

## WELCOME

### NEW HIRES:

- Daniel Mendez - PD
- Preston Kessinger - Utilities
- Duane Colquitt - PARD
- Aaron Crim - PD
- Dustin Huff - Utilities
- Rocco Montorello - PD
- Scott Roeglin - Utilities
- Brett Mortley - PARD
- Carlos Lopez - General Services
- Sydnee Best - Planning
- Henry Norwood - Transportation
- Carlos Meraz - General Services
- Jose Bonilla - IT
- Leslie Shutts - Finance
- Patty Prater - Finance
- Stacy Toenges - Finance
- Luke Lovett - PD
- Michael White - Utilities
- Aurelio Hernandez - Streets



# Insider

QUARTER 1, ISSUE 8

10/06/2014

It's that time again....Don't forget to  
Enroll for benefits by October 31st !!!



Click here to Enroll Now ▶

## Mammo Mixer



Free mammogram screening from 8 a.m. to 4 p.m. Monday,  
Nov. 3, at the RockCare Clinic.

Follow the link below for all of the information needed to  
participate:

<http://employees.roundrocktexas.gov/event/mammo-mixer/>

### Goodbye Retirees:

- Bruce Allamon - Fire Department
- James Earl - Water Line Maintenance
- Mark McCartan - Water System Support
- Frank Orona - Transportation Street Maintenance



And....a farewell to Steve Norwood!! The City of  
Round Rock will miss you!!



# Organizational Development - OD Connections

## Crucial Conversations

### *What's a crucial conversation?*

A discussion between two or more people where 1) stakes are high, 2) opinions vary, and 3) emotions run strong and the outcome greatly impacts their lives.



## Live and Learn

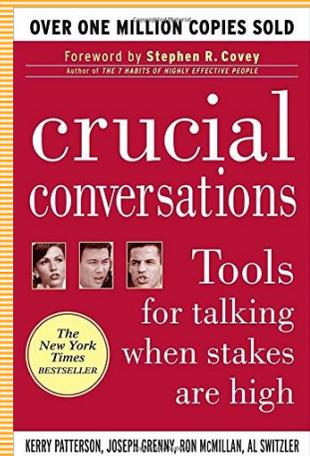
At the core of every successful conversation lies the free flow of relevant information. People openly and honestly express their opinions, share their feelings, and articulate their theories. They willingly and capably share their views, even when their ideas are controversial or unpopular.

*Quote from Crucial Conversations*

## Organizational Development Resources:

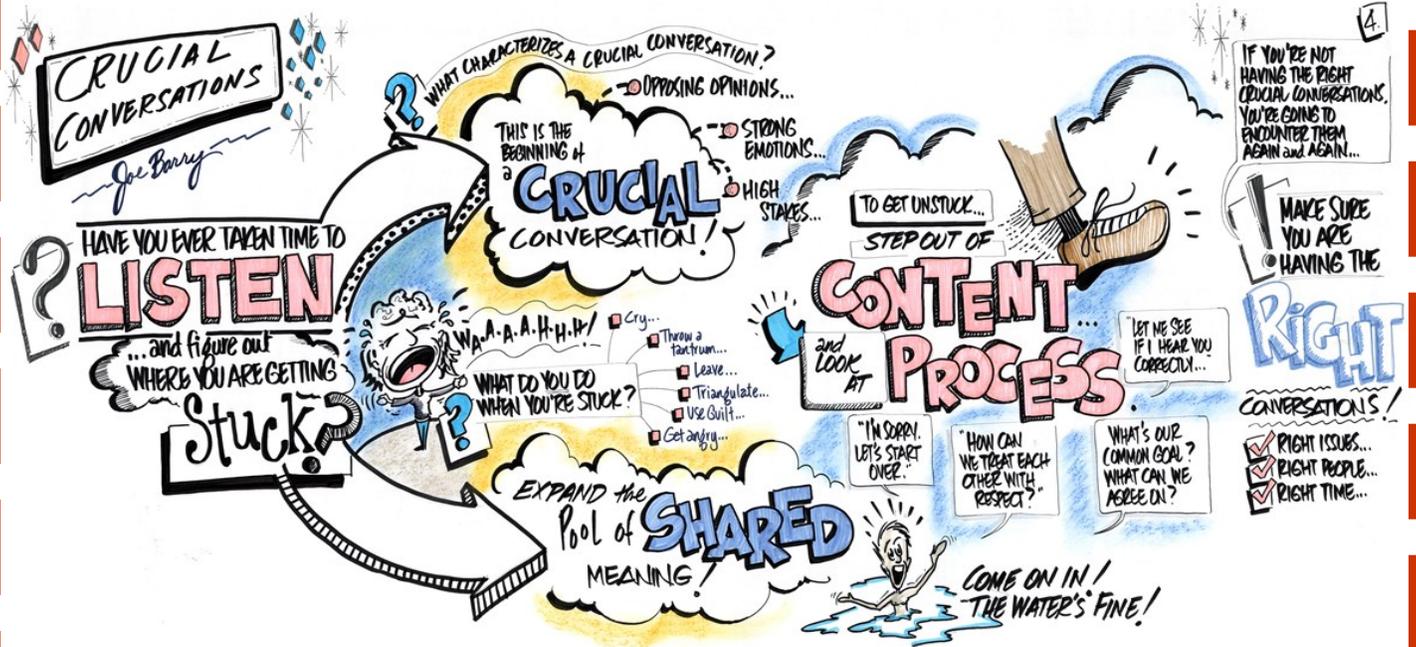
In the book, *Crucial Conversations: Tools for talking when stakes are high*, the authors share tips on how to manage a challenging conversation:

1. **Clarify** what you want... and don't want.
2. **Attempt** to find mutual purpose.
3. **Create** a safe environment for honest dialogue.
4. **Use** facts.
5. **Share** your thought process that has led to the conversation.
6. **Encourage** recipients to share their facts and thought process.



Activity: Pick a partner and discuss a crucial conversation. Ask for feedback about your delivery. What are your strengths? What are your improvement areas?

# HR Organizational Development - OD Connections



## Communication Quote

*Communication is a skill that you can learn. It's like riding a bicycle. If you're willing to work at it, you can rapidly improve the quality of every part of your life.*

**BRIAN TRACY:**  
AUTHOR OF 60 BOOKS,  
SPEAKER, SUCCESS EXPERT



## Start With The Heart

The only person we can work on is ourselves. So start with some basic questions and keep coming back to them over and over as the conversation proceeds.

1. What do I want for myself?
2. What do I want for the other party?
3. What do I want for the relationship?





Tis the season... the season of holidays and vacations that is!

With that comes a few friendly reminders from your payroll team:

- ◆ Double check your available holiday and vacation balances before you complete your timesheet.
- ◆ Don't forget to enter those holidays on your timesheets as **holiday observed** instead of a regular workday.
- ◆ Review your paystubs and make sure everything looks correct. If not, please contact HR immediately.



## Safety tips for the Holiday Season

### On Halloween:

□ **Watch out** for children walking on roads, medians, and curbs or emerging from in-between parked cars as it gets darker outside, .

□ **NO** cell phones when driving!

Trick-Or-Treaters:

□ **Travel** in well-lit areas and avoid trick-or-treating alone.

□ **Don't** eat any treats without inspecting them for tampering. When in doubt, throw it out!!

□ **Remind** children of stranger danger!!

□ **Pass out** flashlights or glow sticks to help you and your kids see and for others to see you.



□ **Review** all appropriate pedestrian and traffic safety rules.

For more tips see:

[Halloweensafetytips.pdf](http://Halloweensafetytips.pdf)

### On Thanksgiving:

⇒ **Cooking** is the leading cause of fires on Thanksgiving Day. For tips on how to be Fire Safe go to:

[www.redcross.org/homefires](http://www.redcross.org/homefires)

⇒ For more tips on how to have a safe thanksgiving holiday see: [Thanksgivingsafety.pdf](http://Thanksgivingsafety.pdf)



On **Winter** Holidays:

\* Water fresh trees

\* Turn off lights

\* Use extension chords

\* Keep space heaters away from anything that will burn

\* Drink responsibly

For more tips on how to be safe this winter go to:

[Winterholidaysafety.pdf](http://Winterholidaysafety.pdf)

[Christmastreesafetytips-1.pdf](http://Christmastreesafetytips-1.pdf)

**But most importantly, remember to have fun!**

