

October
2020
Edition

Important Websites

* = Key for Open Enrollment

* [Benefit Resource Center:](https://shawhankinsbenefits.net/cityofmarietta/)
<https://shawhankinsbenefits.net/cityofmarietta/>

* [BSwift Benefits Enrollment Site:](http://www.cityofmarietta.bswift.com)
<http://www.cityofmarietta.bswift.com>

[Pension Information:](https://www.mariettaga.gov/706/Pensions)
<https://www.mariettaga.gov/706/Pensions>

[Supplemental Pension Provider \(ICMA-RC\):](https://www.icmarc.org) <https://www.icmarc.org>

[ICMA-RC 457b Deferred Compensation Plan:](https://www.icmarc.org)
<https://www.icmarc.org>

[Nationwide 457b Deferred Compensation Plan:](https://www.nrsforu.com)
<https://www.nrsforu.com>

[Employee Discount Offers:](https://shawhankinsbenefits.net/cityofmarietta/employee-discounts/)
<https://shawhankinsbenefits.net/cityofmarietta/employee-discounts/>

[City of Marietta Employee Coronavirus Information:](https://mariettaga.sharepoint.com/sites/Coronavirus)
<https://mariettaga.sharepoint.com/sites/Coronavirus>

[CareHere Clinic & Wellness Information:](https://shawhankinsbenefits.net/cityofmarietta/carehere-clinic/)
<https://shawhankinsbenefits.net/cityofmarietta/carehere-clinic/>

Human Resources and Risk Management

Newsletter

**Important notes for now
and 2021**

Wear Your Mask!



On July 28, 2020, the City Council passed Motion 20200641 requiring masks to be worn in government buildings during the current health crisis.



Service Awards

This year's Service Awards will be in video format and produced by Kelly Huff. Please help us by nominating employees who have gone beyond the call of duty to receive honorary awards. Our goal is to finish and distribute the video in January 2021.



Open Enrollment

Open Enrollment is set for October 19 to November 6. The guide will be available soon on the Benefit Resource Center, and the Bswift Enrollment Portal will be ready on October 19 (both links are on page 1).

Georgia COVID-19 Emotional Support Line:

The Georgia COVID-19 Emotional Support Line provides free and confidential assistance to callers needing emotional support or resource information as a result of the COVID-19 pandemic. During these hard times, many have been left to manage their emotions alone.

Employees can contact the toll-free number at 1-866-399-8938 between the hours of 8am – 11pm.



Ready to stop smoking? Here's how to get help.

Taking care of your health is important and we'd like to help you do that. If you smoke, one of the best ways to improve your health is to stop smoking.

On average, adults who smoke die 13 to 14 years earlier than nonsmokers. Tobacco use remains the leading preventable cause of disease, death, and disability in the United States.

Even secondhand tobacco smoke is deadly. It contains chemicals such as formaldehyde, ammonia, arsenic, carbon monoxide and lead. Each year, about 3,400 nonsmoking adults die of lung cancer and another 46,000 nonsmokers die from heart disease, all as a result of breathing secondhand smoke.

Here are some of the health benefits of quitting:

- Within 20 minutes: Your heart rate drops.
- Within 12 hours: The carbon monoxide level in your blood is normal.
- Within 2 weeks to 3 months: Your circulation improves, and your lung function returns to normal.
- Within 1 to 9 months: Your coughing and shortness of breath decrease.
- Within 1 year: Your risk of heart disease is about half that of a tobacco user.
- Within 5 years: Your risk of stroke equals that of a non-tobacco user.

How to find the right "quit" program for you

The program that works best for you may be different from the program that works best for someone else.

Your doctor is one of the best resources for finding programs that meet your total health needs. Your doctor can talk about over-the-counter and prescription medications available.

The City of Marietta provides up to 12 weeks of Chantix and other Nicotine Replacement Therapies at NO COST through the CareHere Health Center. Visit CareHere for more details or the benefit resource center at

<https://shawhankinsbenefits.net/cityofmarietta/carehere-clinic/>.

TIP: Studies show that stop-smoking programs that work best are those offered through a facility or doctor and include therapy and social support.



How will employers use the Clearinghouse?

Beginning January 6, 2020, employers will be required to:

- **Report drug and alcohol violations.** This will include alcohol test results with a concentration of .04 or greater, refusals to take an alcohol or drug test, as well as actual knowledge of a violation.
- Employers will also report negative return-to-duty (RTD) test results and the successful completion of a driver's follow-up testing plan.
- The information above must be reported by the close of the third business day after the employer is informed.
- **Conduct queries** to check if prospective employees are prohibited from performing safety-sensitive functions, such as operating CMVs, due to an unresolved drug and alcohol program violation.
- Employers are also required to query all current employees at least annually. All queries require driver consent.
- Until January 6, 2023, conduct both electronic queries in the Clearinghouse and manual, offline inquiries to previous employers for pre-employment driver investigations.

USDOT FMCSA National CDL Clearinghouse

On January 6, 2020, the USDOT Federal Motor Carrier Safety Administration (FMCSA) implemented a national drug & alcohol clearinghouse to report and check infractions for CDL drivers.

What is the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse?

A secure, online database that will give employers and other authorized users real-time information about commercial driver's license (CDL) and commercial learner's permit (CLP) holders' drug and alcohol program violations.

The Clearinghouse will improve safety on our Nation's roadways by giving employers access to information they need to make informed safety decisions about which employees to place in safety-sensitive functions, including operating a commercial motor vehicle (CMV).



ACCIDENT REVIEW STAFF COMMITTEE

In an effort to reduce the reoccurrence of preventable accidents and injuries and to promote a safety conscious work environment, the City has formed an Accident Review Staff Committee. The Committee members will:

- Evaluate employee work-related injuries, vehicle accidents, and property damage accidents to determine if departments followed the established Remedial Guidelines for preventable accidents/injuries in applying discipline
- Ensure that the discipline applied was progressive in nature (when applicable) and is consistent and equitable among all employees and departments so that employees receive like treatment for similar offenses
- Help reduce the risk of workplace injuries, illnesses, and accidents and ensure compliance with federal, state, and City rules and regulations; identify problems, use their range of insights to seek solutions by recommending needed policies and training to supplement the disciplinary process

It is the City's policy that...

- Employees take personal responsibility for their own safety, assume responsibility for one another by pointing out hazards when we see them, and alerting others who are not following safety guidelines
- Vehicles shall be operated in a safe manner and in accordance with all state and local traffic regulations
- Employees report accidents, injuries, and damages to City property immediately, no matter how minor

**REMEMBER.....
ACCIDENTS DO NOT HAPPEN,
THEY ARE CAUSED**

7 Career Tips for the COVID-19 Chaos



1. **Be kind to yourself. We are all freaking out right now.** Yes, you heard right. Those who don't have any career-related anxiety whatsoever are few and far between these days. You're worried. And your boss is worried. Your boss's boss is worried. And your direct reports are worried. Your next-door neighbor is worried. And your sister's husband's uncle is worried. Don't take anything personally that happens career-wise. It's not you. It's the pandemic.
2. **Remind yourself of times you've navigated uncertainty.** This isn't the first time you didn't know what was going to happen next, right? I know, I know. I'm such a planner, that I'd prefer to be able to map out the next year or so of my life in excruciating detail. But if I'm honest with myself, I haven't previously been able to predict the future very well. And somehow, I made it through. Reminding yourself of other times you've navigated unclear waters can remind you that you do have the skills to do it again.
3. **Thank a mentor.** Take a minute to think about all the people who have been helpful in your own career. Now reach out to one of them and show appreciation for how they helped you move forward. There are good reasons a gratitude practice is touted as a useful mental health tool. And there's no reason not to carry this gratitude practice into the career parts of your life.
4. **Mentor someone.** I get it. We have negative time in our days right now, what with working, and home-schooling, and child-chasing, and breaking up sibling fights. And yet, helping others actually helps us to feel better when we're in distress. Can you spend 30 minutes mentoring a more junior colleague this week or next?

