

Human Factor

City of Waco Human Resources Quarterly Publication



Director's Comments

It's that time of year again! Annual enrollment for 2006 employee benefits is here. We have not yet made our final recommendation for health insurance, however, we would recommend that all employees attend one of the scheduled sessions that are noted in this issue of *Human Factor*. At a minimum, it's a good refresher on what our insurance provides, who the providers are, and how the insurance works. If you're like many employees we hear from, you don't want to have to think about health insurance until you need it, which is understandable. If you can spare one to two hours in your schedule one time a year to hear about our insurance plans and have the opportunity to ask questions, you will at least know the representatives to contact if you need assistance during the year.

Progress Review time is also upon us. Reviews are due in HR by Tuesday, November 15th. The forms are the same as last year. Since the performance expectations have not yet been implemented, factor #6 on the evaluations will not be completed this year.

If you have any questions on any of these initiatives please contact the HR staff.

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HR Contacts:

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EEO/Staffing	Sue Pflieger	750-5738
Compensation/Civil Service	Gary Johnson	750-5744
Training	Karen Clark	750-5679
Risk	Gary Urban	750-5732
Claims	Roxanna Kirkpatrick	750-5745
Safety	Brandon Honea	750-7045
Employee Health Clinic	Cheryl Creek	750-7041
Employee Health Clinic	Lisa Stewart	750-7042

Contact HR with suggestions for future issues.

October		
New Employee Orientation		3
New Employee Orientation		18
Respectful Workplace Training		11
Respectful Workplace Training		20
Beginning of Flu Shots		24
Benefits Annual Enrollment	Oct. 25-Nov.11	
Benefits Informational Sessions	25,26, &27	

November		
New Employee Orientation		7
Annual Enrollment Forms Due to HR		11
New Employee Orientation		15
Progress Reviews Due		15
Respectful Workplace Training		8
Respectful Workplace Training		17
Thanksgiving Holiday	24 & 25	

December		
New Employee Orientation		5
New Employee Orientation		13
Respectful Workplace Training		15
Christmas Holiday		26

NETWORK OF EMPLOYERS FOR TRAFFIC SAFETY - (NETS)

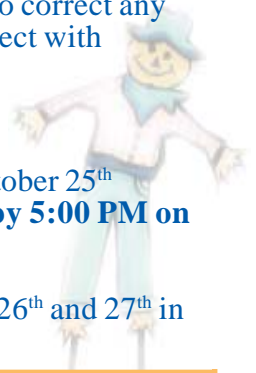
Safety Work Week - October 3rd - 7th
 Access NETS website for free information on how to keep workers safer on the roadways. This is a critical topic. The NSC Injury Facts reports that driving fatalities are the number 1 killer of American Workers.

<http://www.trafficsafety.org/dsw.asp>
 Call Brandon Honea, Safety Officer, with additional questions or concerns.

The City of Waco will be providing flu shots this year beginning October 24th. Employees will be scheduled by Department.

Texas Municipal Retirement System (TMRS) Important Information

- **Beneficiary Information** - Please keep TMRS informed of any changes you wish to make to your beneficiary, especially if your marital status changes. Forms for changing your beneficiary are available in Human Resources, by calling TMRS at 1-800-924-8677 or online at www.tmrs.com.
- **Address Information** - It is very important that you keep TMRS informed if your address changes. A correct address is necessary for TMRS to send your Annual Statement and other important information to you. Forms for changing your address are available in Human Resources, by calling TMRS at 1-800-924-8677 or online at www.tmrs.com. Your Annual Statement shows the funds in your Member Account, your total service credit with TMRS, and your estimated retirement income. You have up to four years to correct any errors regarding your account as shown on your Annual Statement. If your address is not correct with TMRS, you will not receive your Annual Statement.



Benefits Annual Enrollment

- City of Waco benefits annual enrollment for regular, full-time employees will be held from October 25th through November 11.th **All enrollment forms must be completed and returned to HR by 5:00 PM on Friday, November 11, 2005.**
- All employees are encouraged to attend an informational session scheduled on October 25th, 26th and 27th in the Bosque Theatre, Waco Convention Center (See below schedule).

Informational Sessions - Bosque Theatre, Waco Convention Center		
Tuesday - 10/25/05	Wednesday - 10/26/0	Thursday - 10/27/05
8:00 AM	8:00 AM	8:00 AM
10:00 AM	10:00 AM - Retirees Only	10:00 AM
1:00 PM	1:00 PM	1:00 PM
3:00 PM	3:00 PM	3:00 PM - Retirees Only
	5:00 PM	

- Following each informational session, benefit representatives will be available in the DeCordova Room, Waco Convention Center, to answer employee questions.
- If you are unable to complete and return your enrollment forms during one of the above informational sessions, please see the below schedule to identify when an HR representative will be available in a location near you to collect forms or visit HR on the first floor of City Hall.

Complete & Return Enrollment Forms with HR Staff Assistance			
Wednesday – 11/2/05		Thursday – 11/3/05	
Location	Time	Location	Time
Streets Department 7801 Steinbeck	7:30 AM – 8:30 AM	City Hall 300 Austin Ave. 2nd Floor Training Room	8:00 AM - 1:00 PM
Health Department Conference Room 225 W. Waco Dr.	9:00 AM – 10:00 AM		
Fleet Breakroom 324 Colcord	10:00 AM – 11:00 AM		
Parks & Recreation 4 th & Indiana	2:00 PM – 3:00 PM		
Cameron Park Zoo Commissary 1701 N. 4th	3:00 PM – 4:00 PM	Cameron Park Zoo Commissary 1701 N. 4th	3:00 PM - 4:00 PM

- For questions, contact either Lisa Wilcox, Benefits Customer Service Representative, at 750-5789, or Missie Pustejovsky, Benefits Administrator, at 750-5791.

