



HR ROUND-UP

EMPLOYEE NEWS & INFORMATION

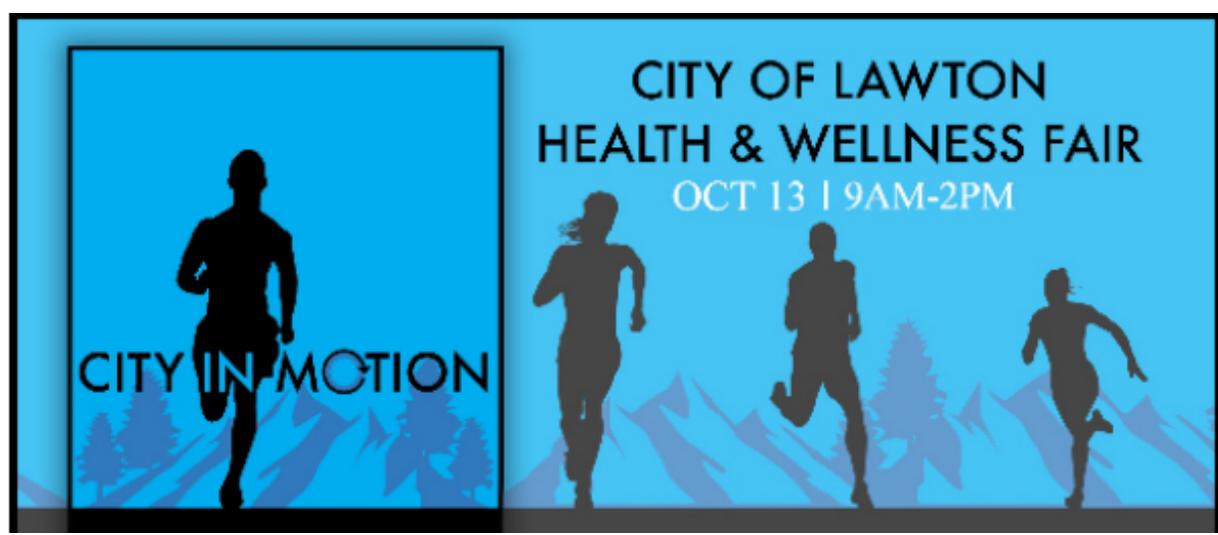
October 2016

2016 HEALTH & WELLNESS FAIR

Human Resources is excited to invite you to this year's Health & Wellness Fair being held on October 13th from 9 a.m. to 2 p.m. in the City Hall Banquet Room. Lunch will be provided from 11 a.m. to 1 p.m. The Health & Wellness Fair is worth 60 points for the Wellness Incentive.

HEALTH & WELLNESS FAIR VENDORS

- Lawton YMCA
- Sam's Club
- Nationwide NFP
- Tropical Smoothie Cafe
- Dietician - Ashley Lazerini
- Oasis Day Spa BCBS
- Delta Dental
- Eye Care on Gore
- Mission Nutrition Arvest
- Charley's Subs
- Cancer Centers of SWOK ICMA
- Anytime Fitness
- Lail Chiropractic
- Deer Oaks EAP
- American Fidelity
- Freedom Fitness
- Comanche County Health Dept
- OBI
- VSP
- Green Acres Market



ENJOY
PRIZES, FOOD, MASSAGES & PICK UP YOUR iHEALTH FITNESS TRACKER

LOCATION
CITY HALL BANQUET ROOM
212 SW 9th ST.

CONTACT
CHASE MASSIE
cmassie@cityof.lawton.ok.us
TIFFANI BURK
tburk@cityof.lawton.ok.us

PREVENTION
COME BY & GET YOUR FLU SHOT



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After Dark: The Most Dangerous Time to Drive

Lack of light, compromised night vision, rush hour, impaired drivers and fatigue all contribute to making driving at night more dangerous than during any other time of day. In fact, traffic deaths are three times greater at night, according to National Safety Council research. Let's look at each of these factors.

Darkness

When it's dark outside, depth perception, color recognition and peripheral vision are compromised. And the glare of headlights from an oncoming vehicle can literally blind a driver temporarily. Even with high-beam headlights on, visibility is limited to about 500 feet (250 feet for normal headlights) creating less time to react to something in the road - especially when driving at higher speeds.

What should you do to combat darkness?

- Aim your headlights correctly, and make sure they're clean
- Dim your dashboard
- Look away from oncoming lights
- If you wear glasses, make sure they're anti-reflective
- Clean the windshield to eliminate streaks
- Slow down to compensate for limited visibility and reduced stopping time



Rush Hour

Evening rush hour (between 4 and 7 p.m. weekdays) is among the most dangerous time to drive due to crowded roadways and drivers eager to get home after work. During the winter season, it's dark during rush hour, compounding an already dangerous driving situation. How can you make it home safely during rush hour?

- Don't be an impatient driver; slow down
- Stay in your lane and beware of drivers who don't; anxious drivers dart from lane to lane
- Even though the route may be very familiar, don't go on autopilot; stay alert
- If you're in an unfamiliar area, consult a map before you go and memorize your route
- Don't touch your phone, and don't eat, drink or do other things that take your mind off the road

Fatigue

A National Sleep Foundation poll says 60% of adults have driven while they were tired, and another 37%, or 103 million have fallen asleep at the wheel. It gets worse. Of those, 13% say they fall asleep while driving at least once a month, and 4% say they have caused a crash by falling asleep while driving. The reasons are many - shift work, lack of quality sleep, long work hours, sleep disorders - and it doesn't only happen on lengthy trips. These staggering numbers are backed up by a report by NHTSA that 100,000 police-reported crashes are a result of driver fatigue. Most crashes or near-misses happen at the times you would expect drivers to be tired: 4 to 6 a.m., midnight to 2 a.m. and 2 to 4 p.m., according to NSF. What can you do? The Transport Accident Commission offers this advice:

- Get a good night's sleep
- Take regular breaks every two hours
- Share the drive
- Pull over and take a nap if you're drowsy
- Be alert for other drowsy drivers on the road



The National Safety Council saves lives by preventing injuries and deaths at work, in homes and communities, and on the roads through leadership, research, education and advocacy. © 2016 National Safety Council. All rights reserved.

October is Breast Cancer Awareness Month

BREAST CANCER: *What You Need to Know*

Cancer is a disease in which cells in the body grow out of control. When cancer starts in the breast, it is called breast cancer. Except for skin cancer, breast cancer is the most common cancer in American women.

Breast cancer *screening* means checking a woman's breasts for cancer before she has any symptoms. A *mammogram* is an X-ray picture of the breast. Mammograms are the best way to find breast cancer early, when it is easier to treat and before it is big enough to feel or cause symptoms. Most women who are 50 to 74 years old should have a screening mammogram every two years. If you are 40 to 49 years old, or think you may have a higher risk of breast cancer, ask your doctor when to have a screening mammogram.

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Some things may increase your risk

The main factors that influence your breast cancer risk are being a woman and getting older. Other risk factors include --

- Changes in breast cancer-related genes (BRCA1 or BRCA2).
- Having your first menstrual period before age 12.
- Never giving birth, or being older when your first child is born.
- Starting menopause after age 55.
- Taking hormones to replace missing estrogen and progesterone in menopause for more than five years.
- Taking oral contraceptives (birth control pills).
- A personal history of breast cancer, dense breasts, or some other breast problems.
- A family history of breast cancer (parent, sibling, or child).
- Getting radiation therapy to the breast or chest.
- Being overweight, especially after menopause.

Symptoms

Some warning signs of breast cancer are --

- New lump in the breast or underarm (armpit).
- Thickening or swelling of part of the breast.
- Irritation or dimpling of breast skin.
- Redness or flaky skin in the nipple area or the breast.
- Pulling in of the nipple or pain in the nipple area.
- Nipple discharge other than breast milk, including blood.
- Any change in the size or the shape of the breast.
- Pain in the breast.



More Information

www.cdc.gov/cancer/breast/ (800) CDC-INFO (800-232-4636) TTY: (888) 232-6348

HRROUND-UP: Employee News & Information

Revisions to the Fair Labor Standards Act

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments. The Wage and Hour Division (WHD) of the U.S. Department of Labor (DOL) administers and enforces the act.

Most employees are entitled to overtime compensation under the FLSA because they are considered to be **non-exempt**. **Non-exempt** employees must be compensated at time and one-half (1.5) for hours worked in excess of 40 hours.

The FLSA provides exceptions by which certain categories of employees are **exempt** from overtime requirements, meaning they are not compensated at time and one half (1.5) for hours worked in excess of 40 hours. The most common exemptions are the white-collar exemptions (e.g., administrative, executive, and professional employees). These exemptions are specifically defined in the FLSA. The City of Lawton, as the employer, bears the burden of ensuring employees are correctly classified as exempt.

The DOL has been working to update and revise overtime regulations. Recently, on May 18, 2016, the final rule was announced. One of the major revisions was an update to the salary and compensation levels needed for Executive, Administrative, and Professional categories of workers to be **exempt**.

In order for an exemption to apply, an employee's specific **job duties** and **salary** must meet all the requirements of the DOL regulations.

- > With implementation of the new rule effective December 1, 2016, in order to meet the salary test, employees must now earn **\$913 per week** or **\$47,476 annually** (previously \$455 per week or \$23,660 per year).
- > In addition to meeting the salary test, there are duties tests specific to each exemption category.

Summary of Rule Changes

- > Sets the standard salary level at \$913 per week; \$47,476 annually for a full-year worker;
- > Sets the total annual compensation requirement for highly compensated employees (HCE) subject to a minimal duties test at \$134,004;
- > Establishes a mechanism for automatically updating the salary and compensation levels every three years; and
- > Amends the salary basis test to allow employers to use nondiscretionary bonuses and incentive payments (including commissions) to satisfy up to 10 percent of the new standard salary level.

The effective date is December 1, 2016.

- > The initial increases to the standard salary level (from \$455 to \$913 per week) and HCE total annual compensation requirement (from \$100,000 to \$134,004 per year) will be effective December 1, 2016.
- > Future automatic updates to those thresholds will occur every three years, beginning on January 1, 2020.

OLD Overtime Rule

\$23,660

Previously, full-time, salaried workers who earned up to this amount annually (\$455 a week) were not eligible for FLSA overtime protections.

NEW Overtime Rule

\$47,476

The DOL more than doubled the salary threshold, requiring employers to pay workers who make up to this annual amount (\$913 a week) overtime pay.

For more information, please visit the United States Department of Labor website at www.dol.gov/whd/overtime/final2016/



HRROUND-UP: Employee News & Information

Taking Responsibility for Your Retirement Fund

Financial Security in retirement doesn't just happen. It takes planning and commitment and, yes, money.

Facts

- Fewer than half of Americans have calculated how much they need to save for retirement.
- In 2014, 30 percent of private industry workers with access to a defined contribution plan (such as a 401(k) plan) did not participate.
- The average American spends roughly 20 years in retirement.

Putting money away for retirement is a habit we can all live with.

Remember...Saving Matters!

Start saving, keep saving, and stick to your goals

If you are already saving, whether for retirement or another goal, keep going! You know that saving is a rewarding habit. If you're not saving, it's time to get started. Start small if you have to and try to increase the amount you save each month. The sooner you start saving, the more time your money has to grow. Make saving for retirement a priority. Devise a plan, stick to it, and set goals. Remember, it's never too early or too late to start saving.

Know your retirement needs

Retirement is expensive. Experts estimate that you will need at least 70 percent of your preretirement income - lower earners, 90 percent or more - to maintain your standard of living when you stop working. Take charge of your financial future. The key to a secure retirement is to plan ahead.

Learn about your employer's pension plan

If your employer has a traditional pension plan, check to see if you are covered by the plan and understand how it works. Ask for an individual benefit statement to see what your benefit is worth.

Before you change jobs, find out what will happen to your pension benefit. Learn what benefits you may have from a previous employer. Find out if you will be entitled to benefits from your spouse's plan.

Consider basic investment principles

How you save can be as important as how much you save. Inflation and the type of investments you make play important roles in how much you'll have saved at retirement. Know how your savings or pension plan is invested. Learn about your plan's investment options and ask questions. Put your savings in different types of investments. By diversifying this way, you are more likely to reduce risk and improve return. Your investment mix may change over time depending on a number of factors such as your age, goals, and financial circumstances. Financial security and knowledge go hand in hand.

Don't touch your retirement savings

If you withdraw your retirement savings now, you'll lose principal and interest and you may lose tax benefits or have to pay withdrawal penalties. If you change jobs, leave your savings invested in your current retirement plan, or roll them over to an IRA or your new employer's plan.





ON-SITE HEALTH CHECKUP

What you can expect...

• **Preventative health checkup**

This checkup, similar to what you might receive at your doctor's office, is designed to identify issues that may affect your health... and help you get them under control before they become serious. Your blood test involves only a tiny finger prick. We use a small device (similar to what people with diabetes use daily) to get a couple drops of blood. One click, and that's all we need!

The entire appointment takes only about 45 minutes, and will be performed on-site at your work-place for your personal convenience.

• **Fast (don't eat or drink for 8 hours)**

This is important: in order to give us accurate readings, you must not eat or drink anything (except water) for at least 8 hours before your appointment. Be sure to drink plenty of water and take your medications as prescribed.

What you need to do...

• **Schedule an appointment**

You must make an appointment to participate in this free health checkup. Online scheduling is available in both English and Spanish, and takes less than a minute. Just click on the link below, or paste the web address into your browser.

Sign up Now at www.TimeConfirm.Com/lawton

Those employees without computer access may come by the Human Resources Office to sign up for an appointment.

Everyone that signs up and completes the checkup will be entered into a drawing for a GoPro Camera! In addition, those employees completing the health screenings will receive 60 points towards the wellness incentive program.

City Career Opportunities Now Advertised via Social Media

Career opportunities with the City of Lawton are now being posted on Facebook and Twitter. Please help expand our reach by liking or following our page! You can find us on Facebook by searching [@COLCareers](#), we can also be found on Twitter [@COLCareers](#)

MARK YOUR CALENDARS

October 13th:

Health & Wellness Fair
9AM - 2PM

October 17th-20th:

Catapult Health Checkups
7AM - 1PM Daily

October 21st:

Progressive Discipline
(Supervisor Training Series)
9AM - 11AM

November 11th:

Blood Drive
12PM - 4PM

December 16th:

Time Management & Goal
Setting
(Supervisor Training Series)
9AM - 11AM

HRROUND-UP: Employee News & Information



DATE	CLASS TITLE	LOCATION	TIME
Oct 6 th	Haz Com/BBP	Banquet Hall	7:30-10:30AM & 1:00-4:00PM
Oct 11 th	Haz Com/BBP	Banquet Hall	7:30-10:30AM & 1:00-4:00PM
Oct 25 th	Haz Com/BBP	Banquet Hall	7:30-10:30AM & 1:00-4:00PM
Oct 10 th	Harassment Free	Banquet Hall	8:00AM - 10:00AM
Nov 15 th	Haz Com/BBP	Banquet Hall	7:30-10:30AM & 1:00-4:00PM
Nov 22 nd	Haz Com/BBP	Banquet Hall	7:30-10:30AM & 1:00-4:00PM
Nov 29 th	Haz Com/BBP	Banquet Hall	7:30-10:30AM & 1:00-4:00PM
Nov 17 th	Defensive Driving	Banquet Hall	8:00AM - 10:00AM
Nov 8 th	Getting Along	Banquet Hall	8:00AM - 10:00AM
Nov 1 st	Asbestos Training	Banquet Hall	8:00AM - 10:00AM
Dec 13 th	Getting Along	Banquet Hall	8:00AM - 10:00AM
Dec 8 th	Ergonomics	Banquet Hall	8:00AM - 10:00AM
Dec 20 th	Defensive Driving	Banquet Hall	8:00AM - 10:00AM
Dec 9 th	Harassment Free	Banquet Hall	8:00AM - 10:00AM



EMPLOYEE CITY SAVINGS PLAN



5 NW 2nd St.
17% Discount



200 SW "C" Ave Ste. 14
(Central Mall)
10% - 15%



2112 NW Cache Rd.
18% Discount



1036 NW 38th St.
25% Discount



303 Central Mall
17% Discount



Central Mall
15% personal
15% for business



202 SE "D" Ave,
Open: Fri 11-6; Sat & Sun 9-5
20% Discount



1410 NW 15th St.
20% Discount



Free Estimates / Free
ventilation upgrade
(\$500 value)



110 SW Sheridan Rd
6404 NW Cache Rd.
Discount Various
(depending upon purchase)



5 SW 5th Street
\$40 - Family
\$29 - Adult



200 SW "C" Ave
(Central Mall)
Same discount
carrier provides



Visit website TicketsatWork.com and type "LAWTON" to get into the site for discount tickets to theme parks, etc, and discounts to hotels etc.



myBlue checking acct:
Monthly fee waived;
Family ID protect;
AD&D insurance;
mobile & online banking.



2410 MW Cache Rd

17% Discount

2 lines for \$90;
4 lines for \$35;
Refer someone and
receive \$50



1001 SW Lee Blvd / 2116 NW Cache Rd.
10% Discount

**Luigi's
Restaurant**

207 SW Sheridan Rd.
10% Discount

**Luigi's
Express**

Gyro's & Pizza

2510 NW Cache Rd.
10% Discount



2504 NW Cache Rd.
10% off - Mondays



6109 NW Cache Rd.
10% Discount



BELLA ROMA

1831 NW Cache Rd.
10% Discount



Hibachi Sushi & Buffet
2102 Cache Rd.
10% Discount



7405 NW Cache Rd
10% discount



Central Mall
20% and free sopaipilla



Central Mall
10% Discount



247 E. Gore Blvd.
10% Discount



1305 NW Sheridan
10% Discount (7/27)



Better Ingredients.
Better Pizza.

2112 NW Cache Rd
10% Discount



6106 NW Cache Rd.
**10% Discount
(employee only)**



801 SW 11th St.
3803 NW Cache
801 SW 11th
2020 E Gore
**10% LFD / 50% LPD
General - age 55 and up 10%**



2502 NW Cache Rd.
**LPD in uniform - 50% off
LFD 10% off
General Employees 10% off.**



1925 NW Sheridan Rd.
902 SW 11th St.
**15% Discount
(ID or City Uniform)**



4404 NW Cache Rd.
1820 NW Gore Blvd

Pulled Pork or Smoked Chicken sandwich with a side and drink for \$6.99 for the employee only. That would be about a \$2.50 savings to them. M-F Dinner Special 6 oz pulled pork or smoked chicken dinner with 2 sides, pickles and onions, and drink for \$10.99 and .99 cent drink with other order. Must show ID at time of order (at cut station).
Discount only for employee. One special per day. (8/1/16)



Central Mall
15% Discount



2 SW Sheridan Rd.
15% off - Mondays



2910 NW Cache Rd
10% Discount



Central Mall
10% Discount



2110 NW Cache Rd.
10% Discount