

# HRock Insider

City of Round Rock 3rd Quarter

## NEED HR INFO?

Visit the [Employeeenet!](#)

The [Employeeenet](#) has taken the place of the Portal...

Read about City News, find HR forms, look up Benefit information and so much more here:

<http://employees.roundrocktexas.gov/>



<u><a href="#">Fire:</a></u>	<u><a href="#">UTILITIES:</a></u>	<u><a href="#">Police:</a></u>
<i>Doug Nelson</i>	<i>Billy Jeschke</i>	<i>Tracy Wardlow</i>
<i>Stuart Hamilton</i>	<i>Terrell Wilkey</i>	



## WELCOME NEW EMPLOYEES : (Jan-Mar 2015)

**Administration:**

Tara Ambrose

**Finance:**

Sherry Higby  
Susan Morgan  
Angel Gutierrez-Barrientos  
Joel Godfrey

**General Services:**

Daniel Martin

**Planning:**

Aubrey Medaris

**Library:**

Rhonda Kuiper  
Theresa Sides  
Bryne Harder  
Angela Crimbring

**Parks and Recreation:**

Jessica Thornton  
Michael Chau  
Stephen Puckey

**Utilities:**

Gary Brodman  
Jeremy Fell  
Kyle Duane

**Police:**

Clifford Saylor  
Jillian Robida  
Austin Long  
Donald Garmong  
Steven Magdaleno  
Veronica Dornbusch  
Natasha Sawyer  
Christopher McQuinn  
Bryce Branzell  
Richard Herndon  
Dominic McCabe

# RISK MANAGEMENT UPDATES:



## Incident Reports

The Risk Management Division would like to remind you that:

- ◇ If an injury has occurred on the job, Incident Reports must be turned into HR as soon as possible.
- ◇ If an employee seeks medical treatment for an injury that occurred on the job, the Risk Management Team must be notified immediately. This includes trips to Rock Care.
- ◇ If an employee, who was injured on the job, receives any type of medical treatment, all documents from that appointment must be turned into HR immediately.

HR Contacts for Workers Compensation:

**Kevin Vaughn:**

[kvaughn@roundrocktexas.gov](mailto:kvaughn@roundrocktexas.gov)

**Michael Bennett:**

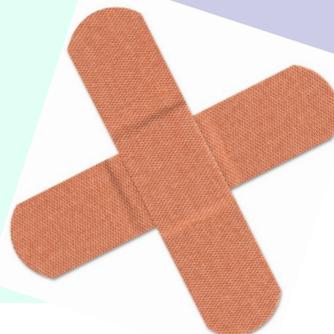
[michaelbenett@roundrocktexas.gov](mailto:michaelbenett@roundrocktexas.gov)

## Spring & Summer Safety Tips



It's about to get **HOT, HOT, HOT** and the HR team would like to remind you to be safe while you work or play outside this summer!

- ☼ **Wear** sunscreen (minimum 15 SPF), light clothing, hats and sunglasses to help protect yourself against the sun's harmful rays.
- ☼ **Drink** plenty of water and electrolyte-replacement drinks (such as Gatorade) to stay hydrated.
- ☼ **Slow down!!** If you feel overheated or tired, drink some water, reduce your activities, and stay in a cool, shady or air-conditioned place as much as possible.
- ☼ **Beware** of high humidity in which the danger of heat-related illness or death is increased.
- ☼ **Keep** a lookout and avoid poisonous snakes, insects and plants. If you do get exposed or bitten by something poisonous seek treatment immediately.



# BENEFITS UPDATES

## Health Risk Assessments (HRA)

Employees who wish to use RockCare, must complete a Health Risk Assessment (HRA). You can complete the HRA form and visit the clinic to complete the blood work. Remember **you must fast 8 hours prior** to having your blood drawn.

**Services are free so take advantage of them!**

### Hours of Operation

- 7 a.m. to 4 p.m. Mon
- 7 a.m. to 5 p.m. Tues-Thurs
- 7 a.m. to 12 p.m. Fri

The clinic is available Monday through Friday from 7 to 8 a.m. for walk-ins. If you cannot make it as a walk-in you can call **1-866-959-9355** to set up an appointment.

## Lets give a **BIG** round of applause!!!

City of Round Rock ranks 4th in the Austin Business Journal's 2015 "Austin's Healthiest Employers" large employer competition. There were 20 employers selected in this category.

### Don't wait until it's too late...

We have been requesting that employees provide Social Security Numbers (SSN) for all dependents who are covered on the City's plan. Correct and valid SSN are critical with the implementation of the Affordable Care Act. Invalid, incorrect or no SSN for dependents potentially exposes you to penalties for not having all family members covered under a health Insurance plan. You may have noticed that you were asked to confirm your family members were covered when completing your taxes this year.

To assist you with providing this info, the Employee Self Service (ESS) has been enhanced to allow employees to enter SSN for covered dependents. Don't take a chance on an IRS penalty, ensure your dependent's have a SSN indicated in ESS.



"I want to thank you for putting this program together for City employees. I use RockCare so often and not because I'm always feeling sick, but because I want to take care of issues that will hurt me in the future. Maria has helped me so much, when I first started seeing Maria I was 190 pounds (169 now) and battling with my high blood pressure and fatigue. Now, I can say I've almost conquered all of them, no more pills and feeling much better. Took years for all these doctors to figure out what was wrong with me, but it only took a couple of visits with Maria for her to listen and figure out what was wrong with me. Such a blessing!"

- Anonymous Employee

