

# HR CONNECT

## EMPLOYEE NEWSLETTER

QUARTER 03 YEAR 2024

Banner Photo: Gath Pool 2024  
Location: 256 Albemarle Rd

### Newsletter Highlights

**MAKE A DIFFERENCE ON ELECTION DAY**

**SUN SAFETY ESSENTIALS: FREE SUNSCREEN & SPF LIP BALM**

**SUMMER SNAPSHOT SHARE**

**EMPLOYEE SAFETY TIPS**

**EMPLOYEE SPOTLIGHT: FORESTRY FRIENDS**

*Your feedback is important to us. For questions, comments and concerns, please share your thoughts anonymously [using this form](#).*

## CONNECTING THROUGH THE SEASONS

Summer has been a season of growth and achievement, and we're excited to highlight the initiatives and accomplishments that have shaped this time.

As we approach the end of summer, we'd like to reflect on the initiatives and accomplishments that we've shared this season.

We're excited to share stories of collaboration and the positive impact of our efforts across the city.

Looking ahead, we'll continue to keep you updated on important dates, HR initiatives, and upcoming engagement opportunities.

We encourage you to participate and share your thoughts—your feedback is needed to help us improve and better serve our team.

Explore the pages ahead to see what's happening and what's on the horizon. We look forward to hearing from you!

Best,

Your City HR Team

### STAY IN THE LOOP!

If you have a city email address, you will always have access to this newsletter and receive it regularly. Do you want to receive this newsletter to another email address as well? If so, please subscribe to our Constant Contact list and be the first to know about exciting updates, City news, and exclusive content. Scan the QR code or use [this link](#) to subscribe today.



Follow 'City of Newton, MA' on LinkedIn to stay updated on the latest news, events, and exciting happenings within our **#TeamNewtonMA** network. By joining our LinkedIn community, you'll gain access to the latest job openings, professional development opportunities, and other engaging content. Let's build a stronger network together – click 'Follow' on our LinkedIn page and be part of our online team.

# EMPLOYEE SPOTLIGHT

## ROOTED IN COMMUNITY: STORIES FROM OUR FORESTRY TEAM

This summer, our Human Resources Department Support team visited the Parks, Recreation, and Culture (PRC) Forestry Division on Walnut Street to check in as they worked on removing a tree.

Each year, our Forestry staff inspects every tree on City property to ensure they are healthy and safe. With around 20,000 street trees across the City, it's a big job. If a tree needs to be removed and it's near a home, the team always makes sure to notify and speak with the homeowner beforehand.

Dickey, the team's spokesperson (pictured with the blue safety helmet), shared that many homeowners feel a deep connection to the trees outside their homes, often reminiscing about watching their children grow alongside them. Understandably, it can be tough for residents when a tree needs to be removed or pruned, even for safety reasons. Dickey takes these moments to reassure homeowners, reminding them of the positive memories and explaining why the work is necessary.

When asked what they enjoy most about their roles as Tree Maintenance Specialists, Dickey said, "I enjoy validating people and letting them know they are heard. Most people appreciate the work we [PRC Forestry staff] do. With all the storm damage in recent years, the community has a better understanding today of why we do what we do."

Dickey has been with the City for 12 years, while Mike has worked here for over 3 years, and Steve is hopeful to join the City of Newton Forestry team in the near future.



*Pictured above: Dickey and Mike, Newton Parks, Recreation and Culture Forestry Division, and Steve, Northern Tree Contractor, in front of a Forestry Division truck holding the pieces of the tree that was removed on Walnut Street. The tree will be taken to Northern Tree's site in Palmer, Massachusetts post-removal.*

## HUMAN RESOURCES ENGAGING WITH LOCALS



This year's Annual National Night Out, the City's largest community policing event was a fantastic opportunity for our HR team to connect with the community and showcase the exciting career opportunities within the City.

Our dedicated HR staff members were on hand at our vendor table, engaging with residents and sharing information about careers in public service.

Having a visible HR presence at local events like these is crucial. It allows us to build relationships, provide valuable information, and attract talented individuals who are passionate about serving our community.

If you know someone interested in working for the police department or other public service roles, we are currently hiring! Keep an eye out for us at future community events—we look forward to meeting more of you and sharing how to become a part of our team. For more information on current job openings, visit our career website at [www.newtonma.gov/jobs](http://www.newtonma.gov/jobs).

We appreciate everyone who stopped by and look forward to seeing you at the next event!

## SAVE THE DATES IN JULY - SEPTEMBER

- Independence Day, July 4th
- World Hepatitis Day, July 28th
- Women's Equality Day, August 26th
- Labor Day, September 2nd
- Patriot Day, September 11th
- National HR Professional Day, September 26th

Each quarter, we will feature an event for City employees to work on a project together with the goal of enjoying a fun and rewarding activity.

## SUMMER SNAPSHOT SHARE: YOUR SUMMER SCENE!

Share a summer scene to let your co-workers know what summer means to you. Send us a pic of summer scenery, your favorite warm weather activity, Juneteenth or 4th of July celebration, family reunion, vacation spot or anything that evokes Summer when you look at it. Photos will be shared on the HR section of the City's website in September.

Follow this link to provide your name and work location and upload your photo. Submissions will be accepted through September 30, 2024.

[Upload Your Photo Here](#)

Each entry will receive a Team Newton T-shirt (**one per employee maximum**).



## RECIPE CORNER

### Mary's Summer Berry Salad



Looking for a refreshing summer dish that's easy to make? This Summer Berry Salad comes together in just three simple steps and is perfect for a light lunch or dinner.

#### Ingredients

- 2 cups mixed greens (spinach, arugula, or baby kale)
- 1 cup strawberries, sliced
- 1 cup blueberries
- 1 cup raspberries
- 1/2 cup crumbled feta cheese
- 1/4 cup sliced almonds
- 1/4 cup balsamic vinaigrette

#### Instructions:

1. In a large bowl, combine the mixed greens, strawberries, blueberries, and raspberries.
2. Top with crumbled feta cheese and sliced almonds.
3. Drizzle with balsamic vinaigrette just before serving.

*Have a favorite recipe? Share it with your colleagues and be featured in our next newsletter!*

**SUBMIT YOUR RECIPE IDEAS!**

## GET INVOLVED THIS ELECTION DAY! BECOME A POLL WORKER

The City of Newton is recruiting poll workers for the Presidential Election on November 5th, 2024. We need dedicated individuals for paid positions including Warden, Clerk, and Inspector. Workers will receive compensation, paid training, and a chance to contribute to the democratic process. If you or someone you know is interested in working at the polls, please share this opportunity. Help us ensure a smooth and efficient voting experience for everyone. For more details and to apply, [click here](#). Your participation can make a significant impact!

## WE ARE HIRING!

The City of Newton is not only a great place to live but also offers a variety of career opportunities.

We currently have openings in Human Resources, Public Works, Public Buildings, the City Clerk's Department, and more. If you or someone you know is interested in joining our team, apply today—our employees are our best recruiters!

For a complete list of job opportunities, visit [Newtonma.gov/jobs](https://newtonma.gov/jobs) today!

# HEALTH & WELLNESS

## TIPS FOR UTILIZING YOUR FSA HEALTH FUNDS THIS SEASON

If you are enrolled in FSA Health benefits, now is a great time to review FSA eligible purchases as we prepare to transition to Fall season.

### FSA Eligible Purchases Include:

- Baby Products
- Skincare
- First Aid Care
- Menstrual products
- Pain Relief
- Nursing Support Products



Please visit [fsastore.com](https://fsastore.com) to review the full list of FSA eligible products. **Please remember that FSA funds will not rollover after Dec 31, 2024.** If you have any questions, please contact Human Resources.

## PROTECT YOUR SKIN: SUN SAFETY AWARENESS

As we move into September, it's still important to stay mindful of sun safety as we enjoy the last days of summer. Protecting your skin from harmful UV rays is essential, no matter the season. To help you stay safe and sun-smart, we have sunscreen and SPF lip balm available in Human Resources for employees to pick up and use as needed.

Stop by HR to pick up:

- Sunscreen: Broad-spectrum SPF to shield your skin from harmful UV rays.
- SPF Lip Balm: Protect your lips from sunburn and dryness.

Don't let sun exposure take a toll on your skin health. Make sun protection a daily habit, especially if you're spending time outdoors. If you have any questions, please call (617)796-1260.

## DIABETES CARE REWARDS: GOOD HEALTH GATEWAY PROGRAM

Did you know that the Good Health Gateway Program is available to support your diabetes management? This valuable benefit offers resources such as personalized care plans, educational materials, and rewards for achieving your health goals. Take advantage of this program to enhance your diabetes care and earn rewards. For more details or to get started, please visit the Good Health Gateway portal or call **800-643-8028**.



**Enroll Today!**  
800.643.8028 | Hablamos español.  
[GoodHealthGateway.com](https://GoodHealthGateway.com)

**If you or a family member has pre-diabetes or any type of diabetes, enroll in the Good Health Gateway Diabetes Care Rewards Program at no cost.**

You will receive support in managing your diabetes care, and be able to earn \$0 copays on your covered diabetes medications and supplies.

## UPDATE YOUR LIFE INSURANCE BENEFICIARY

*Do you know who your life insurance beneficiary is?*

It's important to keep this information current to ensure your benefits go to the right person. Life changes such as marriage, divorce, or the birth of a child may necessitate an update. Take a moment to update your beneficiary details by completing a [Life Insurance Beneficiary Change Form](#). This simple step ensures that your loved ones are protected and your wishes are honored. If you have any questions or need assistance, please contact HR. Don't wait—update your beneficiary today!

# EMPLOYEE ASSISTANCE PROGRAM (EAP)

The City of Newton provides all City of Newton Staff with access to Employee Assistance Program (EAP) services through CMG Associates.

Services Include:

- ICONNECTYOU for Instant Support
- Monthly Webinars
- Assessment & Referral
- Work/Life Wellness Web-Based Services
- Crisis Intervention
- Domestic Abuse
- Violence Prevention
- Financial & Legal Consultation Services
- Substance Abuse Professional Services (DOT)



City of Newton employees may reach CMG Associates to speak with a clinician 24/7 by calling **833-549-3277**.

To learn more please visit the CMG Associates official website: [Employee Assistance Program - CMG Associates](#)

EAP Password: **Newton**

## HR TEAM

### EMPLOYEE SAFETY TIPS FROM KELLY BROWN

#### Protect Yourself from Heat Stress :

Heat stress places workers at risk for illnesses such as heat stroke, heat exhaustion, or heat cramps.

All three of these conditions look similar and are not something to ignore!

If you or a coworker have the following symptoms:

- Muscle cramps, pain, or spasms in the abdomen, arms or legs
- High body temperature
- Confusion
- Dizziness
- Loss of coordination
- Hot, dry skin or profuse sweating
- Throbbing headache

What can you do?

- Drink lots of water, do not wait until you are thirsty
- Wear light-colored, loose-fitting, breathable clothing such as cotton
- Avoid non-breathable synthetic clothing
- Schedule heavy work during the coolest parts of day
- Take more breaks in the shade or a cool area
- Keep an eye out for each other
- Move into the shade, drink water, and rest

If symptoms do not pass quickly or the person worsens call 911

