

Congratulations **Police Academy** **GRADUATES**



Four new police recruits made a solemn pledge to protect and serve the City of Big Spring when they were sworn in as peace officers on February 18th. Officers Amie Soles, Peter Boen, Larry Bridges, and Jared Moren, sworn in by Police Chief Lonnie Smith, will join the Big Spring Police Department. All four candidates completed the rigorous seventeen week Peace Officer certification course at the Odessa College Law Enforcement Academy and passed the basic peace officer state licensing examination. They will now continue on to the final phase of their training, a field training assignment. During field training they are required to work with an experienced officer for a period of nine weeks before being allowed to work on their own. The City congratulates each one of you all on your accomplishment and thanks you for your service to our city.



PHOTO: (Pictured left to right) Officers Jared Moren, Peter Boen, Larry Bridges, and Amie Soles

ATTENTION

In the last year, have you experienced any of the following?

Did you get married? Did you get a divorce?

Have you had a baby? Have you moved?

If you have had any of the above changes, please come by the Human Resource office located at 310 Nolan Street to update your information. The address that is on your check might not have been changed on your benefits information. Incorrect information affects where your account statements are sent, life insurance beneficiary information and your tax filing status!

What is **Sexual Harassment?**

Sexual harassment at work occurs whenever unwelcome conduct on the basis of gender affects a person's job and creates a hostile working environment. A hostile environment can result from the gender-based unwelcome conduct of supervisors, co-workers, customers, vendors, or anyone else with whom the victimized employee interacts on the job. The behaviors that have contributed to a **hostile environment** have included:

- discussing sexual activities
- telling off-color jokes
- unnecessary touching
- commenting on physical attributes
- displaying sexually suggestive pictures
- using demeaning or inappropriate terms, such as "Babe"
- using indecent gestures
- sabotaging the victim's work
- engaging in hostile physical conduct
- granting job favors to those who participate in consensual sexual activity
- using crude and offensive language

Even if you do not find the conduct personally offensive, remember that some of your co-workers might, and avoid behavior that is in any way demeaning on the basis of gender. In determining if your own conduct might be unwelcome, ask yourself this questions: ***Would my behavior change if someone else was in the room?***

The City of Big Spring's Policies and Procedures provide that any employee found to have violated the City's Harassment policy will be subject to discipline, up to and including immediate discharge. **DON'T DO IT. EXPERIENCE IT? REPORT IT. SEE IT? REPORT IT. DON'T WAIT...REPORT IT.**

TOBACCO USE POLICY

The use of tobacco products (**SMOKING AND CHEWING TOBACCO**) are NOT allowed in any City owned structures. In a continuing effort to improve the quality of our employees' physical health, the City has implemented the Tobacco Cessation Program. This program is available to all employees who wish to enhance their quality of life and stop their use of tobacco products. The Tobacco Cessation portion of the Wellness Program consists of the following:

- *Reimbursement of co-pays for an employee to see a doctor to obtain a prescription for a smoking/tobacco cessation product.*
- *Reimbursement of up to \$110.00 per month, for a three month period, of prescription over-the-counter cessation products. Additional reimbursement of up to \$40.00 per month, for a three month period, for smoking/tobacco cessation products.*

You must have a receipt for reimbursement. Contact the Human Resources office if you are interested.

Employee Recognition

The City of Big Spring provides employee recognition to say "thank you" and to encourage more of the actions and thinking that we believe will make our organization more successful. People who feel appreciated are more positive about themselves and their ability to contribute. People with positive self-esteem are potentially our best employees. A simple "thank you" counts as recognition, but sometimes employees deserve even more of our gratitude.

City Manager's TEAM Award:

This award is presented to a group of employees in recognition of exceptional teamwork and accomplishments on a special project. Recipients of the TEAM Award receive a certificate and are treated to lunch by the City Manager.

Mayor & City Council Commendation:

Presented by the Mayor and the City Council, this is a special recognition award for an employee that has performed an act of service of a rare or exceptional character that reflects an uncommon degree of concern for the well-being of others. This award is not awarded annually.

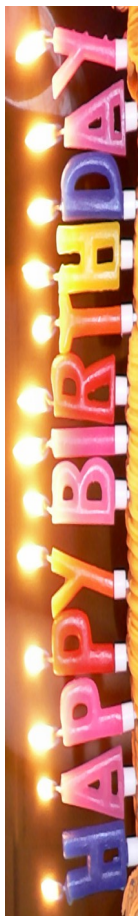
Along with the honor of receiving this recognition, recipients also receive a free day off with pay, and a certificate presented at a City Council meeting.

Employee & Supervisor of the Year:

The recipients of this award are chosen by employees. These awards are presented to the male and female employee and the supervisor who consistently exhibit extraordinary job performance. These individuals are recognized for their constant willingness to help others and their dedicated service to their community. This award is presented at the annual Employee Appreciation Picnic. Recipients of this award receive a plaque and a certificate for a free day off with pay.

Star Employee of the Month:

This award is presented to an employee in recognition of outstanding dedication and service above and beyond their normal job duties. Nominations are submitted to the Human Resources office by a citizen of the community or by another City employee. Recipients of the Star Employee award receive a special commendation from the Mayor, a certificate for a free day off with pay, and a Star Employee Plaque.



<u>April</u>		Stacie King	5/24
Dillon Phernetton	4/11	Lawrence Howell	5/26
Susan Conder	4/14	Judy Westbrook	5/26
Joseph Patton	4/14	Leslie Whitten	5/26
Jamie Williams	4/20	Jose Cazarez	5/26
Tye Newman	4/22	Benjamin Davila	5/27
Louis Howell	4/23	Billy Innis	5/27
James Statham	4/23	Jessica Marlar	5/31
Milton Horton	4/24	<u>June</u>	
Marcus Fernandez	4/24	Peter Boen	6/1
Carl Condray	4/28	Bertie Soto	6/3
Clarence Ross	4/30	Terri Lovell	6/3
<u>May</u>		Samuel Munoz	6/6
Cherri Harris	5/2	Christopher McAllister	6/10
James Saint	5/2	Ricardo Lopez Jr.	6/10
Kelly Lee	5/3	Chris Martinez	6/11
John Haynes	5/3	Fred Newman	6/13
William Schleusner	5/3	Christopher Mahurin	6/13
Chad Averette	5/4	Frankie Huerta	6/13
Teresa Darden	5/7	Bobby Arizmendi	6/14
Ruth Ann McKay	5/10	Jace Williams	6/14
Tom Cruz	5/10	Diedra Roberts	6/15
Amie Soles	5/11	Debbie Wegman	6/16
Samuel Rodriguez	5/14	Terry Fryar	6/16
Bruce Broughton	5/17	Jeannie Wilson	6/17
Gary Fuqua	5/18	Roy Mansfield	6/18
Yolanda Bryant	5/22	Cathy Ontiveros	6/21
Celeste Valle	5/22	Christopher Glenn	6/26
Arthur Watson Jr.	5/22	David Armstrong	6/30
Wayne Jones	5/24	Paul Sotelo	6/30

**Good luck on your
RETIREMENT!**

***Terry Jenkins—Airpark
Nolan Beall—Fire Dept.***

As you both move on into the next chapter of your lives, know that you will be missed. Our very best wishes and thoughts go with you.

The first quarter of 2010 has gone by in a flash! If you have not already done so, stop by the Human Resources office to update your IRS W-4 Form. Keep in mind that if you do not claim the correct number of exemptions on your W-4, you may not be paying enough taxes and therefore will have to pay back the difference at the end of the tax year. If you had to pay this year, consider modifying your W-4. This simple step could help you avoid having to pay the IRS at tax time next year.





Rich History | Big Possibilities

310 Nolan

Big Spring, Texas 79720

Phone: 432-264-2346

Fax: 432-264-2387

EMERGENCY! **FAST, CALM ACTION REQUIRED**

If a co-worker suddenly becomes ill or injured, do you know what to do? First, stay calm. Then, remember these basic immediate first aid steps.

EVALUATE the situation. Call for help. If the victim isn't in immediate danger, don't move him or her, especially if there's a possibility of neck or spine injury. Have someone else go for help while you administer care.

KEEP the person lying down and covered to hold in body heat and prevent shock.

CONDITIONS & WHAT TO DO:

- **SHOCK:** Call 911. A person in shock needs immediate medical treatment. Have the person lie down on his or her back with feet elevated above the heart. Keep the person warm by covering with a coat or blanket. Loosen any tight clothing that might restrict blood flow.
- **HEAVY BLEEDING:** Control bleeding by applying direct pressure to the source. Elevate the wound above the victim's heart.
- **CHEMICAL BURN:** Flush eyes or skin with cold water for at least 15 minutes. Then get the victim to the emergency room.
- **NONCHEMICAL BURNS:** Soak a small burn in cold water. Don't treat large burns with water. Instead, make the person as comfortable as possible and get help.

KNOW your limitations; give only the help you are qualified to give. If you're not sure, call 911 immediately.

WELCOME **New City**

Stacy Coffman	Senior Center
Susan Conder	Distribution & Collections
Pam Vinson	Communications Officer
Allen Garland	Sanitation
Edward Gonzales	Sports Complex
Chris Lee	Wastewater Treatment Plant
Cody Hare	Airpark
Daniel Garza	Utilities
Royal Brawley	Utilities

FOOD DRIVE CAMPAIGN

THE 2009-2010 CHAMBER OF COMMERCE
LEADERSHIP CLASS
NEEDS YOUR HELP!

PLEASE AID OUR CAUSE AND DONATE NON-
PERISHABLE FOOD ITEMS. ALL ITEMS RECEIVED
WILL BENEFIT OUR COMMUNITY AND BE
ALLOCATED TO THE FOLLOWING LOCAL FOOD
BANKS.

Manna House
Isaiah 58
Saint Vincent DePaul Center
Salvation Army

DONATIONS CAN BE DROPPED OFF IN THE DROP
BOX LOCATED AT CITY HALL, 310 NOLAN.

Firefighter
Promotional Testing

April 10, 2010
9 a.m.

*The City of Big Spring
wishes
everyone a
Happy
Easter!*



Upcoming City Holidays

Good Friday
April 2nd
Memorial Day
May 31st

APRIL 21ST IS ADMINISTRATIVE PROFESSIONALS DAY!

This newsletter is put forth by the City of Big Spring for City employees. If you would like more information or would like to submit information to be placed in the newsletter, please forward the information to the Human Resources office or email to sking@mybigspring.com.