the first point of contact for citizens visiting the Planning Department and I have the opportunity to meet and talk with someone new every day.

Name one thing that has been a highlight or positive event in your career with the City so far. In 2012, I received a letter from

Mayor Alan Krasnoff for outstanding professionalism while assisting citizens in our department. The Mayor spoke of the stellar image that my actions projected for the City. Those kind words meant so much to me.

What is one unique fun fact about YOU in general that others may not know? I love college football (Go Hokies!). I also love spending time with my four grandchildren, ages 6, 3, 3, and 6 months.

TEAM MEMBERS GIVING BACK

TREASURER'S OFFICE BRINGS CHRISTMAS TO CHILDREN

This past Christmas, Chesapeake City Treasurer, Barbara Carraway organized her annual Christmas for the Children program. The program provides gifts and clothing to less fortunate children, who would otherwise receive very little or nothing during the holiday.

With assistance from Chesapeake Public Schools, 29 children were selected, ranging from ages 6 months to 17 years. Parents provided a detailed lists of hobbies, interests, and clothing sizes so that the gifts were personalized for each child. Parents also participated by coming into the Treasurer's office to wrap all their children's gifts.

The Treasurer's office was happy to see the appreciation and joy from the families, as many of them had fallen on hard financial times.

The program also provided Food Lion gift cards to three senior citizens. In the chaos of the holidays, the Treasurer's program is a way to remember the reason for the season, and help those less fortunate have a joyous Christmas.

Chesapeake City Treasurer, Barbara Carraway (R) is joined by Christmas for the Children recipient Tina Brunson and her son Cameron during the distribution at City Hall in December 2016.



NEWS OF NOTE

ROOF REPLACEMENTS BEING MADE TO CITY HALL

Work began the week of March 3, to replace the lower level roofs at City Hall. Contractor crews are removing old roofing materials and replacing them with a new covering. The roofs cover portions of the third floor of City Hall. Staff and visitors may notice slight odors from roof adhesive and some periods of noise during the work. Otherwise, the work should not impact City Hall operations.



SAFETY CORNER

LOCK OUT/TAG OUT- LOTO

Lock Out/Tag Out was the **FIFTH MOST VIOLATED OSHA PROGRAM IN 2016**. OSHA standard 1910.147 governs employer responsibility to eliminate the release of stored energy (electric, hydraulic, pneumatic, static loads, etc.) during equipment servicing and/or maintenance operations. The standard covers the servicing and maintenance of machines and equipment in which the unexpected energization or start-up of the machines or equipment, or release of stored energy, could harm employees. The standard establishes minimum performance requirements for the control of such hazardous energy.

Compliance with the lock out/tag out standard prevents an estimated 120 fatalities and 50,000 injuries each year. Workers injured on the job from exposure to hazardous energy lose an average of 24 workdays for recuperation. Procedures have been developed, documented, and utilized for the control of potentially hazardous energy when employees are engaged in servicing or maintenance activities. Locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware are provided by the employer for isolating, securing, or blocking of equipment from energy sources.

What do employees need to know? Employees need to be trained to ensure that they know, understand, and follow the applicable provisions of the hazardous energy control procedures. The training must cover at least three areas: aspects of the employer's energy control program; elements of the energy control procedure relevant to the employee's duties or assignment; and the various requirements of the OSHA standards related to lockout/tagout.

Sample Lock Out/Tag Out devices:



Whether you are an Affected Employee whose job duties are affected by the application of lock out/tag out devices or if you are an Authorized Employee who's authorized to install/remove LOTO devices, if you have questions about the LOTO process, ask your supervisor!

If you would like additional information/materials, please contact Mark Butler, Safety Officer, at 382-6445.

Employee Alert Hotline

(757) 382-6550

When inclement weather or other conditions cause changes to City operating schedules, the Hotline has the news you need.

AWARDS & RECOGNITIONS

DMV FRAUD BUSTER AWARD PRESENTED

Special thanks was recently given to Carmen Greene, lead staff member for the Commissioner of the Revenue's DMV Select team. Carmen was awarded the Fraud Buster plaque by the DMV for successfully preventing a stolen vehicle from being illegally titled.

Jason Brown, Assistant DMV Commissioner, and Barry Browning, Deputy Director for DMV Select, traveled from Richmond to the Chesapeake Commissioner of the Revenue's Office to present the plaque to Carmen for going the extra mile to prevent fraud.

"Carmen is an outstanding employee who has been a real leader in our DMV Select since it first opened in October 2008," said Commissioner of the Revenue Ray Conner.

"Carmen is to be commended for her efforts

at customer service, upholding the law, and taking the time to go above and beyond her daily work to excel in a difficult situation. Her commitment is greatly appreciated."

The Commissioner of the Revenue's Office DMV Select (located on the first floor of the City Hall Building) processed more than 28,000 vehicular transactions during 2016.



(L-R): Jason Brown, Assistant DMV Commissioner; Barry Browning, Deputy Director for DMV Select; Carmen Greene, Customer Service Clerk III; Frank King, Chief Deputy Commissioner of the Revenue; and Sherry Roberson, Deputy Commissioner of the Revenue.

FIRE DEPARTMENT ANNUAL AWARDS

The Chesapeake Fire Department held its Annual Awards and Recognition Ceremony on Friday, February 10 and presented awards to members of their department and civilians for outstanding performance. Awards honored individual actions, as well as teamwork in the saving of lives and protection of property throughout the City during the past year.



Officer of the Year
Captain Scott Saunders



Firefighter of the Year
Korby Cattrell



EMS Provider of the Year
Waitsel Kelley

EMPLOYEE BENEFIT UPDATES

March is **National Nutrition Month**. This month, take time to look at how you are fueling your body and how that makes you feel. In accordance with MyPlate standards, when planning your meal, half of your plate should be fruits and vegetables and the other half should be protein and grains. Using a smaller plate and paying attention to what you put on your plate is important; however, being mindful of how your food makes your body feel is just as important. This practice is called mindful eating. Here are some tips to get started:



Before Eating:

- Ask yourself if you are truly hungry or are you experiencing other emotions such as stress, boredom, tiredness, or procrastination? If you are not truly hungry, perform a nonfood activity such as walking around for a few minutes, calling a friend, or reading an article.

While You Are Eating:

- Are you distracted? Eliminate distractions by not eating at your desk or in front of your television.
- Are you rushing? Tips for slowing down include trying to eat with your non dominant hand, taking small bites, and slowing down.
- How does the food taste? Notice the different tastes and textures as you are eating.

After Eating:

- Was your food satisfying? Why or why not?
- Do you feel energized or tired and lethargic? Consider the foods and the nutrients you are getting, are you meeting the MyPlate standards to building a healthy meal?

WELLNESS TRIVIA

Thanks to those who participated in the last Wellness Trivia. Our winner was Patricia Copeland with Juvenile Services. She won a wellness pack that included a water bottle, stress dumbbell, and reusable grocery bag. The answer to the previous question was TRUE: Physical activity is anything that makes you move your body and burn calories. To improve overall cardiovascular health, it is suggested to get at least 150 minutes per week of moderate exercise or 75 minutes per week of vigorous exercise.

Here is this edition's Trivia Question...Good Luck!

Digestion involves a complex series of hormonal signals between the gut and the nervous system and it seems to take about ____ minutes for the brain to register that you are actually full. This means that if you are eating too quickly it may not allow your body enough time to register that you are full until it's too late.

a. 5 b. 10 c. 15 d. 20

Email your answer to Lauren Brown, Wellness Coordinator at lrbrown@cityofchesapeake.net. Those with the correct answer will go into a drawing for a wellness pack. Winners will be contacted and answers will be announced in the next Team Chesapeake.

VIRGINIA RETIREMENT SYSTEM

WHAT YOU'VE ALWAYS WANTED TO KNOW ABOUT THE PLOP

What is the PLOP?

The Partial Lump-Sum Option Payment (PLOP) is one of the benefit payout options you can choose when you retire. The PLOP is a one-time partial lump-sum payment you can receive if you work at least one year beyond the date you first become eligible for an unreduced retirement benefit.

How does the PLOP work?

Once you work one year past the date you qualify for an unreduced retirement, you may choose a lump sum equal to the amount of your annual basic benefit. Taking the PLOP reduces the amount of your monthly benefit by the amount of the lump-sum payment. You can choose the PLOP only if taking the basic benefit or survivor option. The amount of your PLOP depends on how long you work beyond your eligibility for an unreduced retirement as shown in the following table:

Partial Lump-Sum Option (PLOP) Payment Amounts		
Active Service Beyond Unreduced Retirement Eligibility Date	PLOP Amount	Example (Based on a VRS Plan 1 member with 33 years of service credit and \$48,000 in average final compensation.)
12 months	1 x annual basic benefit amount (one-year PLOP)	\$26,928
24 months	1 or 2 x annual basic benefit amount (one- or two-year PLOP)	\$26,928 or \$53,856
36 months or more	1, 2 or 3 x annual basic benefit amount (one-, two- or three-year PLOP)	\$26,928 or \$53,856 or \$80,784

What happens if I work more than one year after qualifying for retirement?

Depending on how long you work past the date you are eligible for an unreduced retirement, you may choose a lump sum equal to one, two, or three times the amount of your annual basic benefit.

Example

You are eligible for an unreduced retirement on July 1, 2017. If you work until July 1, 2018, you would qualify for a one-year PLOP. If you work until July 1, 2019, you can choose either a one- or two-year PLOP. If you keep working until July 1, 2020 or later, you can choose a one-, two- or three-year PLOP.

Keep in mind a few key points:

- To qualify for a PLOP, you must be working as an active VRS member beyond the date you become eligible for an unreduced retirement benefit.
- Prior service credit or granted service credit does not count toward the time you work after qualifying for retirement.
- You pay taxes on your lump-sum payment. If the PLOP is paid directly to you, VRS will deduct 20 percent for federal income taxes and, if you live in Virginia, 4 percent for state income taxes. The IRS also may impose an additional 10 percent tax penalty for early withdrawal of member contributions if you receive the PLOP before age 59, although there are exceptions to this rule.
- You can roll over the PLOP to the Virginia Cash Match Plan if applicable, an Individual Retirement Account (IRA), or another savings plan.

HYBRID MEMBERS: TIME TO INCREASE YOUR SAVINGS

If you're a Hybrid Retirement Plan member, you have until March 15 to increase the amount of your voluntary contributions for the next quarter, which goes into effect April 1. You can change your voluntary contribution election once a quarter. This is in addition to your 1 percent mandatory employee contribution to the defined contribution component of the plan. The City matches your contribution and a percentage of your voluntary contributions.

You can increase your voluntary contributions in 0.5 percent increments, up to 4% of your creditable compensation. The City matches the first 1% of your voluntary contribution with a 1% contribution and matches each additional 0.5 percent increase with a 0.25 percent contribution. To increase the amount of your voluntary contributions, go to www.varetire.org/hybrid and log in to Account Access, or call ICMA-RC Investor Services at 1-877-327-5261 and select option 1.

WELLNESS INCENTIVE REMINDER: - DON'T MISS OUT!

2016 Incentive: There is still time to take advantage of your 2016 Wellness Incentive. Employees and retirees who completed the 2016 Wellness Incentive have until March 31, 2017 to file for refunds through Choice Strategies for any health related expenses incurred on or before December 31, 2016.

2017 Incentive: Employees and retirees who are currently on the City's health plan can earn \$300 for obtaining an annual physical with your health care provider and an annual eye exam with an ophthalmologist or optometrist. For more information, see the [Incentive Flyer](#) and [Incentive Form](#). Please contact Lauren Brown, Wellness Coordinator, at lrbrown@cityofchesapeake.net or (757) 382-6075 with questions.

VOLUNTEER OF THE QUARTER - 4TH QUARTER 2016

Keith Goff has been a volunteer with Chesapeake Animal Services since May of 2014. The work that Keith does is not glamorous or particularly fun. Each week, he arrives on Wednesday morning and promptly goes to his work area, cleaning the cages of dogs that are stray, scared, and displaced from their families.

Always exuding a calm, kind, and commanding presence that is comforting and warm, Keith's ability to serve the animals and make sure they are clean and comfortable, puts the animals at ease. He loves and empathizes with each of these animals and works tirelessly to ensure their thorough care. When Keith is working, the shelter attendants are able to assist the visiting veterinarian and catch up on other duties.

There are many fabulous volunteers that devote thousands of hours to the Chesapeake Animal Services Unit each year. Keith is one of the only volunteers that performs these tasks.

He handles his duties with a grace and sensitivity that greatly benefits the homeless animals. All in all, Keith is a dedicated volunteer and the Chesapeake Animal Services Unit is both grateful and pleased to have him on the team.

