

NEWS YOU CAN USE

March/April 2020

A Newsletter for Crystal Lake Employees

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Hello employees! In this newsletter, we will discuss Flexible Spending Changes due to the Pandemic, highlight an exciting new feature of the Employee Intranet, mention help is available through our EAP provider, introduce new employees to the City, and recognize employee anniversaries.

If your Department has reached a goal that you are proud of, please send those stories to Julie Meyer at jmeyer@crystallake.org to include in the next issue.

Flexible Spending Changes due to the Pandemic

HEALTHCARE FLEXIBLE SPENDING ACCOUNT (Maximum annual contribution remains at \$2,550)

- If you are interested in making changes to your contribution amount through the end of the plan year (June 30, 2020), all changes must be submitted via email to Human Resources no later than April 30, 2020. You have the option to enroll, increase your deduction if below the maximum annual contribution, or possibly stop or decrease your deduction depending on your current balance. If you do not want to make any changes, you do not need to do anything.
 - Over-the-Counter Drugs and Medicines without a prescription (e.g., aspirin, allergy medicine, etc.) and menstrual care products are now reimbursable retroactive to January 1, 2020.

Please note for the above two items, it may take a while for retailers to update their system, which is required for the TASC Card to work for these items, however the employee can still submit for reimbursement online.

DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT (Maximum annual contribution remains the same, \$2,500 or \$5,000 depending on your tax filing status)

- If you are interested in making changes to your contribution amount through the end of the plan year (June 30, 2020), all changes must be submitted via email to Human Resources no later than April 30, 2020. You have the option to enroll, increase your deduction if below the maximum annual contribution, or possibly stop or decrease your deduction depending on your current balance. If you do not want to make any changes, you do not need to do anything.

INTRANET SPOTLIGHT

GREAT NEWS! You can now access the Employee Intranet with your current user name and password that you use to login to your computer at work. The only difference when logging into the Intranet is that you **must** include the domain name (**crystallake.local**) with your user name and your network password. See the example below:



Member Name—**crystallake.local**\clyons
Password—XXXXXXXXXX

Please remember that since your login is now integrated with the Employee Intranet/Website, when you change your network password, you will need to update the new password on the Employee Intranet as well.

Employee Assistance Provider—Morneau Shepell

During these times of uncertainty, fear and anxiety can be overwhelming. Talking to someone other than a family member or co-worker may help. As a reminder, The City offers employees and their family members Employee Assistance Program (EAP) Services to help us work through a wide variety of issues. Morneau Shepell is the City of Crystal Lake's Employee Assistance Program (EAP) provider.

Morneau Shepell can provide you and your family with immediate and confidential support to help resolve work, health, and life challenges to improve your life. They can help you find solutions so you can reach your goals at any age or stage of life. They can also give you the information, tools, and insights you need to deal with minor issues in the present so they don't grow into more serious problems in the future

The EAP provides no-cost, confidential assistance to you and your immediate family members. You can assess your EAP 24 hours a day, 7 days a week by calling the toll free number **800-272-2727** and a professional, master's degree counselor will be available to help you 24 hours per day seven days per week. You can also access services online at www.workhealthlife.com/us. (search city of crystal lake, lower case option) or download My EAP app from the app store.

The information you discuss with the EAP counselors is kept confidential in accordance with federal and state laws. No one will ever know that you have used the program unless you choose to tell them.

WELCOME NEW EMPLOYEES

Renee Miller started working for the Police Department as a Records Assistant on February 24th. Renee previously worked for the City of Des Plaines where she held a variety of positions, including 12 years as a Police Records Clerk.

Please help welcome Renee!



Michael Volpe began working for the Wastewater Division on March 16th as a Maintenance Worker I. Before starting with the City, Mike was a Maintenance Worker for the Village of Streamwood.

Please help welcome Mike!

Nathan Tooley joined the Police Department as a Police Officer on March 23rd after an 11-year career with the Columbus, Georgia Police Department. Previously, Nathan served in the Army for over 6 years where he was awarded several medals, including the Bronze Star and Purple Heart.

Please help welcome Nathan!



Personal Business Reminder

If you are eligible for personal business time or floating holiday pay and it is not used by April 30, 2020, the remainder will be added to your sick leave accrual.

MARCH ANNIVERSARIES

**20 Years
Rodney Rogalski**

**5 Years
Sean Park**