

NEWS YOU CAN USE

July/August 2020

A Newsletter for Crystal Lake Employees

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Hello employees! In this newsletter we will discuss upcoming Health Evaluations, highlight a feature of the employee intranet, mention a new Living Well podcast through our EAP provider, introduce new employees to the City, congratulate an employee graduation 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.

EMPLOYEE HEALTH EVALUATIONS



Health Evaluations are around the corner! Employees, maximize your wellness program benefits with an onsite or offsite health evaluation. The health evaluation with biometric screening is free for all employees, as well as spouses who are enrolled in the City's insurance. Need a flu vaccine? Flu vaccines will be available to all employees, FREE of charge.

Choose from Two Convenient Options

1. Onsite at City of Crystal Lake | Training Room P105/106

- ◆ Tuesday, September 15th from 7:00 AM to 10:00 AM
- ◆ Monday, September 28th from 7:00 AM to 10:00 AM
- ◆ Wednesday, October 14th from 7:00 AM to 10:00 AM

2. Offsite | Test at a Lab

Participate at a Northwestern Medicine—Centegra Health System lab.

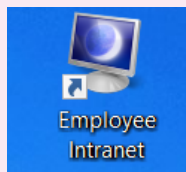
*** Watch the employee intranet for more details in early September.**

INTRANET SPOTLIGHT

The City's Employee Intranet is a great resource that provides you with easy access to HR, Payroll, Finance, and IT related information and fillable forms. Click the desktop icon link on your computer to login.

The **Policies** section of the Intranet features:

- Current Administrative Directives
- Family Medical Leave Act
- Federal & State Employee Notices
- Job Descriptions



[Administrative Directives](#)



[Family Medical Leave Act](#)



[Employee Notices](#)



[Job Descriptions](#)

Morneau Shepell (EAP)—Living Well Podcast

Morneau Shepell is pleased to announce the launch of **Living Well**; their original weekly podcast that explores how mental health and wellbeing has been impacted by COVID-19. Living Well is hosted by internationally recognized mental health advocate and top TEDx speaker Mark Henick.

The podcast features notable personalities, fascinating figures, and business and community leaders, who will share personal experiences and practical advice and will explore the physical, mental, social and financial aspects of living well in this new normal.

LivingWell is available free on Apple iTunes, Google Podcast, YouTube, Morneau Shepell's website, and [Libsyn](https://www.libsyn.com).

As a reminder, you can access your confidential 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.

WELCOME NEW EMPLOYEE



Ruby Santana started working for the Finance Department as an Office Assistant on August 4th. Ruby held a variety of office positions, most recently as a District Secretary for the Harvard School District.

Please help welcome Ruby!

POLICE GRADUATION



Jennifer Zielinski, Police Officer, completed the Cook County Police Academy on June 12, 2020.

Congratulations, Jennifer!

JULY ANNIVERSARIES

25 Years

Ronald Pieroni, Public Works

15 Years

Krzysztof Krol, Police

Robert Brechbiel, Fire

AUGUST ANNIVERSARIES

30 Years

Gregory Fettes, IT

25 Years

Frank Houlihan, Police

20 Years

Daniel Oates, Public Works