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On the 28th of January 2016, Officer Steve Henry was promoted to the rank of Sergeant. This promotion came after a promotional written exam and oral board interview process in which Sergeant Henry scored the highest. Sergeant Henry has over nineteen years of law enforcement experience and over six years of experience with the Big Spring Police Department working in both the Narcotics and Criminal Investigations Division. Sergeant Henry will continue his career with the Big Spring Police Department as a Patrol Sergeant. Congratulations Sergeant Henry! We look forward to your continued career and service with the Big Spring Police Department.



Sergeant Steve Henry receives his Sergeant badge from Police Chief Chad Williams. Photo courtesy of the Big Spring Police Department.



The Big Spring Fire Department recently had three employees promote to the position of Apparatus Engineer.

They all passed the department's promotional examination and are a great addition to the fire department's response. Those employees are:

- Firefighter Connor Brinson
- Firefighter Grant Burrow
- Firefighter John Reynolds

Congratulations to each one of you!

The Russ McEwen Aquatic Center is now hiring for the Summer 2016 Season!!!

The Human Resources office is accepting applications for **Manager, Assistant Manager and Part-Time Attendants.**

The City of Big Spring also has seasonal summer positions at the Comanche Trail Park, Golf Course and the Roy Anderson Sports Complex.

Applications are available online at www.mybigspring.com.

These are great positions for students!



WHAT EMPLOYEES NEED TO KNOW: How Can You Get Credit for Military Service Under the TMRS Pension?

Members who performed active service in a branch of the U.S. military may be eligible to establish this service credit.

Has the member ...

- Served in active military duty (not reserves)?
- Worked for 5 years for the City of Big Spring?
- Been discharged under honorable conditions?

If the member can answer **yes** to these questions, and if they are not receiving or expect to receive a military pension, they are eligible to establish their military time toward their TMRS retirement.

To get this credit,

- The member may fill out the Application for Restricted Prior Service Credit (TMRS-35R) by downloading from the website or can pick the form up from Human Resources.
- Have member fill out the Member Information and Member Certification sections completely.
- Correct, full mailing address is important, and member's signature in longhand is required.
- The social security number must be legible and match that on file.
- Have the former employer certify the middle portion of the form. For establishing military service, attach a copy of the member's DD214(indicating discharge status).
- Certify the bottom portion of the form.
- Member must not have received credit for the same service in another statewide retirement system.
- Send (or instruct member to send) or fax the form and DD214 to TMRS.

Have you visited the MyTMRS website? Visit www.tmr.org/MyTMRS/Logon and sign up for an account. The myTMRS website has a ton of useful information including account balance, earnings, retirement eligibility information, estimate of monthly retirement, beneficiaries, annual statements, etc.

Join the Wellness At Work Challenge

In March, the City of Big Spring kicked off our first Wellness at Work challenge for 2016 in an effort to improve employee health. Participate in one, two, three or all of the events — the choice is yours. Track healthy moves, feel better and have the opportunity to win prizes! Sign up now and get a free Live Your Life Well t-shirt. The first Wellness at Work round was the **Spring Clean 2016**, that began on March 4, 2016, and will go through May 31, 2016.

The first challenge of the Spring Clean 2016 was the 10-10-10 — little bursts of activity during the day pay off big. Starting on March 4th, we challenged participants to perform 10 minutes of moderate activity, three times a day. Beginning on April 1st, we will start a couple of new challenges.

- **The Mile A Day Challenge** - For 30 days, employees will be asked to track how many days they walked or ran at least 1 mile. Walking may seem easy, but according to the Centers for Disease Control and Prevention, a 154 pound person burns 280 calories an hour walking at even a moderate pace. The weather's warmer but not yet into the dog days of summer, making a walk around the neighborhood a great option. You can also walk on a treadmill indoors, or just around your work site during breaks. Try parking at the back of the parking lot when you go to the store, or taking the stairs whenever possible.
- **The Water Challenge** - For 30 days, employees track how many days they drank at least 8 glasses (8 ounces) of water. Note that water here refers to pure water, NOT soda, coffee/tea (i.e., drinks with caffeine), or alcohol. These are diuretics — meaning they result in a fluid outtake rather than intake when you consume them!

Are You Ready to Get Started?

Email sking@mybigspring.com to sign up for Wellness at Work. Remember, participants will receive a free t-shirt.



ADMINISTRATIVE DIRECTIVE NO. 35 WEAPONS CONTROL AND VIOLENCE PREVENTION POLICY

The City strives to provide a safe and secure working environment for its employees. This policy is designed to help prevent incidents of violence from occurring in the workplace and to provide for the appropriate response when and if such incidents do occur.

Definition. Workplace violence includes, but is not limited to: verbal abuse, harassment, threats, physical attack, or property damage. A threat is the expression of an intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is contingent, conditional, or future. Physical attack is unwanted or hostile physical contact with another person such as hitting, fighting, pushing, shoving, or throwing objects. Property damage is intentional damage to property which includes property owned by the City, employees, or others.

Zero Tolerance. This policy prohibits harassment, intimidation, threats, and violent behavior by or towards anyone in the workplace, that is in any way job- or City-related, that is or might be carried out on City-property, or that is in any way connected to the employee's employment with the City, whether the conduct occurs on-duty or off-duty. The City has a zero tolerance policy for this type of misconduct.

Weapons Banned. Unless specifically authorized by the City Manager, no employee, other than a City licensed peace officer, shall carry or possess a firearm or other weapon on City property. Employees are also prohibited from carrying a weapon while on duty or at any time while engaging in City-related business. Prohibited weapons include firearms, long guns, clubs, explosive devices, knives with blades exceeding 5 1/2 inches, switchblades, etc. Employees do not have an expectation of privacy and the City retains the right to search for firearms or other weapons on City property.

Employees licensed by State of Texas to carry a handgun may have a permitted weapon only on the City parking lot if it is locked in the employee's vehicle. Such employees licensed to carry handguns must report to the Human Resources Director, their identity and license plate numbers of all vehicles that employee may park in City parking lots.

Mandatory Reporting. Each City employee must immediately notify his/her supervisor, Department Director, the Director of

Human Resources and /or the Police Department of any act of violence or of any threat involving a City employee that the employee has witnessed, received, or has been told that another person has witnessed or received. Even without an actual threat, each City employee must also report any behavior that the employee regards as threatening or violent when that behavior is job-related or might be carried out on City property, a City-controlled site or City job site, or when that behavior is in any manner connected to City employment or activity. Each employee is responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons threatened or the target of the threatening behavior. A supervisor who is made aware of such a threat or other conduct must immediately notify his/her Department Director and the Director of Human Resources. Retaliating or discriminating against an employee who brings workplace violence charges, or assists in investigations of charges, is prohibited.

Protective Orders. Employees who apply for or obtain a protective or restraining order which lists City locations as being protected areas must immediately provide to the Director of Human Resources and the City's Police Department a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. City employees must immediately advise their Department Director and the Director of Human Resources of any protective or restraining order issued against them.

Confidentiality. To the extent possible, while accomplishing the purposes of this policy, the City will respect the privacy of reporting employees and will treat information and reports confidentially. Such information will be released or distributed only to appropriate law enforcement personnel, City management, and others on a need-to-know basis and as may otherwise be required by law.

City Property. For purposes of this policy, City property includes but is not limited to owned or leased vehicles, buildings and facilities, entrances, exits, break areas, parking lots and surrounding areas, recreation centers, swimming pools, and parks.

Documentation. When appropriate, threats and incidents of violence will be documented. Documentation will be maintained by the Director of Human Resources and/or the Police Department.

Policy Violations. Violations of this policy may lead to disciplinary action, up to and including termination of employment. Policy violations may also result in arrest and prosecution.



Please join us in welcoming the following new employees to the City of Big Spring family.

Terrence Barrera	D&C
Jeanie Brown	Police Department
Jeffery De Los Santos	D&C
Casey Denton	Fire Department
Kyler Edwards	Fire Department
Tyler Green	Water Office
Preston Hammonds	Fire Department
Bryan Hickson	Fire Department
Jeremy Pena	Wastewater Trmt.
James Riley	Golf Course
Anthony Rosario	Facilities Maint.
David Salazar	Wastewater Trmt.
Daniel Subia	Police Department
Krystal Lozoya	Senior Center
Daniel Silen	Sanitation
John Roberts	Fire Department
Blain Matthews	Streets
Karen Reagan	Fire Department

What's Happening

HOLIDAYS ON THE HORIZON

City of Big Spring offices will be closed for the following:

Memorial Day	May 30th
Independence Day	July 4th
Labor Day	September 5th

COMMUNITY BLOOD DRIVE

Friday, April 22, 2016, from 10 a.m. to 2 p.m. in City Council Chambers. All employees who donate will be entered into a drawing for a FREE DAY OFF WITH PAY!!!! To schedule an appointment, please call 264-2347 or email sking@mybigspring.com. WALK INS ARE ALSO WELCOME!!!

ROCKHOUNDS BASEBALL AFLAC APPRECIATION NIGHT

Monday, May 2, 2016, (gates open at 5 p.m.) at Security Bank Ballpark in Midland, RockHounds vs. Corpus Christi (first pitch at 6:30 p.m.) Admission vouchers for City employees are available in the Human Resources office. Vouchers can be presented at the RockHounds ticket office for up to four FREE general admission tickets to the game.



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