



**NEWS YOU CAN  
USE**

# EMPLOYEE NEWSLETTER

## **Happy September!**

Don't miss the key highlights in the September newsletter, including a reminder about upcoming payroll changes, learn about three new hires, a retirement, and important wellness screening details. Be sure to check out the September employee anniversaries on the last page of the newsletter.

If your department or a fellow co-worker has achieved a goal, please send that information to Julie Meyer at [jmeyer@crystallake.org](mailto:jmeyer@crystallake.org) to include in the next issue.

## In This Issue

**Upcoming Payroll Changes**

**New Employees**

**Employee Retirement**

**Wellness Screenings**

**Employee Anniversaries**



**IMPORTANT**

## Upcoming Payroll Changes



This is a friendly reminder regarding the upcoming payroll transition to move from a paid-to-date payroll to a one-week pay lag beginning with the first paycheck in October. This transition will take place over five pay periods by shifting each pay cycle by one business day for 5 pay periods.

You will still receive your full 2-weeks of pay on each paycheck throughout this transition, however the pay date will be extended by one business day each pay period for five pay periods. There are no changes to your paid hours, only the date paid.

For example, during the first transition pay period, rather than being paid on Friday, October 4, you will be paid the following Monday, October 7. The next pay date will be 15 days later on a Tuesday (10/22), the next pay date 15 days later on a Wednesday (11/6) and so on until we reach Friday, December 6 for the full one-week lag in pay.

This change will have no effect on accruals or benefits and you will still receive two paychecks each month during the transition.

Pay Dates for the remainder of 2024:

- Friday, September 6
- Friday, September 20
- Monday, October 7
- Tuesday, October 22
- Wednesday, November 6
- Thursday, November 21
- Friday, December 6
- Friday, December 20



## Wellness Screenings

**SAVE THE DATE**

All full-time and part-time City employees are invited to participate in a free wellness screening and flu shot event. Spouses on the City medical plan are also eligible for this free event. Watch your email in early October for additional details, including how to sign-up.

<b>City Hall - P105/P106</b>	<b>7:00 a.m. - 10:00 a.m.</b>	<b>Friday, October 25</b>
<b>City Hall - P105/P106</b>	<b>7:00 a.m. - 10:00 a.m.</b>	<b>Tuesday, November 5</b>
<b>City Hall - P105/P106</b>	<b>7:00 a.m. - 10:00 a.m.</b>	<b>Wednesday, November 6</b>
<b>Remote Screening Option</b>	<b>Must be completed by Friday, November 20</b>	<b>Northwestern Medicine Outpatient Lab</b>

# WELCOME



## New Employees

### **Stephen Brammeier**

Stephen Brammeier has recently joined the Police Department as a Police Officer on August 26. Before joining the Crystal Lake team, Stephen served in the United States Marine Corps and is currently in the Army National Guard.

≡Welcome≡ **Stephen!**



### **Sean Zahari**

Sean Zahari joined the Police Department on August 26 as a Police Officer. Prior to joining the Crystal Lake Police Department, Sean served in the United States Army and is presently in the National Guard.

≡Welcome≡ **Sean!**



### **Mike Muellner**

Mike became a Building Inspector in the Community Development Department on August 28. Before joining the City, he worked as a Lead Carpenter in the private sector and also served in the United States Marine Corps.

One Hobby he enjoys: **Woodworking**

Favorite Movie: **Pulp Fiction**

Favorite Sport: **Football, Chicago Bears**

≡Welcome≡ **Mike!**





## Update Personal Information

This is a reminder to make sure you have all of your personal employment information updated, especially after any recent significant life events. It's essential to ensure the following information is current at all times:

- Address and phone numbers
- Emergency contact information
- Dependents listed on benefit plans
- Life insurance and pension beneficiaries

Address changes can be made directly in BS&A. Human Resources will notify the benefit providers of the address change.

If you need to update your personal information, please contact Human Resources to obtain the appropriate forms. If you're unsure about the information on file, please schedule a meeting with Human Resources to review.



## Employee Retirement



### **Bill Martenson**

Bill Martenson, who dedicated thirty-four years to serving our community, will retire from the Public Works Streets Division on September 20.

**Congratulations Bill!**





# SEPTEMBER

## EMPLOYEE ANNIVERSARIES

**Bill Martenson      Public Works      34 Years**

**Tom Jacobi          Police              25 Years**

**Scott Miller        Police              25 Years**

**Joe Ryan            Public Works      24 Years**

**Jason Duncan      Police              23 Years**

**Kimberley Shipbaugh      Police              19 Years**

**Ellen Kiolbassa    Finance            18 Years**

**Stephanie Wrolson      Finance            18 Years**

**Luke Behning       Police              15 Years**

**Ryan Coutre        Police              15 Years**

**Tom Kotlowski      Police              15 Years**

**Lisa Tietz            Police              15 Years**

**Jeremy Beasley      Police              15 Years**

**Ingrid Pinto        Police              14 Years**

**Pete Genzlinger     Three Oaks        14 Years**

**Chris Sanders       Police              14 Years**

**Katie Cowlin        Comm Dev         10 Years**

**Sergio Delgado     Fire Rescue        10 Years**

**Sal Alfano            Police              8 Years**

**Garret Bergstrom    Fire Rescue        6 Years**

**Inez Correa          Police              5 Years**

**Shannon Jackson    Police              5 Years**

**Chris Burbach       Police              2 Years**