

# CITY OF RACINE

*Quarterly Newsletter curated by the Human Resources Department*



## WELCOME!

Welcome to the City of Racine Newsletter for the third quarter of 2023! We hope you enjoy this edition, and if you have any questions on the information listed, please contact the Human Resources Department at 262-636-9175.



## LET THE SUMMER BEGIN!

The weather will soon get nicer, and the flowers will start to bloom! Get outside and enjoy the sunshine. The smallest walks outside can make the biggest difference to your mood and overall well-being.

## NEW EMPLOYEES

Welcome to the City of Racine:

- Jesse Leneave - Fire
- Amanda Miller - MIS
- Ryan Block - Water
- Joshua Davison - Fire
- Jason Hrouda - Water
- Adrian Cruz - Wastewater
- Jayden Wendt - Parks
- Joanna-Elisabeth Jackson - Library
- Tanya Abdullah - Parks



"Summer means happy times and good sunshine"



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## PERSONAL VITAL CHANGES

Make all personal vital changes through Employee Self-Service (ESS). You can even update your tax withholdings through ESS. If you do not remember your log-in, please contact the Human Resources department at 262-636-9175 or [human.resources@cityofracine.org](mailto:human.resources@cityofracine.org)

Scan  
for ESS  
link



## HUMAN RESOURCES WEBSITE

Our website is here to help you! It has information related to, retirement planning, worker's compensation, benefits overview, wellness program, FMLA and additional information. News from our Human Resources Department and benefit vendors is also posted here.



### Employee Resources

The employee resources page offers access to the Employee Handbook, general employee forms such as direct deposit, a direct link to Employee Self Service, and much more.

[View Employee Resources](#)



### Human Resources News

Keep up with the latest news and resources from the Human Resources Department. Make sure to also check out our quarterly newsletter!

[View Human Resources News](#)



### Family Medical Leave

If you are looking to apply for Family Medical Leave, view this page for the policy, how to apply for FMLA, and supporting resources to help you with this process.

[View FMLA](#)

# HEALTH & WELLNESS CORNER

*Curated by the Human Resources Department*

HAVE YOU SUBMITTED YOUR WELLNESS INCENTIVE & FITNESS REIMBURSEMENT FOR THE YEAR?



[www.cityofracine.org/CityWellness](http://www.cityofracine.org/CityWellness)



**There are only THREE (3) due dates left for the year!**



Full time employees (and spouses) who are enrolled in the City's health insurance are eligible for the wellness incentive and fitness reimbursement.

\*\*Only can do each incentive once per year\*\*

Wellness Incentive - employee receives \$200 and spouse receives \$100.

Fitness Reimbursement - 50% of yearly membership fee or fitness class/course, up to \$200 per household



## KNOW THE SIGNS OF DEHYDRATION!

Dehydration occurs when you use or lose more fluids than you take in, and your body does not have enough water and other fluids to carry out its normal function.

\*Staying cool can help decrease dehydration - Find a list of [Racine County Cooling Centers](#)

Signs and symptoms to look out for:

- Dry mouth
- Extreme thirst
- Less frequent urination
- Dizziness
- Confusion
- Irritability (especially in kids)
- Sunken eyes and/or cheeks (especially in kids)



# HEALTH & WELLNESS CORNER

*Curated by the Human Resources Department*

## LATEST TREND - COLLAGEN



Collagen is produced in the human body with the help of amino acids. Collagen forms the core of human skin. Bones, muscles, and tendons contain collagen. Collagen is a crucial component of connective tissue and it is primarily responsible for skin elasticity and bone health.

Our body's collagen production naturally slows down as we age. Other lifestyle factors like, eating diet high in sugar, smoking and high amounts of sun exposure can also lead to diminishing collagen production.

### Collagen supplement

#### Why would someone take a Collagen Supplement?

- Age
- Noticing changes on skin due to aging
- Acne
- Lifestyle changes are hindering levels
- Natural collagen levels are slowing down and not being replaced
- Increase hair health



Drinking real bone broth can increase your collagen levels!

\*Note - Always ask your doctor before starting a new supplement

# HEALTH & WELLNESS CORNER

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## WEAR YOUR SPF!

All sunscreens help protect you against sunburn. The FDA recommends that you use broad spectrum sunscreen with an SPF of 15 or higher.

### Facts about Sunscreen

**There's no such thing as waterproof sunscreen** - All sunscreen will eventually wash off, even those labeled "water resistant".

**Sunscreens are not recommended for infants young than 6 months?** Infants are at greater risk than adults for sunscreen side effects. However, you should still apply sunscreen if outside to prevent sunburn.



**Can I use a sunscreen I bought last summer?** Most sunscreens have an expiration date. If it does not, you can use the bottle for up to 1 year after purchase.

**Are sunscreens safe to use?** The FDA is required to monitor over-the counter drugs, which include the determination of which ingredients are GRASE safe.

## DIGITAL DETOX

**Do you often find yourself glued to your smartphone or tablet screen scrolling endlessly as chunks of time slip away?**

The constant connection can also take a toll on your quality of life and overload your senses, which in turn affect your mental health.



### Benefits of a Digital Detox:

- Reduce your stress levels - makes you pay more attention to what is going on around you, and the ability to be more present
- Be more productive - the time you spend on your digital device can be used doing things that you have pushed off
- Feel better about yourself - social media can lead you to compare yourself with others; that can then affect your self-esteem
- Sleep better - staring at your phone before bed can hinder your bodies natural production of melatonin which helps you relax

# HEALTH & WELLNESS CORNER

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## Mocktails over Cocktails

The most talked about difference between a cocktail and a mocktail is that the mocktail does not contain alcohol. Alcohol can increase your chance of getting dehydrated faster, which is not recommended in the summer heat.

Mocktails provide you with the delicious flavor, but in a safer setting. They also provide a healthier version of a tasteful drink.

Mocktails have been around for a very long time, but recently have made a come around with popularity. Millennials and Gen Z are the leaders of the pack in the mocktail fan club.

Try some mocktail recipes today!

### **Watermelon Mint**

2 Fresh Mint Leaves

Ice

3/4 Cup Watermelon Juice

1/2 Cup Club Soda

Small Slice Watermelon for Garnish



### **Fizzy Rosemary Cider Mocktail**

Syrup

1/2 Cup Water

1/2 Cup Granulated Sugar

1 Spring Rosemary

Mocktail

4 Ounces Apple Cider

4 Ounces Club Soda or Seltzer

1 Tablespoon of Syrup made above

1 Sprig Fresh Rosemary



**WHAT IS A  
MOCKTAIL?  
THINK  
COCKTAIL,  
BUT HOLD THE  
ALCOHOL!**

# TRAINING & RESOURCES

*Curated by the Human Resources Department*

## EMPLOYEE HANDBOOK SPOTLIGHT

## Sick Leave

Employee Handbook - Section 5.05, Page 32



### *Did you know?*

*Eligibility to use sick leave shall begin after the completion of six months of actual service following hire, but accumulations shall be retroactive to the time of regular employment.*

All regular full-time employees, and regular part-time employees on a pro-rata basis, are eligible for sick leave for personal or immediate family illness, or for a qualified Family Medical Leave event. Sick leave accumulates at the rate of one day per full calendar month of employment (maximum of 12 days per year) up to a total cumulative maximum of 150 days in the leave account. Sick leave may be accumulated on a pro-rated basis for regular part-time employees who are filling regular full-time positions and who work at least an average of thirty hours per week. Part-time employees are not entitled to sick leave under any other circumstances



# BENEFIT RESOURCES & NEWS

*Curated by the Human Resources Department*

## WELLNESS PORTAL - THROUGH WELLRIGHT

Employees and employee spouses covered by the City health insurance plan are eligible to participate in our wellness program, which includes a collection of holistic activities to help you form healthy habits. You can complete the wellness incentive program online through the wellness portal hosted by Ascension. The Ascension platform is fully HIPAA compliance, which means all personal health data you share with the system will never be shared with the City of Racine.

**To register**, go to [corwp.wellright.com/act/auth/login](http://corwp.wellright.com/act/auth/login) and click register



# WELLRIGHT

### BENEFITS WEBSITE

[www.cityofracine.org/CityWellness/Requirements/](http://www.cityofracine.org/CityWellness/Requirements/)



**Racine**  
Employee Health & Wellness Center

Care provided by  Ascension

## DON'T FORGET ABOUT THE RACINE EMPLOYEE HEALTH & WELLNESS CENTER!

Employees and dependents enrolled in the City's health insurance can use the Racine Employee Health and Wellness center for as low as \$4 per visit for non-preventative visits.

 **Schedule an Appointment**



To schedule a visit, call 262-687-5565

Website:

<https://employerwellness.ascension.org/racinewellnesscenter>

# BENEFIT RESOURCES & NEWS

*Curated by the Human Resources Department*

## FIGO - PET INSURANCE



### The City of Racine now offers Pet Insurance!

Through, FIGO (United Healthcare)

**\*Head-to-toe coverage for your pet\***



#### Advantages for Pet Parents:

- Freedom to see any veterinarian for your pet's care
- 24/7 access to live veterinary professionals
- An easy claims process with personalized, caring customer service
- Direct-deposit reimbursements

**Customize your plan today! To get your insurance premium, submit information [HERE](#), or scan the QR code!**



Note - There is a recorded webinar on the City Benefit page that goes into dept about FIGO Insurance.

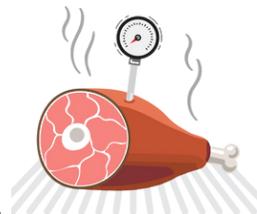


## FOOD TEMPERATURES - HELP PREVENT FOOD POISONING

During the summer months, there tends to be more cookouts happening. This is a great time to remind individuals about ways to help prevent the onset of food poisoning.

Here are 4 steps to prevent food poisoning!

- Clean - Wash your hands and surfaces before, during and after preparing foods.
- Separate - Separate raw meat, poultry, seafood, and eggs from ready-to-eat foods.
- Cook - Cook food to the safe internal temperature to kill harmful bacteria (see next page)
- Chill - Keep your refrigerator 40 degrees F or below. Refrigerate leftovers within 2 hours of cooking.



# BENEFIT RESOURCES & NEWS

*Curated by the Human Resources Department*

## Proper Internal Food Temperatures

Product	Minimum Internal Temperature & Rest Time
Beef, Pork, Veal & Lamb Steaks, chops, roasts	145 °F (62.8 °C) and allow to rest for at least 3 minutes
Ground Meats	160 °F (71.1 °C)
Ground Poultry	165 °F
Ham, fresh or smoked (uncooked)	145 °F (62.8 °C) and allow to rest for at least 3 minutes
Fully Cooked Ham (to reheat)	Reheat cooked hams packaged in USDA-inspected plants to 140 °F (60 °C) and all others to 165 °F (73.9 °C).
All Poultry (breasts, whole bird, legs, thighs, wings, ground poultry, giblets, and stuffing)	165 °F (73.9 °C)
Eggs	160 °F (71.1 °C)
Fish & Shellfish	145 °F (62.8 °C)
Leftovers	165 °F (73.9 °C)
Casseroles	165 °F (73.9 °C)



\*Per the USDA

# BENEFIT RESOURCES & NEWS

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## DO YOU HAVE A FLEXIBLE SPENDING (F.S.A) ACCOUNT?

If you have a 2023 Flexible Spending Account (F.S.A), this is just a reminder that it is a use it or lose it account. This means that you will want to use your funds in your account before the end of the year, otherwise you will lose that amount.

If you need a list of eligible expenses for an F.S.A account, go [HERE](#) or scan the QR code.



## ABLETO - THROUGH UNITED HEALTHCARE

United Healthcare offers a **FREE** app for members enrolled in health insurance through the City of Racine that helps with things like stress, anxiety, depression, mental health, and so much more.

Here are some features you can use through the App:

- Guided Journeys - Designed by Psychologist to help users build and maintain skills and increase resiliency through simple lessons
- Peer Support
- Coping Tools
- Mindfulness Meditation
- Daily Mood Tracking
- Assessments

### Ready to get started?

- Visit [ableto.com/begin](https://ableto.com/begin)
- > Have your health plan ID handy
- Follow the steps to sign up
- Begin your self-care program



Scan me to enroll!

# BENEFIT RESOURCES & NEWS

*Curated by the Human Resources Department*

## SUPPORTING YOUR IMMUNE HEALTH

The immune system is the body's way of protecting itself from infection and disease. Our immune systems are complex and influenced by many factors. Vaccines build immunity against specific diseases. There are other ways to strengthen your immune system, which are

- Eat Well - Get plenty of fruits, vegetables, lean protein, whole grains and fat-free dairy products
- Be physically active
- Maintain a healthy weight - Excess weight can affect how your body functions
- Get enough sleep
- Quit smoking - Smoking can decrease your body's success in fighting diseases
- Avoid too much alcohol - Over time, excessive alcohol use can weaken your immune system



\*Information from the Centers for Disease Control and Prevention

# BENEFIT RESOURCES & NEWS

*Curated by the Human Resources Department*

## Health and Wellness Center Employee Spotlight!

MEET THE NEW PROVIDERS!



### **Caitlin Stansil, MSN, APNP, FNP-C**

Caitlin is a dedicated, patient-focused Family Nurse Practitioner with a passion for assisting patients with reaching their health goals. Caitlin brings her advanced assessment skills and strong clinical judgment as well as an extensive history of providing nursing care in Women's Health.

#### **Education & training:**

- Masters of Science in Nursing Education  
Grand Canyon University
- Bachelor of Science in Nursing  
Alverno College



### **Patricia Missall, BSN, MSN, MSN-Ed, CCD, Certified FMCSA ; DOT Medical Examiner**

Patti is a dedicated and patient focused Family Nurse Practitioner. Her unique skills and experiences enhance the core service offerings provided at the Racine Employee Health & Wellness Center. In addition to general family medicine, she enjoys caring for people with arthritis, sports injuries, fractures, overuse injuries, osteoporosis, wounds and working with patients on injury prevention.

#### **Education & training:**

- Bachelor and Masters of Science in Nursing (BSN, MSN, MS Ed, FNP-BC)  
Concordia University

Scan the QR code to learn more about your onsite clinic and to schedule an appointment online!



**Have questions or want to schedule an appointment, call 262-687-5565**



# JOB OPPORTUNITIES

*Curated by the Human Resources Department*



Job Title	Type	Salary	Closing	Department
Mechanic/Welder - \$1,000 Sign on Bonus	Full-Time	\$65,520.00 - \$84,219.00	12/31/223	Public Works
Electrician - \$5,000 Sign on Bonus	Full-Time	\$65,520.00 - \$84,219.20	12/31/2023	Utilities
Police Officer - \$5,000 Sign on Bonus	Full-Time	\$66,872.00 - \$81,536.00	07/30/2023	Police
Police Officer - Lateral Transfer	Full-Time	\$66,872.00 - \$81,785.60	12/31/2023	Police
Public Health Nurse	Full-Time	\$65,520.00 - \$84,219.20	07/12/2023	Public Health
Solid Waste Truck Driver	Full-Time	\$50,918.40 - \$65,436.80	07/17/2023	Waste Management
Solid Waste Truck Driver - CDL Trainee	Full-Time	\$41,142.40	07/17/2023	Waste Management
Support Services Technician	Full-Time	\$45,988.80 - \$59,155.20	07/19/2023	City Development
Truck Mechanic 1	Full-Time	\$60,632.00 - \$77,916.80	07/26/2023	Public Works
Bookmobile Driver	Part-Time	\$19.39 - \$24.93 Hourly	12/31/2023	Library
Contruaction Inspector	Part-Time	See Position Description	12/31/2023	Public Works
Adult Softball Umpire	Part-Time	See Position Description	12/31/2023	Parks and Recreation
Adult Volleyball Referee	Part-Time	See Position Description	12/31/2023	Parks and Recreation
Fixed Route Bus Operator	Part-Time	\$19.03 - \$20.60 Hourly	12/31/2023	Transit



Scan to go to City job Page!

Above are just some job postings that are currently open. To see more, go here: [www.governmentjobs.com/careers/racinewi/#](http://www.governmentjobs.com/careers/racinewi/#)



## MAKE A MEANINGFUL IMPACT

Ready for a career that's more than just a job? Want to work in a profession that utilizes your mental and physical skills to positively impact the lives in your community?

A career as a Racine, Wisconsin police officer may be the perfect fit! With units such as K9, COP unit, SWAT, training, investigations, criminalists, honor guard, and motor, Racine police officers work in a variety of positions.

SCAN TO WATCH A VIDEO ON WHY YOU SHOULD JOIN OUR TEAM



## RACINE POLICE DEPARTMENT

## QUALIFICATIONS

Must be a citizen of the United States and at least 21 years of age at the time of graduation from the Police Academy.

Must be of high moral character and free of any felony, serious misdemeanor or domestic abuse conviction.

The City of Racine has no residency requirements for employees.

Valid Wisconsin driver's license, or a valid driver's license from the state in which you reside.

A minimum of 60 fully accredited college level credits within 5 years of the date of hire.

Work Schedule:  
4 days on / 4 days off  
10.5 hour work day

Starting Salary:  
\$66,872

## JOIN OUR TEAM

Scan to view full job description and requirements



## Need Help Applying?

Call or email Human Resources to schedule an appointment



(262) 636-9491



Anita.Tobias@cityofracine.org

# Police Academy Standards

To enter the academy, you must complete a physical agility test and pass the required standards. To exit the academy, you will need to complete the same physical readiness test and meet more stringent standards.

Scan to view a video for the Physical Agility Test

	Vertical Jump	Agility Run	Sit-Ups	300 Meter Run	Push-Ups	1.5 Mile Run
Entrance Standard	11.5 in.	23.4 sec	24	82 sec	18	20:20 (13:23/mile)
Exit Standard	14 in.	19.5 sec	30	68 sec	23	16:57 (11:60/mile)



## RECRUITMENT PROCESS

### Step 1. Application

### Step 2. Screening

- The screening is performed by Human Resources to determine that you are not automatically disqualified based upon some of your application answers

### Step 3. Written Test

### Step 4. Panel Interview

- Candidates that pass the written exam will be scheduled for an interview with staff members from the Racine Police Department
- Your qualifications, communication skills, and many other job related factors will be evaluated relating to your suitability to begin a police career with the Racine Police Department

### Step 5. Evaluation of Candidates / Background Checks

- Training Unit staff members will evaluate candidates and background investigations will be completed

### Step 6. Physical Agility Test

### Step 7. PFC (Police and Fire Commission) Interviews

### Step 8. Medical and Psychological Exams

### Step 9. Shift Experience / Ride-a-long

- Experience a shift for at least 4 hours with a Patrol Officer

### Step 10. Chief's Interview

### Step 11. Swearing-In

- You will be sworn in by the Chief of Police at the Racine Police Department.

# JOIN OUR TEAM

