



# Team Chesapeake

Employee Newsletter

September 2016

## SLOW SEASONS & LUCKY YEARS STILL CALL FOR PREPAREDNESS

Chesapeake has not been impacted by a tropical weather system in more than a decade. Does that mean we are “safe” or that it won’t ever happen here? Quite the contrary - the odds are not in our favor, and we can’t afford to become complacent.

It only takes one storm to cause a disaster, as the residents of south Florida learned when the otherwise “slow” hurricane season of 1992 brought them the powerful and deadly Hurricane Andrew. And while Chesapeake is not as vulnerable as Florida, the threat remains real for our residents, our families, and our community.

September marks the height of the Atlantic Hurricane Season, which runs until the end of November. With the passing of Labor Day, the start of school, and so forth, it’s a great time to review your family’s plans and supplies, and refresh everyone on what you will do when the skies darken and the winds pick up.

As City employees, it’s important to remember that we may have to be at work before, during, and after the storm arrives. Taking time now to prepare your home and family can go a long way towards easing your mind when you’re on the job during a storm. While not every employee will be asked to work during a storm, we all have a vital role to play. Your supervisor can give you more information on the specific storm-related requirements of your position.

A great deal of information about preparing for a storm is available at [www.ready.gov](http://www.ready.gov). Everything from an emergency kit checklist to special preparations for children, the elderly and pets, and much more. One of the most critical things to know is your storm surge zone – you can look this up at the City of Chesapeake website. The City may order evacuations by these zones.

When a storm does arrive, be sure to monitor WCTV Chesapeake Television, WFOS-88.7FM radio, and the website and City social media for the latest local news and information. Also, please register for the ChesapeakeAlert system to receive messages to your phone or email. Be prepared and be safe!!



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# CITY MANAGER'S MESSAGE

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**A**nother summer has come and gone, and I hope that each of you had an opportunity to enjoy the warm weather and sunshine. It's been a busy season for the City, with new businesses opening, a major road and bridge project moving swiftly toward completion, and new team members coming onboard throughout the organization. As fall beckons, there's no sign of things slowing down, either.

I want to take a moment to welcome our new employees to the City of Chesapeake family. I trust that you will find your tenure rewarding, and that you will quickly adopt and share in the U-CARE customer service program which we are so proud of. I encourage you to seek out counsel from your fellow teammates, along with your supervisors, as to how best to serve our citizen-customers. We're building a strong, citizen-focused initiative, and I know you will want to be a part of those exciting efforts.

I also want to encourage all of our employees to look for opportunities to share your skills, your enthusiasm, and your insights with the new folks, in whatever ways you find most appropriate and positive. It's been said that our employees are the City's greatest asset, and I think that's no where more true than when it comes to the sharing of corporate knowledge and experience. You have "been there, done that" in a great many cases, and it's through your shared experiences that we can best move forward, without becoming bogged down in "reinventing the wheel."

I've said it before, here and in our employee meetings - the City of Chesapeake is truly a great team, made better by the effort, dedication, and commitment to public service of each and every employee. Thanks for continuing to make our City vibrant, strong, and forward-looking. Have a great autumn!

**JAMES E. BAKER**

## **WE WANT TO HEAR FROM YOU!**

**If you have story ideas or suggestions for Team Chesapeake, we want to know! We would love to hear ideas for things you would like to see in the employee newsletter. If your department has any information to share that would be beneficial to other City employees, or if you or a coworker were nominated for an award or acknowledged for something then please submit the information, and we will do our best to highlight them in Team Chesapeake.**

**This is YOUR newsletter, so we want to fill it with information that benefits YOU!**

**Contact: The Public Communications Department at [pubcomm@cityofchesapeake.net](mailto:pubcomm@cityofchesapeake.net).**

# 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](mailto:pubcomm@cityofchesapeake.net).

**NAME:** Jerry Hoddinott

**DEPARTMENT:** Public Utilities

**JOB TITLE:** Administrative Assistant III



**How long have you worked for the City?** 37 years in Public Utilities (eleven years as bacteriologist with the water lab at Northwest River Water Treatment Plant; the rest at City Hall)

**What is one interesting thing about your job?** I have found that being the Administrative Assistant for four directors has made every day an “adventure.”

**Name one thing that has been a highlight or something positive that has happened during your career with the City so far.** Over the past 36 years, the water supply and quality has had its ups and downs, however I am confident that we have the best reliability, treatment (membrane and reverse osmosis) and service in place here and now.

**What is one unique fun fact about YOU in general that others may not know?** In 2009, I began yoga, jewelry beading and WeightWatchers. Today, I’m still at it.

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**NAME:** Brandy Mason

**DEPARTMENT:** Purchasing

**JOB TITLE:** Office Coordinator



**How long have you worked for the City?** 2 years

**What is one interesting thing about your job?** One interesting thing I like about my job is the ability to interact and network with other departments and customers of the City.

**Name one thing that has been a highlight or something positive that has happened during your career with the City so far.** Something positive that has happened with my career at the City is that I was originally supposed to be here for a month as a temporary Office Assistant and instead I have been here 2 years and advanced to the Office Coordinator.

**What is one unique fun fact about YOU in general that others may not know?** I am taking my final class at TCC to obtain my Associates degree in Accounting.

# “BACK TO SCHOOL” MEANS BE AWARE

It's that time that makes parents smile and children cringe. It's the start of a new school year, and for tens of thousands of Chesapeake Public School students, that day is Tuesday, September 6. Even if you don't have kids heading back to class, there are some important things you need to keep in mind, now that school has resumed.



First and foremost, BE ALERT when you are driving, especially in neighborhoods. Kids going to and from the bus stop aren't always the most vigilant, so please look out for them. When you encounter a bus, remember to stop if the red lights are flashing, and use extreme caution if the yellow lights are on. The law says you must stop for a bus loading or unloading kids.

One other reminder for all drivers, now that school is starting, those flashing lights marking "School Zones" will also return, which means you need to reduce your speed and raise your guard. Sometimes you won't see kids in the zone, but the law says you must still slow down when the lights are on. If we all exercise a little patience and a lot of vigilance, we can help make sure Chesapeake's kids have another safe school year.

## UPCOMING EMPLOYEE HOLIDAYS

**Columbus Day**  
Monday, October 10

**Veterans Day**  
Friday, November 11

**Thanksgiving**  
Wednesday, November 23 (4 Hours)  
Thursday & Friday, November 24 & 25

An infographic titled "U-CARE" with a background of employee photos. It lists four values: Courteous, Attentive, Responsive, and Empowered, each with a brief definition and a small photo of an employee. The "U-CARE" logo is at the bottom right, with the text "U-CARE" in a blue circle and "Chesapeake VIRGINIA" below it.

**C** **Courteous**  
Making our customers feel welcome, appreciated, and respected.

**A** **Attentive**  
enhancing our ability to identify the needs and concerns of our customers.

**R** **Responsive**  
Acting upon our customers' needs and providing follow-up in a timely manner.

**E** **Empowered**  
Possessing knowledge, resourcefulness & creativity to address customer needs.

**U-CARE**  
Chesapeake VIRGINIA

## CHESAPEAKE RETIRED CITY EMPLOYEES ASSOCIATION UPDATES:

You're invited to join their monthly meetings!

Chesapeake Retired City Employees Association Meetings, are held on the 2nd Thursday of each month at the Golden Corral at Battlefield Blvd. and Volvo Parkway.

Meeting: 11:30 a.m.  
Dues: \$15 per year

Find out more information about events on their Facebook page:  
<https://www.facebook.com/ChesapeakeRetiredCityEmployeesAssociation/>

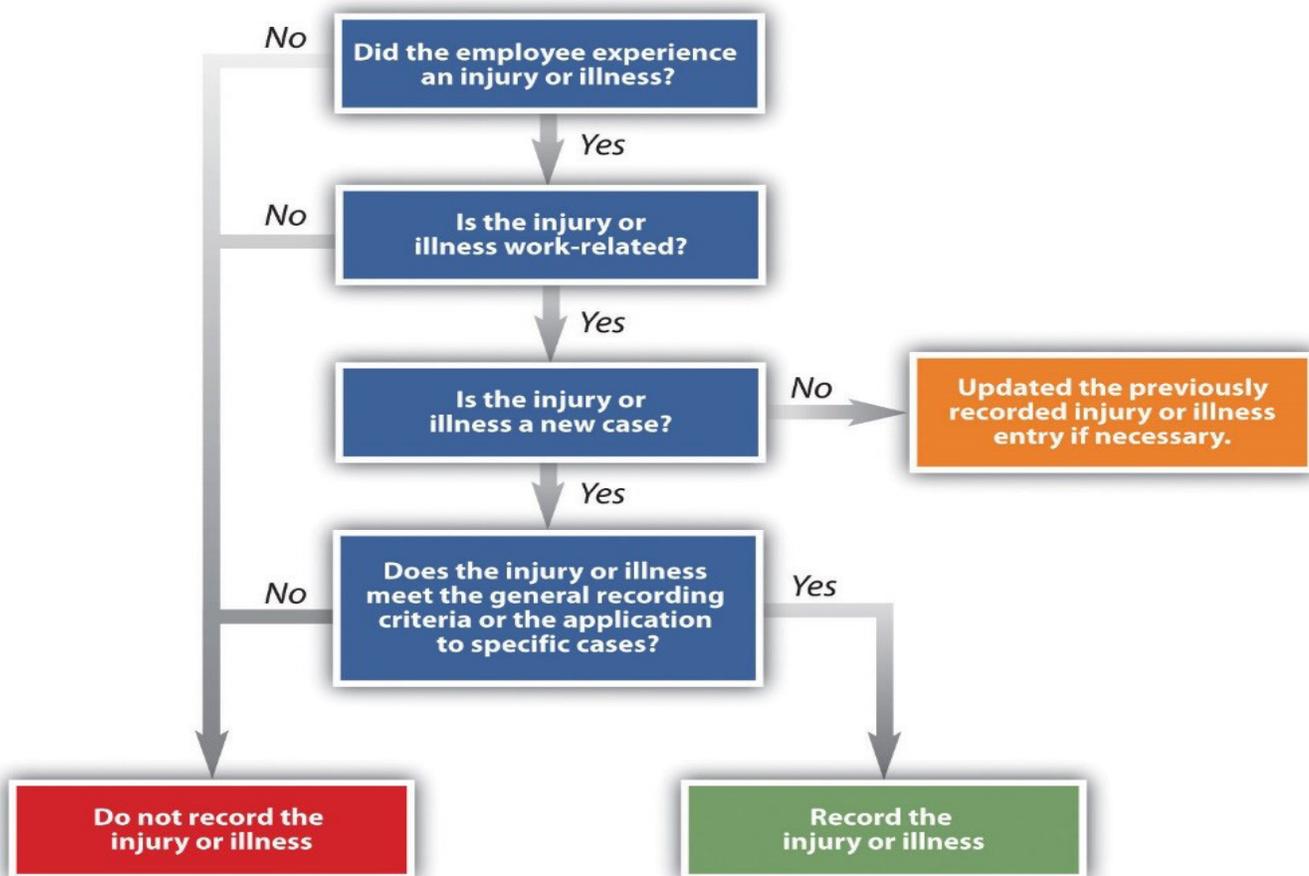


## OSHA Injury and Illness Record Keeping

We're in the home stretch regarding 2016's OSHA 300 Record Keeping requirements. Under the OSHA Recordkeeping regulation ([29 CFR 1904](#)), covered employers are required to prepare and maintain records of serious occupational injuries and illnesses, using the OSHA 300 Log. This information is important for employers, workers, and OSHA in evaluating the safety of a workplace, understanding industry hazards, and implementing worker protections to reduce and eliminate hazards.

It is very important to understand that OSHA recording requirements are NOT tied to Worker's Compensation Rules. Just because an injury is classified as non-compensable under Workman's Comp., does not remove the responsibility to document recordable injuries or illnesses on OSHA 300 forms.

Covered employers must record all work-related injuries and illnesses that result in: Days away from work, Restricted work or transfer to another job, Loss of consciousness, or Medical Treatment beyond first aid. The following chart can help determine if an injury needs to be recorded.



If you have additional questions, or need guidance with reporting requirements, please contact Mark Butler, the City's Safety Officer, at 382-6445. Mark can also provide you and your department with a wealth of information on enhancing workplace safety, for jobs and work sites large or small.

# VOLUNTEER OF THE QUARTER - SECOND QUARTER

## RUSSELL BIGNEY, FIRE DEPARTMENT - CERT TEAM

Russell Bigney began volunteering for the City in September 2014. Russell's father, David, recently retired from the Fire Department after 30 years of service. He was looking for a way to stay involved after retirement, and CERT was the perfect fit. Russell decided to attend the CERT training with his father and was hooked into volunteering. Immediately after being qualified as a City volunteer, Russell began looking for ways to get further involved and assist the City. Several events took place in which volunteers were needed and Russell stepped up to help out.

One of Russell's most impressive roles with CERT, the Fire Department, and the City comes in the form of his volunteering at the Fire Department Warehouse or Central Supply. Central Supply serves as the Fire Department's central hub or location for equipment and supplies for the Fire Stations and Fire Apparatus. There is a constant demand for items from the warehouse and it only has 3 workers - 2 part time employees and our volunteer, Russell. Russell has various roles and responsibilities at Central Supply. He fills station orders, cleans the warehouse, assists Firefighters that stop by, and keeps the active warehouse organized.



Russell Bigney receives his award from Chesapeake Fire Department CERT Coordinator, Robert Gelormine.

His most vital and impressive responsibility has been with the new uniform process for the Fire Department. All 450 firefighters are receiving new uniforms. Russell has been a life saver in getting the orders of uniforms organized and out to the stations to the firefighters. Quoting Division Chief Donald Wooten - "Russell Bigney has been a great help to our Logistics center. As you know, we have only had 1 employee over the past several months to work at the logistics center. We could not have made it without Russell's help." Russell volunteers every Wednesday and Thursday morning, some days even staying later to ensure his work is complete or to assist the Warehouse Officers with their duties. In Russell's warehouse time alone, he has donated more than 300 hours! Russell's dedication and hard work is greatly valued and appreciated.

## COMEDY CORNER



"Your mother and I need more time to save for your college education. We'd like you to go back to Kindergarten and start over."

# EMPLOYEE BENEFIT UPDATES

## Free Flu Shots for City of Chesapeake Employees

Flu season is quickly approaching, will you be ready? The City of Chesapeake will be hosting a flu shot clinic for City employees on October 13, 2016. Flu shots will be administered at the Great Bridge Community Center from 10:00 a.m. to 1:00 p.m. All employees must bring their badges with them and employees enrolled with Optima Health should bring their insurance cards. Employees do not have to be enrolled in the City's health insurance to participate in the flu shot clinic. For ease of flu shot administration, please wear a short-sleeved shirt to the flu shot clinic.



## Mobile Mammography Coming to City Hall

Mammograms can help detect breast cancer in its early stages. Early detection has been key to preventing lives from being lost to breast cancer. According to the American Cancer Society, women ages 45-54 should receive mammograms annually. Women ages 54 and up may continue to receive annual mammograms or they can change to receiving a mammogram every two years.

The mobile mammogram van will be available at City Hall on October 13, 2016, and November 14, 2016, from 8:30 a. m. to 3:00 p.m. The van will also be available at Human Services on November 18, 2016 from 8:30 a.m. to 3:00 p.m. To book an appointment on one of these days, please call 757-261-5420 and select option 1. Employees do not have to be enrolled in the City's health insurance to participate in this cancer screening opportunity. Book your mammogram today!



## Have You Earned Your 2016 Wellness Incentive?

The Wellness Incentive is available to all employees enrolled in the City's health insurance. Employees who receive an annual physical between January 1, 2016, and December 31, 2016, can earn the \$300 wellness incentive by submitting a completed [annual physical form](#) to Optima Health. Please be aware that incentive funds not used by December 31, 2016, will expire. For more information regarding the 2016 Wellness Incentive, contact Dexter Raflares, Wellness Coordinator, at 382-6075 or [draflares@cityofchesapeake.net](mailto:draflares@cityofchesapeake.net).



# Upcoming Changes in the Fair Labor Standards Act (FLSA)

Effective December 1, 2016, the salary basis for employees categorized as exempt from overtime provisions of the FLSA under the Executive, Administrative, or Professional exemption will increase from \$23,660 to \$47,476. Job classifications with a minimum salary below the specified threshold will be converted to non-exempt as of December 1, 2016. Affected employees will be notified directly and advised of the applicable overtime method, i.e. pay or leave.



## Access Your ICMA-RC Account via Mobile App and TextAccess

Access your retirement account with convenience and flexibility using ICMA-RC's mobile app.

Boost your investing knowledge and monitor your account right from the palm of your hand with ICMA-RC's mobile app for an iPhone or Android smartphone, or tablet. Conveniently access your retirement savings account and learn about retirement savings on the go.

With the mobile app, you can:

- View your account balance, year-to-date account activity, fund performance, and retirement income projection.
- Review messages within your retirement savings account to stay current on updates to our retirement plan services and features.
- Check out our RealizeRetirement<sup>SM</sup> financial education resource with a variety of videos, calculators, and other easy-to-use tools to help you save and invest for your retirement.

Stay on top of your ICMA-RC retirement account whenever and wherever it is convenient for you with ICMA-RC's mobile app. Download the [Android](#) or [Apple](#) ICMA-RC mobile app now.

If you are a Windows Phone/Blackberry user, you can still access the mobile myAccount feature of the app by logging into your account from ICMA-RC'S full website, [www.icmarc.org](http://www.icmarc.org), from your device's browser and you will be connected to myAccount.

For more information, visit <http://www.icmarc.org/mobile-app.html>.

With your mobile phone, ICMA-RC – TextAccess:

If you're always on the go, but your mobile phone never leaves your side, you'll want to sign up for ICMA-RC's TextAccess feature, which allows you to request certain account information and have it sent directly to your mobile phone via text. To sign up, log into Account Access and navigate to the Account Notifications page. After signing up, you can get information including your account balance, your last contribution amount, and your rate of return.

To enroll for this new mobile feature go to, <http://www.icmarc.org/textaccess.html>

# Hybrid Retirement Plan Members

## Voluntary Contributions, Auto-Escalation & Beneficiary Designations

### *Take Advantage of Your Saving Opportunity*

You can sacrifice a little to save a lot ... pass up the doughnut shop a couple of times a week ... cook dinner at home occasionally on the weekends instead of going out ... and do you really need another pair of black shoes? Take that extra money and invest in your future.

If you are a Hybrid Retirement Plan member, you can change your voluntary contribution election once a quarter.



You can increase your voluntary contributions in 0.5 percent increments, up to 4 percent of your creditable compensation. The City of Chesapeake will match the first 1 percent of your voluntary contribution with a 1 percent contribution, and matches each additional 0.5 percent increase with a 0.25 percent contribution. This is in addition to the 1 percent mandatory employee contribution to the defined contribution component of the plan. The City of Chesapeake matches your contribution and a percentage of voluntary contributions.

To increase the amount of your voluntary contributions, go to [www.varetire.org/hybrid](http://www.varetire.org/hybrid) and log into Account Access, or call Investor

Services at 1-877-327-5261 and select option 1.

## **“Auto-Escalation” Effective January 1, 2017**

A feature of the Hybrid plan will automatically increase your voluntary contributions by 0.5 percent every three years beginning January 2017. This feature is independent of your membership date. The automatic increase will continue until you reach the maximum 4 percent in voluntary contributions. Before each auto-escalation date, members will receive opt-out information from VRS. For more information, please refer to the Hybrid Plan Handbook at [www.varetire.org/hybrid](http://www.varetire.org/hybrid).

## **Beneficiary Designation for Defined Contribution Component**

The defined contribution component and defined benefit component of the Hybrid Plan require separate beneficiary designations.

**Defined Contribution Component** – You can designate a beneficiary once you receive your welcome letter from ICMA-RC. You will then be able to log into your online account and complete your designation to ensure an immediate update to your beneficiary information. Please refer to the following brochure for more information: [“How to Designate Your Beneficiary”](#) brochure located at [www.varetire.org/hybrid-er](http://www.varetire.org/hybrid-er) under Publications in your onboarding materials.

**Defined Benefit Component** – Members must complete and submit a Designation of Beneficiary (VRS-2) to VRS. The form is available at [www.varetire.org/hybrid-er](http://www.varetire.org/hybrid-er) under Forms.

Please contact VRS if you have any questions regarding the VRS Beneficiary process by calling 1-877-1327-5261, option 3.

## Purchase of Prior Service Changes Coming in 2017



Legislation passed during the 2015 Virginia General Assembly will change purchase of prior service provisions beginning January 1, 2017. The Virginia Retirement System (VRS) has launched a campaign that provides a variety of resources to its members in relation to the upcoming changes.

Employees with periods of eligible prior service may want to consider making the purchase before the provisions change in 2017. In some cases, the cost of purchasing service credit may increase and the number of months eligible for purchase may be limited for some types of service. Prior service credit that is purchased counts toward the years needed to become vested in the system and towards your lifetime monthly retirement check from VRS.

For additional information to see if you are eligible to purchase service into the VRS and to make sure that you do not miss key deadlines for 2016, please go to <http://www.varetire.org/members/pps/pps-provisions.asp>.



## Open Enrollment for 2017 Benefits

Open Enrollment for the 2017 calendar year is approaching quickly. Be on the lookout for the dates, times, and locations throughout the City to meet the vendors, learn about your benefits, and to make changes to your coverage for next year. To have easy access to all of your benefits offered by the



City at your fingertips, save the link [www.optimahealth.com/ches](http://www.optimahealth.com/ches) to your internet favorites.

To ensure you will be able to view current enrollments and make any changes you wish, log-in to Employee Self Services (ESS) at <https://ess.cityofchesapeake.net/> before Open Enrollment to make sure you have the correct log-in credentials. If you are unable to log-in, contact the IT Help Desk by phone 382.8911 or email

[helpdesk@cityofchesapeake.net](mailto:helpdesk@cityofchesapeake.net) to reset your log-in password.

Social Security numbers are required for all covered dependents under the Affordable Care Act. Please review your dependent information currently available in ESS and make any necessary corrections or updates.

