

Human Resources Quarterly Newsletter



Dear Colleagues,

Welcome to the first HR Quarterly Newsletter of 2017! We've been hard at work expanding our benefit programs, increasing our employee learning and development opportunities through the Employees' University, and enhancing our recruitment strategies in order to recruit and retain great talent. We are pleased to share some of these updates with you. Below is a list of the topics you will find in this issue.

Benefit Program Updates

- Bariatric Coverage
- Diabetics & Weight Training

Employees' University Corner

- Cornerstone & Skillsoft Programs
- Upcoming Course Schedule

Other Items

- General Reminders
- Disclosure Requirements
- New Hires
- Retirees

PEHP BARIATRIC PILOT PROGRAM



The Bariatric Surgery Pilot Program is a unique plan offered to Salt Lake City employees and their spouses who are covered under PEHP. Lap band, gastric sleeve, and gastric bypass surgery are covered and performed at select facilities. Deductibles, co-pays, and out-of-pocket maximums will apply.

Below are the criteria that you must meet in order to be eligible for the program:

- You must be an employee (or spouse of an employee) covered in the Salt Lake City risk pool. (Excludes Cobra, Early Retirees, and LTD.)
- You must have a BMI > 40, or a BMI >35 AND have severe co-morbidities generally expected to be improved, curtailed, or reversed by surgical treatment. You can get a full list of the co-morbidities by contacting Healthy Utah's Health Coaching Program.
- Male BMI < 55; female BMI < 60 (must have an acceptable operative risk).
- If you have been severely obese for at least five years and metabolic causes have been ruled out or treated.
- You must be less than 60 years old, unless you can prove on appeal you have an acceptable anesthetic and surgical risk.
- You must have not had previous bariatric surgery.

To be considered for surgery, you will be expected to:

- Understand the total cost of surgery.
- Be fully ready for a lifestyle change.
- Participate in PEHP Health Coaching for a minimum of six months and demonstrate weight loss during the pre-surgery preparation period.
- Agree to report post-surgery weight every six months or continue to participate in PEHP Health Coaching after surgery.
- Engage in a social support system.
- Complete an independent psychological evaluation.
- If you are a smoker, complete a smoking cessation program. Stop smoking at least six weeks prior to surgery.

**If you are interested in learning more, please call
PEHP Health Coaching at 801-366-7300**

Bariatric Medicine Institute is one of the participating facilities in this pilot program, visit their website at www.bmiut.com for more information.

DIABETICS AND WEIGHT TRAINING



Just one session of interval weight training can improve the risk of type 2 diabetes complications according to the University of British Columbia (UBC) Okanagan study. This is encouraging news for those starting the new year with healthy-living resolutions.

Jonathan Little, an assistant professor at the School of Health and Exercise Sciences at UBC Okanagan's campus, says the study demonstrates that a series of simple leg exercises involving weights can improve blood vessel function, which is especially important for people with diabetes.

"Individuals with type 2 diabetes are up to four times more likely to develop cardiovascular disease than those without," says Little, the study's senior researcher. "After completion of just one bout of

exercise, we saw an improvement in blood vessel function, an indicator of heart health and heart attack risk."

"With further study, this information could provide a new safe and cost-effective tool to help people manage their disease."

In the study, Little and his research team compared the effects of two types of interval training on blood vessel function: resistance (leg presses, extensions, and lifts) and cardiovascular (stationary bicycle) exercises. Both of these alternated period of high and low intensity effort, in a one-to-one work/rest ratio.

Thirty five age-matched study participants were split into three groups: people with type 2 diabetes, non-exercisers, and regular exercisers without diabetes. Each group performed a

20-minute exercise routine, which included a warm up and seven-one minute, high intensity exercises with a one-minute rest between each interval.

"All exercises showed greater blood vessel function improvement after the resistance-based interval training," says Monique Francois, a UBC graduate student and the co-author of the study. "However, this was more prominent in the type 2 diabetes group."

Francois continued, "This study shows that resistance-based interval training exercise is a time-efficient method with immediate effects."

University of British Columbia Okanagan campus. "Pumping Iron is good for the heart, researchers show." www.sciencedaily.com/releases/2017/01/170111091414.htm (accessed January 20, 2017).

EMPLOYEES' UNIVERSITY CORNER

Supervisor Boot Camp

The Supervisor Boot Camp officially kicked off on January 12. Nearly 30 supervisors from all departments are attending this pilot camp. While participating, they also provide invaluable improvement ideas for future camps.



This intensive 8-module training program is designed to give supervisors a good understanding of city operations, their roles and responsibilities, as well as skill development that will help them become a more confident and effective leader.

Each camp spans over 8 consecutive Thursdays from 8:30 AM – 12:30 PM and is held in the EU Learning Center (Room 126 at C&CB). Camps II and III are now open for current supervisors to [register](#). In the future the program will also be open to those who aspire to become a supervisor.

Camp II starts on March 9, 2017 and Camp III on May 4, 2017.



Hot off the Press

We are thrilled to announce the city has acquired two software systems that will greatly enhance the resources and opportunities for city employees' continuous learning and development and will enrich their learning experiences.



1. Cornerstone - A robust Learning Management System (LMS)



This LMS handles many advanced administrative functions and provides easy navigation for online courses in addition to tracking and reporting learning activities. All employees will have access to self-register for courses through this system.

2. SkillSoft - An extensive content library with more than 1,000 courses, hundreds of searchable books/videos, and numerous certificate programs will be available to ALL full-time employees in the areas of:

- Business skills
- Desktop/Digital skills
- Environmental, Safety & Health
- Legal Compliance



We have kicked off the LMS implementation process that will take up to 12 weeks to complete. In April, we will start loading SkillSoft courses into this system. Our goal is to have both Cornerstone and SkillSoft up and running in the month of May.

Employees' University Course List

Course Title	Date	Location	Time	Target Audience
<u>Supervisor Boot Camp II</u>	3/9/2017	EU Learning Center	8:30 AM - 12:30 PM for 8 consecutive Thursdays	Current supervisors/managers
<u>Understanding ONESolution's Financial Data Structure</u>	3/9/2017	IMS Training Room	1:00 PM – 3:00 PM	All ONESolution users
<u>Project Management</u>	3/14/2017	EU Learning Center	8:30 AM – 12:30 PM	All city employees
<u>Excel – Beginner level</u>	3/15/2017	IMS Training Room	8:30 AM – 12:30 PM	All city employees
<u>Fraud, Waste, & Abuse Prevention & Detection</u>	3/15/2017	EU Learning Center	10:00 AM – 12:00 PM	All city employees
<u>Outlook – Intermediate level</u>	3/15/2017	IMS Training Room	1:00 PM – 5:00 PM	All city employees with a basic understanding of Outlook
<u>Writing for the Web</u>	3/22/2017	IMS Training Room	8:30 AM – 12:30 PM	Web content providers
<u>Introduction to Cognos Analytics</u>	3/22/2017	IMS Training Room	1:00 PM – 3:00 PM	All Cognos users
<u>Stress Management</u>	3/28/2017	EU Learning Center	8:30 AM – 12:30 PM	All city employees
<u>Excel – Intermediate level</u>	3/29/2017	IMS Training Room	8:30 AM – 12:30 PM	All city employees with a basic understanding of Excel
<u>PowerPoint – Intermediate level</u>	3/29/2017	IMS Training Room	1:00 PM – 5:00 PM	All city employees with a basic understanding of PowerPoint
<u>Effective Communication</u>	4/11/2017	EU Learning Center	8:30 AM – 12:30 PM	All city employees
<u>Leveraging Socrata's Open Data Portal</u>	4/12/2017	IMS Training Room	1:00 PM – 3:00 PM	All Socrata users
<u>Project Management</u>	4/25/2017	EU Learning Center	8:30 AM - 12:30 PM	All city employees
<u>Reporting with Microsoft's Power BI</u>	4/26/2017	IMS Training Room	1:00 PM – 3:00 PM	All MS Power Bi users
<u>Supervisor Boot Camp III</u>	5/4/2017	EU Learning Center	8:30 AM - 12:30 PM For 8 consecutive Thursdays	Current supervisors/managers
<u>Taking Control of Conflict</u>	5/9/2017	EU Learning Center	8:30 AM - 12:30 PM	All city employees
<u>GRAMA</u>	5/10/2017	EU Learning Center	10:00 AM - 12:00 PM	All city employees
<u>Stress Management</u>	5/23/2017	EU Learning Center	8:30 AM - 12:30 PM	All city employees
<u>Handling Difficult Conversations</u>	6/6/2017	EU Learning Center	8:30 AM - 12:30 PM	All city employees
<u>Fraud, Waste, & Abuse Prevention & Detection</u>	6/21/2017	EU Learning Center	10:00 AM - 12:00 PM	All city employees



New EU Staff

We'd like to welcome Tiffani McGinty, our new Training & Development Coordinator, to the Employees' University.

Tiffani has many years of experience teaching adults languages and training on diversity topics. She has a great style of engaging class participants while getting key messages across in an enjoyable way.

In addition to English, she is fluent in Spanish and speaks basic conversational Mandarin as well as some Korean and Italian. She has lived abroad for years and has gained a deep appreciation for diverse cultures. Tiffani holds an MA in Spanish Language and is currently working on an online MA in Culture Management with Rome Business School in Italy.

She brings great talent, experience and enthusiasm with her. We are happy to have her join our team! She will be a great asset to the Employees' University.

GENERAL REMINDERS



We hope you've heard by now that we have completed a 100% overhaul of all HR policies. We've received very positive feedback from employees about the new policies and hope that you will take the time to become familiar with them. Just a few of the policy highlights are noted below:

- i. The **tuition reimbursement policy** has been retooled to pay 100% of any course or program (as long as they are relevant to any job for which the city recruits) and the reimbursable limit has been increased from \$3,300 to \$4,000 paid in a calendar year. The city's annual tuition budget has not increased.
- ii. The city will now offer six weeks of **paid parental leave** (for mothers and fathers) which includes placement for adoption and foster care.
- iii. We also have a new policy to address **employee awards & recognition**.
- iv. We've updated the **discipline, harassment prevention, standards of conduct and other employee relations policies** to ensure that employee protections are in place and overall expectations are better defined.
- v. We've added a number of policies that outline some of the many **important benefits** available to employees.



If you have not already attended a policy training session, no need to worry. Training sessions will continue to be offered over the next couple of months. For a complete department-specific training schedule please visit our [Policy Training Schedule](#).

Disclosure Requirements Outside Employment

As public employees, it is important for us to disclose any outside employment that we may hold, as well as any substantial interest we may have in a business entity. "Outside employment" includes any non-city jobs held by a city employee, or work that a city employee performs as an independent contractor. A "substantial interest" is a city employee's (or their spouse's or minor child's) ownership interest of greater than ten (10) percent in a business entity. If a city employee has not previously disclosed their outside employment or substantial interest in a business entity (or needs to update this information), the employee should submit a signed disclosure form.

Below are some guidelines to help in determining whether an employee needs to file a disclosure form.

- If you do not have any outside employment or substantial interest in a business entity, you do not need to submit a form.
- If you have previously filed a form and your outside employment has not changed and the value of your substantial interest in a business entity has not materially increased, you do not need to submit a new form.
- If you have previously filed a form, and you no longer hold outside employment or have a substantial interest in a business entity, you should submit a revised form.

- If you have previously filed a form and you have new outside employment or the value of your substantial interest in a business entity has materially increased, please submit a signed disclosure form to your supervisor.

Supervisors should gather all completed disclosure forms and submit them to their division director no later than March 17, 2017. Division directors should then provide all forms to their HR consultant no later than March 31, 2017.

If you have any questions, please contact your assigned HR consultant. For consultant assignments and contact information please refer to the HR Contact List.



New WorkCare Locations



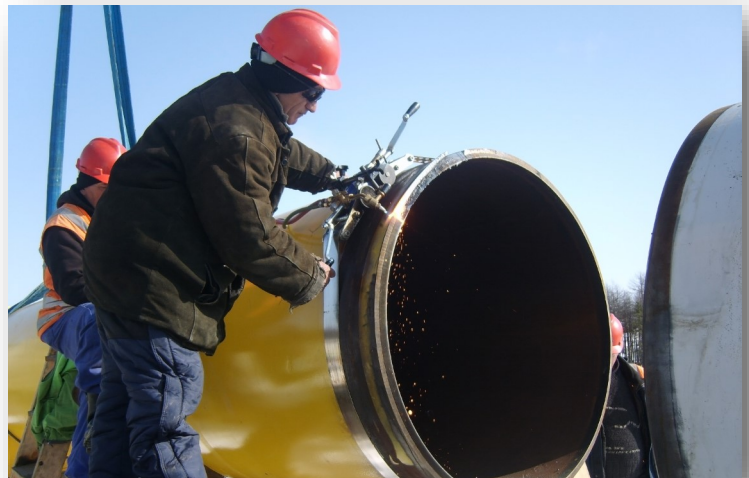
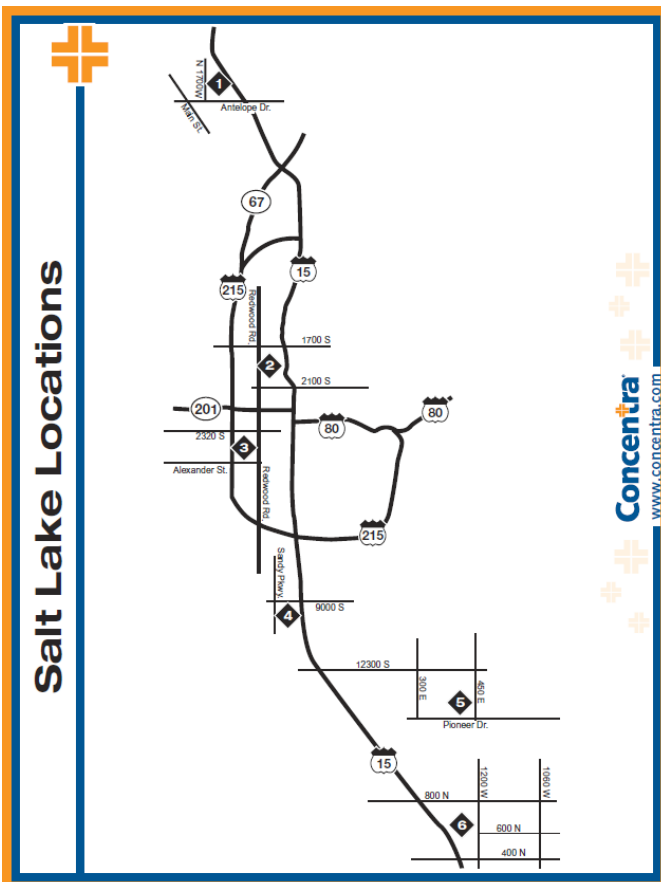
On Monday, January 30, 2017 Concentra announced the acquisition of the following WorkCare locations:

- West Valley City, 2390 Redwood Road
- Layton, 2084 N 1700 W, Suite D
- Draper, 12422 S 450 E
- Orem, 601 N 1200 W



If you have been injured on the job, report the incident to your supervisor immediately and then call 1-877-764-3574 to speak with a registered nurse, available 24/7. If you are directed to a care facility,

Salt Lake City Corporation employees are now authorized to visit these additional Concentra locations along with the Concentra Medical Center at 1735 S Redwood Road or the U of U Occupational Medicine Clinic at 1525 W 2100 S. The addition of former WorkCare locations to the Concentra service network will make it more convenient for Salt Lake City workers to receive excellent medical care when needed.



Upcoming Events

Benefits Open Enrollment: May 2017, keep an eye out for the open enrollment meeting schedule in the coming months.

Salt Lake City Employees in Motion 5k: June 2017, lace up your running shoes and get ready for the 3rd annual SLC 5k!

Details for these events and more will be in our weekly HR News Email



Salt Lake City Retirements

November 1st - January 31st

Airport– Colleen Grimshaw

Airport– David Grimshaw

Airport– Judy Saunders

CAN– Lu Calfa

Fire– Eric Kraus

Fire- Cristal Vandongen

Human Resources– Annette Pugmire

Police– Ryan Bell

Airport Police– Troy Duke

Police– Chris Holding

Police- Michael Petersen

Police– Carol Prisbrey

Police– Jeffery Webb

Police– Shanna Werner

Public Services– David Fowles

Public Services– Kurt Nielsen

Public Services– Michael Tripp

Thank you for your service!

Welcome New Hires!

November 1st—January 31st

Department	Name	Job Title
911 BUREAU	Colby Jay Jeppsen	PUBLIC SAFETY DISPATCHER I
911 BUREAU	Amaris A Langeland	PUBLIC SAFETY DISPATCHER II
911 BUREAU	Jolene Sturzenegger	911 COMM BUREAU ADMIN ASSIST.
AIRPORT	Colter Hill Bowman	AIRPORT POLICE OFFICER I
AIRPORT	Christina Burton	AIR OPS CUSTOMER SERVICE REP
AIRPORT	Brett Joylynn Christensen	AIRPORT OPERATIONS COORD. I
AIRPORT	Tyler Rex Ernest	FLEET MECHANIC
AIRPORT	Benjamin K Francom	AIRPORT POLICE OFFICER I
AIRPORT	Mitchell Hall	AIRPORT OPERATIONS COORD. I
AIRPORT	Kevin Lee Kimber	AIRPORT GLYCOL FACIL MAINT. CO
AIRPORT	John Paul Lynn	AIR POLICE OFFICER III UNION
AIRPORT	Paola Montenegro	AIRPORT OPERATIONS COORD. I
AIRPORT	Jameson Jay Parrish	FLEET MECHANIC
AIRPORT	Jeffrey H Pierce	AIR OPS AGENT FBO
AIRPORT	Clint W Rasmussen	ACCOUNTANT III
AIRPORT	Tenesha Kristien Richards	AIRPORT OPERATIONS COORD. I
AIRPORT	Jr Ronald E Smith Jr	AIR OPS AGENT FBO
ATTORNEY	Lindsay Chervenak	ASSOC. CITY PROSECUTOR
ATTORNEY	Kimberly Chytraus	APPOINTED SR CITY ATTORNEY
ATTORNEY	Katherine Filler	ASSOC. CITY PROSECUTOR
ATTORNEY	Nikkie M Frampton	ASSOC. CITY PROSECUTOR
ATTORNEY	Steven Lee Grayson	ASSOC. CITY PROSECUTOR
ATTORNEY	Liesel Roscher	ASSOC. CITY PROSECUTOR
CITY COUNCIL	Amanda Lau	COMM & CONTENT MGR CC
COMMUNITY & NEIGHBORHOODS	Steven Collett	PLANS EXAMINER UNION
FINANCE	Anjanette Fictorie	CITY PAYROLL ADMINISTRATOR
FIRE	Steve E Chaffin	FIRE PREVENTION SPECIALIST I
FIRE	Jesse R Killinger	ADMIN. ASSIST-APPOINTED
FIRE	Audra J Sorensen	FIRE PUBLIC RELATIONS SPECIALI



HUMAN RESOURCES	Michael Morris	HUMAN RESOURCES CONSULTANT
HUMAN RESOURCES	Liz Nenni	HUMAN RESOURCE ASSOCIATE
MAYOR	David John Bier	COMM AND CONTENT MGR MAYOR'S
POLICE	Eric G Baker	POLICE OFFICER I
POLICE	Blair A Bench	POLICE OFFICER I
POLICE	Karl C Blietschau	POLICE INFORMATION SPECIALIST
POLICE	William A Cotner	POLICE OFFICER I
POLICE	Stacie C Cryder	ACCOUNTANT II
POLICE	Spencer R Faherty	POLICE OFFICER I
POLICE	Ashleigh M Fletcher	GANG OUTREACH ADVOCATE
POLICE	Nicholas S Gines	POLICE OFFICER I
POLICE	Sean James Green	POLICE OFFICER I
POLICE	Aaron J Hargrove	POLICE OFFICER I
POLICE	Mason J Hawes	POLICE OFFICER I
POLICE	Jordan John Kendrick	POLICE OFFICER I
POLICE	Monet Sherisse Levicki	POLICE OFFICER I
POLICE	Gregory J Lovell	POLICE OFFICER III
POLICE	John J Lowery	POLICE OFFICER I
POLICE	Andrew H Mack	POLICE OFFICER I
POLICE	Arturo Marquez	POLICE OFFICER I
POLICE	Dale Nicholas	POLICE OFFICER I
POLICE	Jesus A Rivera	POLICE OFFICER I
POLICE	Matthew O Tao	POLICE OFFICER I
PUBLIC SERVICES	Martin A Chacon	COMPLIANCE ENFORCEMENT OFFICER
PUBLIC SERVICES	Arturo Hernandez	CONCRETE SAW & GRINDER OPERATO
PUBLIC SERVICES	Norma Hernandez	FINANCIAL ANALYST III
PUBLIC SERVICES	William R Hoyt	SR PARKS GROUNDSKEEPER
PUBLIC SERVICES	Todd J Pearce	RAC FACILITY SUPERINTENDENT
PUBLIC SERVICES	Aleisha M Taylor	COMPLIANCE ENFORCEMENT OFFICER
PUBLIC UTILITIES	Anthony Brown	WATER DIST.VALV OPER TRAINEE
PUBLIC UTILITIES	Julio Delgado	WATER SYSTEM MAINT OPER I
PUBLIC UTILITIES	Alexander C Leyva	PRETREAT SR SAMPLER INSPECTOR
PUBLIC UTILITIES	Marian Rice	WTR QUALITY/TREAT. ADMIN.
PUBLIC UTILITIES	Sean A Simmons	WATER DIST.VALV OPER TRAINEE
PUBLIC UTILITIES	Jared Suwai	DRAINAGE MAINTENANCE WORKER I
PUBLIC UTILITIES	David Torgersen	ENGINEER VI

