

AB TIDES

ATLANTIC BEACH EMPLOYEE NEWSLETTER

SPECIAL POINTS OF INTEREST:

- TOWN HALL CLOSED FOR THANKSGIVING ON THURSDAY, NOV. 27TH AND FRIDAY, NOV. 28TH
- ANNUAL EMPLOYEE CHRISTMAS BREAKFAST AT CHANNEL MARKER ON FRIDAY, DEC. 12TH @ 8:00 AM
- TOWN HALL CLOSED FOR CHRISTMAS FROM WEDNESDAY, DEC. 24TH THROUGH FRIDAY, DEC. 26TH.
- TOWN HALL CLOSED FOR NEW YEARS DAY ON THURSDAY, JANUARY 1ST.

MANAGER'S MESSAGE

TIS THE SEASON

With the holiday season quickly approaching, the year 2008 coming to an end and planning ahead for things to come, it is only fitting and appropriate that we take a moment to reflect back on what was and look forward to what will be.

The year has been a good one for most of us, we've worked together as a team, worked with good friends and associates, worked for a great Mayor and Town Council, have all kept our jobs, received a little more money for those efforts and taken pride in our dedication to duty and the service provided to our residents and property owners of and the visitors to, the Town

of Atlantic Beach.

As the Holiday Season approaches, let us enjoy the happiness of the Thanksgiving holiday and all have a Merry Christmas. Take the time to visit with relatives, family, friends and loved ones, take some time to relax and enjoy those relationships and associations and be careful as you travel and visit those away from home.

Most importantly, keep in mind, the real purpose of Christmas and why we celebrate the Season.

What a pleasure it's been, working with such a fine bunch of people! The Mayor, members of the Town Council and I all thank you and



appreciate your efforts and look forward for more good things to come.

Best wishes to you and your families for a joyous Holiday Season!

Pete Allen

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EMPLOYEE ASSISTANCE PROGRAM (EAP)

As the holiday season comes near and expenses tend to outweigh the monies coming in, please know there is someone to talk to if things become too stressful or overwhelming.

Tony Howard, of Carolina EAP, is the Town's contracted EAP provider. He can be reached either by phone at

252 671-5898 or by email at howard1@cconnect.net. His office is in Havelock at East Plaza, Suite 10.

This free service is available to provide up to three appointments per problem to employees and family members with referral when needed to other service providers.

Please contact Sabrina at Town Hall, call 726-2121 ext. 240, or email her directly at: tab@atlanticbeach-nc.com, if you personally have used this confidential service and would like to provide input on the results. As this is confidential, the only way to judge the service is to see how the actual appointments have been handled.

SAM'S CLUB MEMBERSHIP FOR AB FULL-TIME EMPLOYEES

It is time to renew the membership fees for Sam's Club. Only the first eight (8) employees to give me a check or money order for \$35.00, made out to **Sam's Club**, will be able to join or renew their membership. This is on a first come, first serve basis, so, if you currently have a membership and want to renew, but 8 other employees pay me first, I will not be able to send in your payment.

as long as our 8 member maximum has not been reached and you bring with you a picture ID, recent pay stub, and the \$35 fee.

**By paying for membership through the Town, you are a "Business Member". This allows you to shop extended hours compared to individual memberships. You also receive a spouse card for free.

I will not be taking any payments after December 12, 2008. If this is not convenient for those renewing, you may still pay your renewal fee at a Sam's Club location

Thank you all for your cooperation,

Sabrina



*"Only the first eight (8) employees to give me a check or money order for \$35.00, made out to **Sam's Club**, will be able to join or renew their membership."*

SAFETY COMMITTEE COMMENTS

The Atlantic Beach Safety Committee, made up of various employees throughout the Town, consisting of at least one employee per department, held their latest meeting on November 5, 2008.

The committee members reviewed recent on-the-job injuries involving Town staff, discussed some safety concerns noted

within Town-owned buildings and surrounding property, talked about potential topics of future mandatory employee training sessions on various safety issues which should be conducted throughout the year, and came up with multiple ideas for uses of the NC League's safety grant.

For details behind any of the above dis-

cussions, please contact your Department's Safety Committee representative, Safety Committee Director Casey Arthur, or Sabrina Simpson from Town Hall.

Also, keep in mind there are always "Safety Logs" posted in every department where any of your safety concerns may be listed for review by the Safety Committee.



FY07-08 AUDIT SUMMARY

The audit has been completed and is posted on our website.

We thank everyone for their hard work this past year and proof of your hard work shows in the numbers.

Our undesignated General Fund reserve balance rose greatly to 67.17% of the current year's budgeted expenses.

This continues to be important, especially in light of the nation's current economic situation.

Other highlights include:

- Our assets exceeded its liabilities by over \$12.6 million.
- Total net assets increased

over \$900,000.

- Our total debt decreased by \$1,159, even with the purchase of the new Fire Department Rescue Truck, multiple vehicles, and extensive repairs to the Water Plant.

Without all of you, this could not have been possible!!

PERSONNEL POLICY REVISION HIGHLIGHTS

The Town Council will soon review, and potentially approve, a resolution which will completely revise and revamp the current personnel policy. Most of the concepts remain the same, just reworded slightly and reorganized in a more reader-friendly way. Please don't let the idea of "changes" scare you - changes made bring us in line with other towns. Since there are changes though, it will be vitally important for everyone to read the new policy once approved in its entirety. For easy access by all, the revised policy will be posted on the Town's employee web-page as soon as it is approved.

Below are some of the changes that will be different than what we are used to:

- Manner in which sick and vacation leave is accrued.
- Comp time earned by "exempt" employees is at straight time instead of time and a half.
- Vacation accrual maximum will be lowered from 300 to 240 per year. Instead of the "use it or lose it" concept, hours over the max will be converted to sick if five days of vacation

have been used during the year.

Please contact your supervisor with any questions after reading the policy upon approval by Council.



PHONE USAGE REMINDER

This is a reminder that Town hard-line phones shall not be used for personal long-distance calls and Town-issued cell phones shall not be used for personal calls or text messages (incoming or outgoing).

We have been informed that the IRS is spot checking municipalities across

North Carolina and all local governments will be audited at some time before 2010. One area being closely examined are fringe benefits provided to employees without claiming those benefits as a taxable benefit through payroll. Examples are personal calls or usage of Town-owned equipment and take-home vehicles.

Department Heads shall review the Town's cell phone policy regularly with employees that have been issued a Town-owned cell phone. This policy may be found on the "Employees" page of the Town's website, at <http://www.atlanticbeach-nc.com/employees.asp>.

Effective December 1, 2008, all personal use of Town-issued cell phones not authorized by the Town Manager shall cease.



The cell phone policy provides the Town Manager the authority to allow personal calls for specific situations only. An example of one of these "specific situations" is calling direct family members to notify them you will be delayed coming home due to working late.

Effective December 1, 2008, all personal use of Town-issued cell phones not authorized by the Town Manager shall cease. This includes incoming phone calls, outgoing phone calls, incoming text messages, and outgoing text messages. A detailed breakdown of all phone calls for

each Town-issued phone is provided to the Town monthly and will be reviewed by Department Heads for compliance to the Town's policy.

We thank you in advance for your cooperation with enforcement of this policy.

FEDS TO REQUIRE HIGH-VISIBILITY VESTS



On November 24, 2008, a federal law goes into effect requiring anyone working along a highway to wear a high-visibility vest. The regulation is designed to reduce the number of injuries and deaths of responders while on the nation's highways.

Vests have been ordered that are compliant with this new law and we ask everyone working along the highway, for any reason, to wear one. If you have not been issued one, and your uniform does not meet the standards required by law, please make your Safety Committee representative aware of this so additional vests may be ordered. We have been advised that the uniforms issued to Public Services/Water employees meet the new standards - however, in the dead of summer while wearing issued t-shirts, these vests need to be worn.



AB WEBSITE OFFERS INFORMATION FOR EMPLOYEES

There is now an "Employee" section on our website available from a button on the lower right hand side of our home page under the News section. From there, employees and their spouses have access day or night, from work or home, to various Town forms, procedures, policies, and NIMS information.

This will be a work in progress updated as recommendations are made. You will always be able to come see me for this information (while still following proper chains of command), but I am hoping this will make things more convenient with the many variables of days/hours/shifts worked around here..

Sabrina

START YOUR CHRISTMAS SEASON WITH US!!

Join Atlantic Beach for Christmas!

You and your families are invited to join the fun for a mix, mingle, and joyful night of Christmas in Atlantic Beach.

The 2nd Annual Tree Lighting Ceremony will be held on Saturday, December 6th at 7:00 PM at the Circle flagpoles. Watch as our Mayor lights up the Crystal Coast's tallest Christmas Tree!!

Then follow the crowd and music of the Atlantic Beach Pipes & Drums

to the Fire Station for caroling, courtesy of the Bogue Banks Baptist Church Choir, Food Beverages, Community Gathering, and Santa Claus!

There will be **free** pictures with Santa for all ages and Santa will be giving treats to the little ones.

If you have any questions, please see Kelly at Town Hall, or call her at 726-2121, ext. 238.

Thank you Kelly and the rest of staff involved for helping to make this event a "tradition" that hopefully will continue!!

*Note - due to budget constraints, there will not be a Christmas parade in Atlantic Beach this year.

