



## **INSIDE THIS ISSUE**

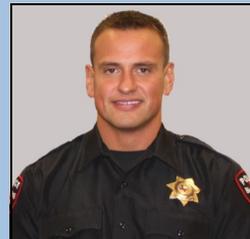
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- Star Employees
- Annual Wellness Physical
- Community Service—Team Building and Caring
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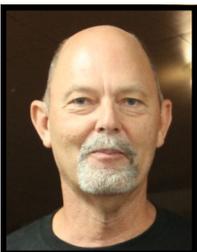
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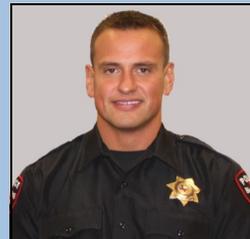
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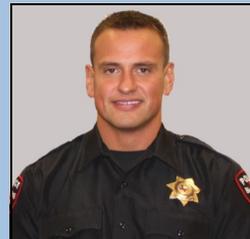
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## **INSIDE THIS ISSUE**

- Open Enrollment
- Star Employees
- Annual Wellness Physical
- Community Service—Team Building and Caring
- Annual Employee Appreciation Picnic



Three new Big Spring Police officers were sworn in at a ceremony on May 6, 2013. The new recruits were sworn in as officers by Interim Police Chief Chad Williams at the Troy M. Hogue Law Enforcement Center.

Officers Matthew Castaneda (bottom), Kevin Pitts (center) and Chase Clanton (top) were sworn in after their graduation from the Permian Basin Law Enforcement Academy. Each officer took a turn raising his right hand in solemn promise to uphold the laws of the commonwealth and serve the people of Big Spring.

The three officers successfully completed the rigorous, paramilitary sixteen week basic police training program that provided classroom lectures, physical fitness training, practical exercises and firearms and defensive tactics training. During the Academy's Graduation Ceremony, Matthew Castaneda was awarded the Physical Fitness Award and Chase Clanton was awarded the Top Driving Award.



They will now continue their training as each new officer will be assigned to work with an experienced Big Spring Police Department field training officer. Working with experienced officers at the various levels of the BSPD, they will learn firsthand the intricacies of everyday police work. Upon successful completion of field training, each officer will be assigned to one of the three patrol shifts and assume the role of patrolman.

The City of Big Spring has a procedure in place for hiring non-certified police officer recruits which includes the financing of police academy tuition as well as providing transportation to and from the academy. More information about the police officer hiring process is available on the city's website at [www.mybigspring.com](http://www.mybigspring.com).



## **RETIREMENT NEWS**

After more than three decades, Gary Fuqua, left his post as Big Spring City Manager on June 24, 2013. Mr. Fuqua began his thirty-eight year career with the City of Big Spring in 1975 as an Equipment Serviceman in the City Garage. He took over the position of City Manager in 1995. On behalf of City Administration and staff, we thank you, Mr. Fuqua, for your dedication and professionalism. We congratulate you on a distinguished career and wish you much success and happiness in your retirement.

## **Preparing For Open Enrollment**

Every year the City of Big Spring distributes insurance open enrollment notifications to all employees. Unfortunately, many employees make the mistake of not taking the time to examine these materials. Open enrollment is the time to look over available insurance options. The choices made during this period will determine the health care benefits that the employee is entitled to for the next year as well as the cost for this coverage.

The open enrollment period for insurance is offered to all City of Big Spring employees during the month of September. During open enrollment, employees can make changes to their insurance coverage, i.e. health, dental and life. Employees are encouraged to look carefully at all of the available insurance plan options before deciding to change coverage options.

**What can employees do during open enrollment?** The open enrollment period offers employees the opportunity to make changes to their insurance benefits including:

- Health insurance
- Dental insurance
- Life Insurance
- Flexible spending plan
- AFLAC

During open enrollment employees can:

- Add coverage
- Terminate coverage
- Make changes to an existing policy

If employees do not make the desired changes during open enrollment, you may not be able to make those changes until open enrollment the following year. Employees must have a “qualifying event” to make any changes to benefit coverages outside of open enrollment.

**What is a “qualifying event?”** A qualifying event is an occurrence that dramatically changes the employee’s insurance needs. The purpose of a qualifying event clause is to allow adjustments to your insurance coverage to accommodate significant changes without waiting until the next annual enrollment period. The following are common qualifying events:

- Marriage
- Divorce
- Adoption
- Birth of a child
- A spouse's loss of employment
- Death of a dependent

Generally, employees must report the qualifying event to Human Resources and make any necessary changes within sixty (60) days of the event.

**Where can I get information on the benefits I currently have?** Benefits information (current enrollment, premiums, etc.) is available in the Human Resources office in City Hall or by calling the Benefits Coordinator at 264-2347. Any changes to health, dental or life insurance coverage must be made in person in the Human Resources office.

It is recommended that employees research their coverage ahead of time to prepare for open enrollment. The Human Resources office can tell you what benefits you currently have and what you pay for those benefits. If you are thinking of adding benefits, the Human Resources office can calculate how changes in benefits can affect the employee’s portion of premiums.

**What should I do to prepare for open enrollment?**

Research. Employees should thoroughly review current benefits information and his/her family’s health care expenses over the last year. Having the right information will allow the employee to assess the value of the plans offered based on the cost of premiums, the amount of required co-pays, and anticipated annual spending and his/her family’s current situation.

It’s estimated that over 68 million Americans have no life insurance. Fortunately, city employees are covered under the employer provided life insurance policy, but each employee should check that the coverage amounts are sufficient and verify the beneficiaries listed to make sure his/her family is financially protected in case of death. Additional life insurance options are available to employees.

**If I add or cancel coverage, when do those changes take effect?** Changes made during open enrollment will take effect on October 1, 2013.

## **FIT FACTS: SUMMER TO DOS**

- Restock your home first aid supplies for summer. Make sure you have anti-itch cream for insect bites and poison ivy rashes, a broad spectrum sunscreen of at least SPF 15 to protect your skin from the sun’s rays, and lotion or spray to relieve sunburn.
- Aim to take a lunch break. Working through lunch every day can sap your mental and physical energy. Make it an outside lunch break or take a walk if your schedule allows.
- Plan an active summer vacation. Lounging around may feel good, but fitting in some physical activity like riding bikes, going to a park or rowing a boat will give you the benefits of an active lifestyle.
- Mosquitoes spread West Nile virus. Help prevent infection by draining any standing water outside your home to help prevent mosquito breeding. Check gutters, pool covers, old tires, and any open receptacles.
- Check the fit and condition of bicycle helmets. Replace a helmet if it’s too small or has been worn in an accident. Look for a sticker inside the helmet certifying that it meets the Consumer Product Safety Commission (CPSC) standard for helmets.

## **STAR EMPLOYEES**

April 2013

**Ray Bryant—Sanitation**

May 2013

**Cpl. Amie Soles—BSPD**

**Lt. Brian Gordon—BSPD**

Thank you for going above and beyond to provide excellent customer service. We are proud to have you on our team and we congratulate each of you on a job well done.

**Your life. Better.**

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