SANDY CITY EMPLOYEE NEWSLETTER

Volume 2 Issue 4 Summer 2010

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Employee Handbook Training in August

It's time again for employee handbook training. As you know all non-seasonal employees are required to attend one of the training sessions. In addition to handbook training this year, we will also be conducting harassment training, which I know is everyone's favorite! If you just can't wait for the training to get your FY 2011 handbook, you can download an electronic copy on the employee intranet.

A Message from Mayor Tom Dolan

There are many things that I look forward to as the Mayor of Sandy. I love having the opportunity to talk to new businesses and residents about all of the great things there are in Sandy. But one of my favorite things to do each year is to meet with each department and to showcase the new projects and developments in our community, discuss issues facing the city, and answer questions that you may have.

We will be scheduling these meetings in the next few months. I value this time with each of you as a way to connect on a more personal level and to thank each of you face to face for the great job you are doing for our residents. It is amazing to see the growth of the city in the 17 years I've been in office and to know the city is the great hands of our employees.

I appreciate all that you do for the city and look forward to meeting with each of you. As always, if you have a comment or suggestion on how to make improvements, please let me know.

Handbook Training Schedule

DATE	TIME	DEPARTMENT	LOCATION
Tues, Aug. 3, 2010	9:00 a.m.	Police Department	Police Training Room
Thurs, Aug. 5, 2010	2:30 p.m.	Public Works	Public Works
Fri, Aug. 6, 2010	3:00 p.m.	General	Multi-Purpose Room
Mon, Aug. 9, 2010	8:30 a.m.	Community Development	Comm. Dev. Conference Room
Tues, Aug. 10, 2010	9:00 a.m.	Police Department	Police Training Room
Wed, Aug. 11, 2010	8:00 a.m.	Justice Court	Justice Court
Wed, Aug. 11, 2010	2:00 p.m.	Parks & Recreation	Parks & Recreation Building
Thurs, Aug. 12, 2010	2:00 p.m.	General	Multi-Purpose Room
Mon, Aug. 16, 2010	9:30 a.m.	Parks & Recreation	Parks & Recreation Building
Mon, Aug. 16, 2010	4:00 p.m.	General	Multi-Purpose Room
Wed, Aug. 18, 2010	8:30 a.m./10:30 a.m.	Fire	Fire Station 32
Thurs, Aug. 19, 2010	8:30 a.m./10:30 a.m.	Fire	Fire Station 32
Fri, Aug. 20, 2010	8:30 a.m./10:30 a.m.	Fire	Fire Station 32
Thurs, Aug. 26, 2010	8:30 a.m.	Public Utilities	Public Utilities Building
Thurs, Aug. 26, 2010	11:00 a.m.	General	Multi-Purpose Room

** If you are unable to attend a session set aside for your department or if your department does not have an assigned session, you are welcome to attend a general session or any of the other department sessions.*

July 16th Paycheck

Employees receiving a merit increase can expect to see the increase reflected in their July 16 paycheck. Employees who are topped-out will receive their lump-sum payment check or have their payment deposited into their Health Savings Account (depending on which option you chose) on July 16 as well.

Any changes to benefits deductions in your paycheck will also happen with the July 16 check, including any deductions you have elected to put into your Health Savings Account and/or Flexible Spending Account. The city's first deposit into employees' HSA's or HRA's happened with the July 2 paycheck.

Navigating the HealthEquity Website

As you are aware, Health-Equity is now managing employee's reimbursement accounts, including Health Savings Accounts (HSA's), Health Reimbursement Accounts (HRA's), Flexible Spending Accounts (FSA's), and Dependent Care Reimbursement Accounts. This applies to accounts set up in July 2010 and HRA balances you may have from last year.

HRA account balances from last year are in the process of being transferred to HealthEquity from Full Court Financial, but you should be able to access them again soon. On a side note, if you have a balance in your FSA from last year (FY10), that money is still with Full Court Financial. So any receipts should be sent to them for reimbursement, not to HealthEquity.

To set up your online HealthEquity account, go to www.healthequity.com. The first time you login you will be prompted to set up a username and password. Once this is done, you will be taken to your account page which gives you access to all of your account information. You can view your account balances, account statements, and any claims you may have. On this page, you can also pay claims from your Health Savings Account (HSA), download forms, sign up for direct deposit, and even select how you want your money invested. Your *"Profile"* page allows you to change your contact information, add dependents, and elect your beneficiaries.

There is one thing employees with HSA's should be aware of. If you have an HSA and you choose to have a reimbursement mailed to you rather than direct deposited, you will be charged a $2.00 processing fee for each check. This fee will be taken out of your account balance.

The $2.00 fee only applies to HSA accounts. If you have an FSA or HRA, you will not be charged a fee for reimbursement checks, although you still have the option to set up direct deposit if you prefer-either online or by sending in a voided check with your reimbursement form.

If you have any questions about your accounts, you can contact Human Resources (7151) or HealthEquity (1-866-346-5800).

Tips for Managing Your Stress

It may seem there is nothing you can do about your stress level. The bills don't stop coming, there will never be more hours in the day, and your career and family responsibilities will always be demanding. But you have a lot more control than you might think. In fact, the simple realization that you are in control of your life is the foundation of stress management.

To identify your true sources of stress, look closely at your habits, attitude, and excuses: Do you explain away stress as temporary ("I just have a million things going on right now.") even though you can't remember the last time you took a breather? Do you define stress as an integral part of your work or home life ("Things are always crazy around here.") or as a part of your personality ("I just have a lot of nervous energy.")? Do you blame your stress on other people or outside events, or view it as entirely normal?

Until you accept responsibility for the role you play in creating it, your stress level will remain outside your control. If your methods of coping with stress aren't contributing to your emotional and physical health, it's time to find healthier methods. Healthy ways to manage stress all require change. You can change the situation or change your reaction. To decide which option to choose, think of the four A's: *avoid*, *alter*, *adapt*, or *accept*. No single method works for everyone or in every situation, so try experimenting with different techniques. Find out what makes you feel calm and in control.

Try some of these ideas the next time you feel stressed: Go for a walk or spend time in nature, call a friend, sweat out tension with a good workout, write in your journal, take a long bath, savor a warm cup of coffee or tea, play with a pet, curl up with a good book, listen to music, or watch a comedy.

- Referenced from HelpGuide.org

Employee Promotions and Transfers

Nick Duerksen has been promoted from Assistant Community Development Director to Economic Development / RDA Director. Nick has been an employee with Sandy City for 17 years. He is replacing Randy Sant who will continue to work for the city on a contract basis.

James Sorensen has been promoted from Planning Director to Assistant Community Development Director. James has been with the Community Development Department for 16 years.

Gil Avellar has been promoted from Development Services Manager to Planning Director. Gil has been with the Community Development Department for 26 years.

Evonne Roseman transferred from the position of Police Records Specialist to Human Resources Secretary.
Trina Tippetts transferred from the position of Cashier to Police Records Specialist.

Risk Management Safety Spotlight: The Titanic - Anatomy of a Catastrophic "Accident" (Part I)

Ernest Greenwood (an obscure politician) is quoted as saying, "Accidents don't happen...they are caused". Such is the case of the mighty, "unsinkable" *Titanic*. Here are some of the actual causes of the sinking of the *Titanic*, which somehow didn't make the final cut in James Cameron's version.

The *Titanic* was not the only ship passing through the North Atlantic on April 14, 1912. One ship, the *Mesaba*, passing through the same route only two hours prior, had sent messages to the *Titanic* alerting them of the icebergs. It is said the ship's president, Bruce Ismay, intent on setting a new crossing record on the *Titanic's* maiden voyage, stuffed the messages into his pocket and ignored the warning. While he knew that icebergs infested their route, he believed the employee responsible for "lookout" would be able to see the icebergs in time to steer the ship around them. Even if they were unable to do so, the ship's engineers had previously assured him that even if an iceberg was struck, the ship could not be sunk.

The Times Dispatch

WHOLE NUMBER 16527. RICHMOND, VA., TUESDAY, APRIL 16, 1912. PRICE TWO CE

Titanic, Giant White Star Liner, Sinks After Collision With Iceberg on Her Maiden Voyage, and 1,800 Lives Are Reported Lost in World's Greatest Marine Disaste

WIRELESS CALLS SEND VESSELS RUSHING TO AID OF SEA COLOSSUS

Through the Night They Drive With Full Speed to Reach Titanic.

MEANTIME, WORLD WAITS IN AGONY OF SUSPENSE

OF ALL ON BOARD ONLY 675 KNOW TO HAVE ESCAP DEATH IN OC

Those Rescued M Women and Child Who Were Tak Off in Boats.

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What Ismay didn't know was the lookout, Fredrick Fleet, couldn't see that well. Not having had an eye exam in several years, Fleet was denied requests for binoculars to assist in the lookout. Furthermore, even if Fleet had perfect vision, the size and speed of the ship would have required over a mile of open water to steer around an iceberg, too far for a person to see even on a clear winter night. Ismay blatantly endangered his ship, crew and passengers by grossly overestimating the abilities of the ship and those supporting its safe voyage.

Two important risk principles could have prevented this appalling loss of life and can prevent similar causes of accidents in our jobs. (1) Trainings, warnings, posters and reminders only work when they are heeded. When we see a warning or caution sign, we should pause for a minute to ensure we are following the warning, because after all—it's there for a reason. Had Ismay followed the warning of the icebergs, the story of the *Titanic* could have been drastically different. (2) Relying on equipment or others for our safety is a terrible decision and should only be done as a last resort. The only way to ensure our own safety is by being aware personally of the hazards around us.

Ismay foolishly trusted in the abilities of the lookout and the wisdom of the engineers who reiterated the idea of the ships indestructibility. While our equipment, procedures, safety gear, etc are supposed to keep us safe, it is not wise to purposely test their limits to find a breaking point.

In the next employee newsletter, find out why the *Titanic* failed to carry enough lifeboats for all 2,223 passengers, and how the 1,517 passengers who perished could have been saved had it not been for a misinterpreted distress signal.

CALENDAR OF UPCOMING EVENTS

July

16th Steve Jensen—Retirement Consultations (all day, HR Conf. Room)
19th HealthEquity Accounts Training (10-11 a.m., Council Chambers)
23rd Pioneer Day Observed—City Offices Closed
28th HealthEquity Accounts Training (2:30 p.m. - 3:30 p.m., Council Chambers)

August

4th Healthy Sandy Presentation (10-11 a.m., Council Chambers)
5th Christy Butterfield—Benefits Consultations (3-4 p.m., HR Conf. Room)
20th Steve Jensen—Retirement Consultations (all day, HR Conf. Room)

September

3rd Christy Butterfield—Benefits Consultations (3-4 p.m., HR Conf. Room)
6th Labor Day—City Offices Closed
29th SCEA Blood Drive

Welcome to Sandy City's Newest Employees!

Richard Benham
Chief Engineer-Public Utilities

Charlie Cressall
Finance Cashier

Kody Harris
Parks Crew Leader

Carrie Phillips
Accounting Clerk-Ambulance Billing

Mark Wooten
Code Compliance Officer

EMPLOYEE Summer party HIGHLIGHTS

The Sandy City Employee Association hosted their annual summer party on Wednesday, June 30 at the Alta Canyon Sports Center. About 220 employees & family members attended the party. Dinner was provided by GoodWood Barbecue & afterwards employees tried out Alta Canyon's new slide and splash pad.