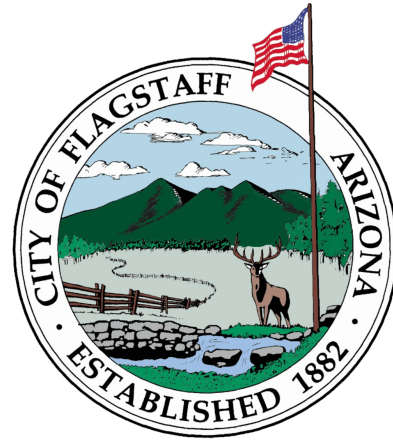


Human Resources/Risk Management

Monthly Newsletter, Vol. 3
June 2024

Contents

- Update from Leadership
- New Members to Team Flagstaff
- Promotions
- Employee Spotlight
- Benefits
- Classification and Compensation
- Recruitment
- Tips/Updates:
 - Training & Development
 - Compliance
 - Employee Relations
- Risk Management



Update from HR/RM Leadership

We hope you enjoy our June newsletter!

The Human Resources/Risk Management team is excited to introduce Sarah Some as the new Classification & Compensation and Recruitment Manager!

Sarah Some, SHRM-CP, holds a Bachelor's degree from Florida State University and recently became certified as a People Analytics Specialist. With nearly two decades of diverse Human Resources experience, she is eager to learn about the various facets of our team and build strong relationships to support our community. Outside of work, Sarah enjoys discovering off-the-beaten-path travel destinations, bicycling, art, and good cold brew coffee.



This month will be filled with more big transitions for the team. As we onboard Sarah into her new role beginning June 10, we need to take a moment to acknowledge the tremendous contributions that Jessica Vigorito has made to the division. We want to express our sincere appreciation to the Fire Department and their generosity in

“lending” us Jessica on a part-time basis to assist us in moving the Classification & Compensation Program forward. Jessica’s knowledge and exceptional skills in Class & Comp, coupled with her strong work ethic, have left an indelible mark on our team and the organization as a whole. Thankfully, we aren’t losing Jessica as she will continue to contribute through her contributions as part of the Classification & Compensation Advisory Team and also because we know where to find her (right next door!). Jessica, thank you for your service, you will be greatly missed!

We are excited for the continuous growth of the HR/RM Division and look forward to what the future holds for the team.

Welcome to Team Flagstaff!

Anna Alfermann – WS Operator Trainee - Water Services
Cole Maurer – Project Manager – Public Works
Dale Harris – Water Services Supervisor – Water Services
Garry Edison – Construction Inspector – City Engineering
Hans Wiederholt – Equipment Operator – Public Works
Marjorie Rosher – Visitor Services Assistant (Temp) - Economic Vitality
Michael Yonus – Equipment Operator II – Public Works
Pearl McGinness – Lifeguard - PROSE
Travis Kennedy – Police Officer – Police Department

CONGRATULATIONS to the following employees who were recently PROMOTED!

Anthony Nunez – Court Judicial Specialist II – Municipal Court
Avery McAllister – Maintenance Technician II – Public Works
James Welch – Planner Senior – Community Development

Employee Spotlight

Justin Cuevas, Public Works Supervisor

What made you want to join Team Flagstaff?

The opportunity to advance my career and bring some positive changes to my team along with the community.

Who is your hero?

My dad, being a single father, he set expectations early for me on work ethic and how to treat others which has made a lasting impact.

If you could live anywhere, where would it be?

Dolores, CO is high on the list. It's a beautiful, small mountain town with a river running through it. If not there, then somewhere with a similar solitude and environment.

If you could switch jobs with anyone else for a day, who would it be and why?



I would be a Supercar Driving Instructor. Being a CDL holder, going low and slow is my comfort zone and this would be an exciting change up.

If you could have any superpower, what would it be and why?

Shapeshifting would be a blast. Having the ability to spend the day in the mountains as an elk or take a swim as a shark would make life so interesting.

What's your go-to snack or drink?

Coffee, can't start the day without it!



If you could bring any fictional character to life, who would it be and why?

Deadpool! The sarcasm and action he brings to being an anti-hero would be highly entertaining.

What's the most unusual talent or skill you have that your coworkers might not know about?

I am a mechanic by trade courtesy of the Marine Corps.

If you could choose a theme song to play every time you walked into the office, what would it be?

Rise Above it by I Prevail

What do you do for fun?

Anything outdoors is where me and the wife have the most fun. Whether it's out camping, taking the buggy across the backroads or a nice day trip on the Harley as she speeds along on the Ninja.



Benefits

Wellness Program

The new program year for the Wellness Incentive Program will begin on July 1st. Employees with the city medical benefit may earn a \$20 per month discount on their medical premiums (first level) and a \$120 payout in August 2025 (second level) by completing many different types of activities. Activities include, but are not limited to, the Get Active, Eat Smart and Sleep Well programs, manually adding physical activities and points for regular doctor visits through the year. The program runs from May 16, 2024 and will close May 15, 2025.

- Where do I log my wellness activities when the program year is open?
 - Visit my.verawholehealth.com
- Who can use My Vera for wellness?
 - Employees on city medical insurance, spouses/domestic partners on city medical insurance and adult dependents, age 18-26, on city medical insurance can all have their own My Vera account
 - Spouses/domestic partners and dependents do not earn points and cannot earn an incentive, their activity does not give points to the employee
- MyVera can be accessed through a computer and via their smartphone app.
- How will I be able to track my progress towards the Personal Wellness Incentive?
 - Inside your My Vera account, you will see your points tally accumulate. Once you reach 1200 points you can redeem your points for a Personal Wellness incentive.
 - You can check your History on your Rewards Center page



SIMON

Beginning July 1, 2024 Simon will be our benefit online resource and portal. Qualifying Life Events that occur at this date into the future must be reporting on Simon.

To report a QLE:

- Log in to the OBC (www.napebtbenefits.com)
- Scroll to bottom of menu and select “Report a Qualifying Life Event”
- Select the QLE Reason from the dropdown (these are the reasons allowable by the IRS)
- Enter the QLE Date (date of birth, date of marriage, date of loss of coverage, etc.). You have 31 days from the event to submit QLE benefit changes
- Acknowledge the information you are reporting is truthful and accurate
- Upload documents for proof of QLE (documents must contain the supporting information for the change, such as names and dates of event)
 - You MUST submit documentation supporting your reason for QLE to the OBC, if you do not, your QLE will NOT PROCESS. If you do not provide the supporting documents within 31 days of the event, your QLE report will close with no change made. You will need to wait until the next open enrollment to make changes
- If adding a new child, a Social Security Card is NOT supporting

documentation. Submit a birth certificate, crib card or hospital discharge papers, documents that have name, date of birth and association to the employee

- Click Proceed and make your changes throughout the pages until the end, Save and Submit
- If adding for a newborn child and you have not received their social security number yet, enter a temporary dummy number such as 000-00-1234. Make sure once you get their number to provide it to the OBC
- Review the changes, make sure they are recorded correct and your benefits page shows everything correctly

If you have problems with reporting your QLE or uploading your documents, contact OBC Customer Service at 1-800-307-0230.

Deferred Compensation

Beginning June 1, 2024 employees who are currently enrolled, or will be enrolling in, a deferred compensation account with Voya, Nationwide or MissionSquare will make changes directly on the vendor websites listed below. You will no longer need to take these actions on the [Online Benefit Center](#). Simon, the new benefit portal starting full-time July 1, 2024, does not manage the deferred compensation accounts. This will streamline change requests and changes will take effect the first day of the following month of the request.

Please check out the [CityNet SharePoint](#) page for instructions and more information.

Jeff Poitras

Voya Financial Advisors, Inc
Telephone: (602) 639-3281
Fax: (503) 517-9351

E-Mail Jeff



Randall Neis; CFP

Nationwide Retirement Solutions
Cell (480) 213-4157
Customer Service (800) 796-9753

E-Mail Randall



Sergio Mejia

MissionSquare Retirement
Desk: (202) 759-7045
eFax: (855) 638-0506

E-Mail Sergio



EcoPASS Program

You may have heard about it in New Employee Orientation, and you have probably seen the flyers all over City Hall – but have you taken the time to truly recognize the benefit of using the Mountain Line EcoPass that is provided to you FREE as a City of Flagstaff employee?

There are a plethora of ways to take advantage of this benefit! Here are just a few

circumstances that riding the bus can work for you:

- Ride it every day to work and home to save money on fuel and wear and tear on your vehicle. Or just ride it one or two days a week to work on days you know you don't need your vehicle throughout the day
- Ride it only on snow days so you don't have to worry about driving on snow and ice
- Ride it from work to meetings that are held in other locations
- Ride it home after joining a happy hour after work
- Ride it to and from appointments
- Ride it because you care about the environment and want to reduce the number of vehicles on the roads

Did you know....

- You can use your EcoPass on nights and weekends too! Ride it to and from a night on the town, to the movies, or the mall
- If you ride the bus and then have to leave suddenly for an emergency, such as picking up a sick child from school, Mountain Line will pay for an Uber to get you where you need to go
- Mountain Line will help you learn the routes, how to use their mobile app, how to load your bicycle on the bus, and anything else you need to know about riding the bus
- Mountain Line has a new free transit app that allows you to track buses in real time so you can see exactly when the bus will arrive at your stop
- There is a route planning tool available on the free app or Mountain Line's website. Enter your arrival and destination address or location and they will create a detailed trip plan with departure and arrival times and any necessary transfers to get you going today

The City purchases EcoPasses for all employees to use at any time, so getting one is completely free to you. If you were to have to buy a bus ticket, it would cost you \$2.50 each day or \$34.00 for a 30-day pass.

For more information or to pick up your free EcoPass, just call or visit Human Resources!



Tuition Assistance Program

With the end of the Spring 2024 semester, approvals are being processed so payments can be distributed to employees.

Please check out the [Training](#) page on the City of Flagstaff website for more information on this program.

Classification and Compensation

Class and Comp Term of the Month: Market Based Pay

Market-based pay is a compensation strategy where an organization sets its pay levels based on the prevailing wages for similar jobs in the relevant labor market. This approach ensures that our compensation packages are competitive and can attract and retain talent by aligning with what other employers are offering for comparable positions

The Class and Compensation Advisory team recently presented on this information and the market review process to Extended Leadership. The presentation included the information on the classification system, a review of market-based pay, updated benchmark organizations, and reviews of different pay plans. To see the full presentation please review this [slideshow](#) or reach out to Sara Stachura at sara.stachura@flagstaffaz.gov for any questions.

Temporary Promotion and Acting Pay

What is the Difference Between Temporary Promotions and Acting Pay?

Temporary Promotions and Acting Pay are a form of compensation offered to employees in addition to their base rate of pay when they are temporarily assuming higher-level position or take on additional responsibilities beyond their usual job scope. This type of additional pay comes into consideration when an employee is covering for a vacancy or covering for another employee who is out on a leave of absence.

How to know whether Acting Pay or a Temporary Promotion is a better fit?

A few differences exist between Acting Pay and Temporary Promotions, knowing this criteria can help guide you to the best fit for your situation.

Temporary Promotion

- Temporary and probationary employees are not eligible
- Internal solicitation of interest within Division is required
- A vacancy must exist
- Employee must meet the minimum qualifications of the position
- Assignment must be longer than 30 days but less than 1 year
- Rate of pay is determined by the salary calculation process. (this shall be no less than a 5% increase to the employee's base rate of pay)
- Temporary Promotion assignment must be in a higher pay grade than the employee's current position

Acting Pay

- Temporary and probationary employees not eligible
- Internal solicitation is not required
- Covering a vacancy OR leave of absence
- Assignment duration is longer than 10 business days but less than 12 weeks
- Employee does not need to meet the minimum qualifications of the position
- Rate of pay is determined by the Acting Pay tiers chart and is applied as a flat percentage increase to the employee's base rate of pay (no less than 5%)

Acting Pay Tiers Chart

| Purpose for Acting Pay | Acting Pay Percentage |
|---|-----------------------|
| Leave of Absence Coverage or Backfill | |
| Covering a vacancy in the same pay range (non-classified only) | 5% |
| Covering a non-supervisory vacancy in a higher pay range | |
| Covering a supervisory/managerial vacancy in a higher pay range (partial or shared responsibilities) | 6% |
| Covering a supervisory/managerial vacancy in a higher pay range (employee does not meet minimum requirements but covers all responsibilities) | 7% |
| Covering a Section Director, Division Director or higher position vacancy (partial or shared responsibilities) | 8% |
| Covering a Section Director, Division Director or higher position vacancy (employee does not meet minimum requirements but covers all responsibilities) | 10% |
| For all assignments listed above, add 0.5% for each pay range <u>between</u> the current classification and the acting assignment classification. For example, if an employee is in grade 15R and is acting for a position in 55R add 3.5% (0.5% for 7 pay ranges), do not include 15R and 55R. | |
| Hourly coverage for absence/vacancy (public safety only) | 5% |

If you are unsure whether Acting Pay or a Temporary Promotion would be a good fit or would like to submit a request, please reach out to Sara Stachura Sara.Stachura@flagstaffaz.gov or another member of the Class and Comp team and we are happy to help guide you through the process.

Recruitment

2nd Annual Job Fair at the Library

Our recruitment team held the 2nd annual City of Flagstaff Job Fair at the library in April. We would like to extend our gratitude and thanks for the divisions who were represented including PD, Fire, Water Services, Engineering, Public Works, and the Library. The team held the job fair over the lunch hour which boosted attendance and increased sign ups for resume and cover letter reviews than the previous year.

Monthly Recruitment Tip:

The City of Flagstaff is always in search for people who exemplify our mission's values and recruitment events are great ways to meet potential employees. A recruitment event may include job fairs or career days at high schools and colleges. If you know of any recruitment events please reach out to Kim Bottorff kimberly.bottorff@flagstaffaz.gov.

New Job Postings:

[Economic Development Manager](#)

[Head Lifeguard](#)

[Lifeguard](#)

[Maintenance Technician I - Facilities](#)

[Recreation Program Assistant - Aquatics](#)

NEOGOV OnBoard

HR Team is excited to be resuming implementation of NEOGOV OnBoard. This portal will help streamline the hiring and employee integration process by providing easier management of new hire paperwork, automating workflows, and ensuring compliance with employment regulations.

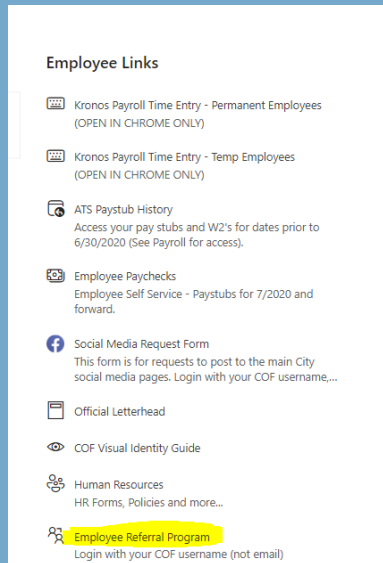
Employee Referral Program

If you like working on Team Flagstaff, be sure to refer a friend or family member! The Employee Referral Program is available for benefit eligible employees and

positions. Attached is the **process document** for additional information regarding eligibility, incentives, and the process.

- If referred candidate attends an interview, referring employee is eligible to receive a \$25 incentive
- If referred candidate is hired, referring employee is eligible to receive a \$75 incentive
- If referred candidate completes one year of employment, referring employee is eligible to receive \$250 incentive, OR 8 hours of award leave

The OnBase Employee Referral Form is linked **here**, and can also be found on CityNet under Employee Links here:



Employee Recognition



Training and Development:

Rewards and Recognition:

The City of Flagstaff offers a wide variety of Rewards and Recognition systems allowing employees to be recognized in different manners at every level in the organization. To learn more about each award please visit the [Rewards and Recognition](#) page on the city website. Speak to your supervisor or the human resources department about how to set individual goals for pursuing Rewards and Recognitions.

Policies and Directives

The employee handbook and directives can be found on the city website's [Handbook, Policies, and Directives](#) page. Here are the most recent directives:

- [Reimbursement for Interview & Relocation Expenses](#) - The City has developed this policy to recruit and hire the best applicants. The City of Flagstaff may reimburse for interview expenses and/or pay for relocation expenses based on IRS regulations.

- [Service Animals in City Facilities](#) - The City has developed this policy to assist individuals with disabilities who use Service Animals to access City facilities, services, and programs.
- [Social Media](#) - The City has developed this policy to establish guidelines for City employees regarding the creation, use, and management of official City-run social media accounts.
- [Volunteerism](#) - The City has developed this policy to encourage employees to become involved in the community, lending their voluntary support to programs that positively impact the quality of life in Flagstaff.

The new Holiday Ordinance has passed and will be effective for this year including the upcoming Juneteenth on Wednesday June 19, 2024.

Compliance Tip:

A few reminders when it comes to reporting injuries and illnesses:

- **EVERYTHING**, no matter how small, gets reported to TriageNow. Feel free to still report things to Risk Management, but TriageNow is how we at the City handle the first report of injury (FROI)
- You **MUST** provide your social security number, it is a requirement
- If treatment is not originally sought (e.g., near miss/info only), and then you decide you need treatment, you need to call TriageNow back and let them know so they can update the paperwork and the notices
- **Finally, please provide a good email address** that you check or you will not receive your acknowledgement letter. This is important because the acknowledgement letter has your adjuster's name, the policy number and the claim number. If you can't provide the above information to the treating provider, you will get the bill. If you don't pay the bill, you will be sent to collections



1-844-282-7823



Employee Relations Tip:

Please check your NEOGOV dashboard for overdue tasks related to performance evaluations and complete the tasks. All FY24 evaluations need to be completed prior to **June 7, 2024** to process merit increases and prepare the system for the FY25 performance evaluations. If you see duplicate evaluations, please contact Alan at Alan.Keay@flagstaffaz.gov.

Risk Management

June Trainings

4th – ADOSH Webinar: Heat Stress (8:30AM)

5th – ADOSH Webinar: Trenching and Soil Mechanics (8:30AM)
11th – ADOSH and NFPA: Hot Work Permits (8:30AM)
12th – ADOSH Webinar: LOTO (8:30AM)
12th – ADOSH Webinar: Heat Stress/Illness Prevention (1:00PM)
14th – OSHA 10-HR Construction Class DAY 1 (7AM-3PM)
17th – OSHA 10-HR Construction Class DAY 2 (7AM-3PM)
19th – ADOSH Webinar: Evacuation and Emergency Planning (8:30AM)
19th – Monthly Safety Committee Meeting (1-2:30PM)
20th – ADOSH Webinar: Respirator Standards (8:30AM)

JUNE IS NATIONAL SAFETY MONTH!!

Click [here](#) for more information on each week's topic and material.

June 1-8



Safety
Engagement

June 9-15



Roadway
Safety

June 16-22



Risk Reduction

June 23-30



Slips, Trips and
Falls

Workplace Fatigue

It's a common mantra to be "tired" at work and seems like a minor inconvenience most of the time. However, workplace fatigue can be a serious issue that not only reduces motivation and productivity but more importantly makes one accident prone and diminishes the immune system.

Day-to-day, watch for signs of fatigue such as yawning, rubbing eyes, difficulty concentrating, forgetfulness, slow reaction times, poor coordination, irritability, headaches, dizziness, and an increase in accidents or mistakes. Supervisors should also monitor their team members for these signs and encourage them to take action to reduce fatigue. Allow and encourage employees to take a break when tired and rejuvenate with a walk, resting, or getting something to drink and eat.

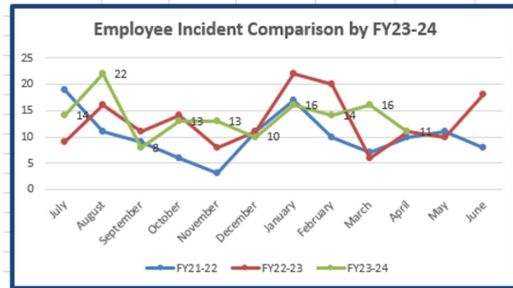
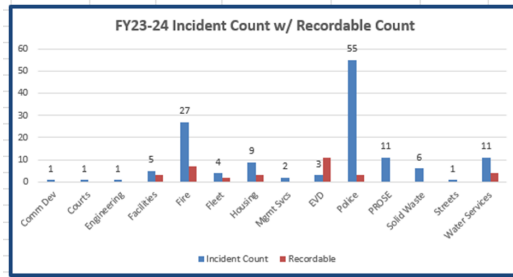
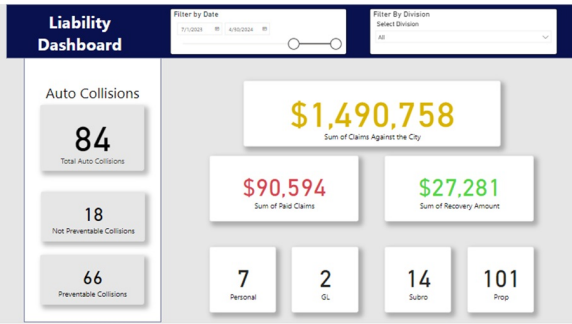
Long-term, creating a work environment that reduces fatigue overall is ideal. Familiarize yourself with regulations from OSHA and FMCSA regarding scheduled hours, over-time, breaks and rest periods. Employees and supervisors alike should feel comfortable addressing fatigue-related concerns. A healthy work-life balance is vital to reducing fatigue, keeping in mind that fatigued employees reduce production and quality of work.

Employees should be advised of and encouraged to utilize wellness programs, good sleep hygiene, and most importantly accessing the EPA for support services and mental health well-being to manage stress and anxiety.

BY THE NUMBERS:

FY23-24

To play with the interactive liability dashboard, click [here](#).



Words of Wisdom

Some days you feel good because you absolutely smashed everything on your to-do list. Other days you feel good because you managed to take a shower. Whichever it is, I hope you find something that makes you feel good today!

-Veronica Dearly

If there is something you would like us to address in a future newsletter, please email us at human.resources@flagstaffaz.gov.

Not sure who to contact in Human Resources and Risk Management? Check out our page on the City's website [Human Resources & Risk Management | City of Flagstaff Official Website \(az.gov\)](#)

Constant Contact | 3675 Precision Dr | Loveland, CO 80538 US

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