



All you need is the plan - the road map - and the courage to press on to your destination.

Earl Nightingale

Open Enrollment

*The 2024 Open Enrollment period is June 3 - July 31.
All changes will take effect October 1.*

This is the only time you can make changes to your benefits unless you experience a qualifying event.

During this Open Enrollment period you can Enroll, Cancel, or Make Changes to the following benefits:

| Core Benefits | Voluntary Benefits |
|----------------------------|---------------------------|
| Group Health Plan | Group Specified Disease |
| Vision Insurance | Whole/Term Life Insurance |
| Flexible Spending Accounts | Dental Insurance |
| Voluntary Life Insurance | Disability |
| Deferred Compensation | Accident |
| YMCA Membership | Cancer |
| | Hospital Confinement |

The Open Enrollment digital postcard can be viewed [HERE](#).

All other details will be posted in the Open Enrollment section of the Benefits webpage:

www.montgomeryal.gov/government/city-employees/benefits/how-to-enroll

National Mental Health Month

Mental Health Month is a time to celebrate the importance of mental health, raise awareness, and promote mental wellness and resilience. We can debunk myths, break down stigma, honor the strength of individuals living with mental illness, and advocate for systemic change. Below are 8 common myths about mental health:

- #1: Mental illness is rare
- #2: Mental illness is a sign of weakness
- #3: People with mental illness are violent and dangerous
- #4: Mental health problems will go away on their own
- #5: Children don't experience mental health problems
- #6: Talking about mental health makes it worse
- #7: Only certain types of people experience mental illness
- #8: Mental health treatment is always expensive

As you reflect on your own mental health journey, take this opportunity to check out all the resources Uprise Health EAP has to offer.

Resources:

[Celebrating Mental Health Month](#)

[EAP Work/Life Flyer](#)

[Crisis Help Line](#)

Welcome our New Employee Benefits Coordinator!

Erick Williams



We are happy to announce our new Employee Benefits Coordinator, Erick Williams.

Erick comes to the City with over 18 years of Human Resources experience. He looks forward to working with all departments and helping employees and retirees with all benefit concerns.

Erick's contact info:

City Hall Office #110

Ph: 334.625.2095

Essential Office Safety Tips & Guidelines

Working in an office environment may seem safe and secure, but there are still potential risks and hazards that employees need to be aware of in order to ensure their safety and well-being. In all City of Montgomery office space, it is important for employees to be proactive and take necessary precautions to prevent accidents and injuries. Here are some essential safety tips and guidelines to help employees stay safe while working in the office:

1. Maintain a Clean and Organized Workspace:

Keeping your workspace clean and organized is not only important for productivity, but also for safety. Cluttered and messy work areas can increase the risk of slips, trips, and falls. Make sure to keep walkways clear, store items properly, and avoid leaving objects on the floor.

2. Use Proper Ergonomic Techniques:

Sitting at a desk for long periods of time can lead to musculoskeletal issues such as back pain, neck strain, and carpal tunnel syndrome. Ensure that your desk and chair are set up ergonomically to promote good posture and reduce strain on your body. Take regular breaks to stretch and move around to prevent stiffness and discomfort.

3. Be Mindful of Electrical Safety:

Electrical hazards can pose a serious risk in an office setting. Avoid overloading power outlets, use surge protectors for your electronic devices, and report any flickering lights or exposed wires to the maintenance team immediately. Do not attempt to fix electrical issues on your own unless you are trained to do so.

4. Practice Fire Safety:

Familiarize yourself with the office's fire evacuation plan and know the location of fire exits, fire extinguishers, and emergency alarms. In the event of a fire, remain calm, evacuate the building quickly and safely, and follow the instructions of fire emergency personnel.

5. Follow Proper Lifting Techniques:

If your job involves lifting or moving heavy objects, be sure to use proper lifting techniques to prevent strains and injuries. Bend your knees, keep your back straight, and lift with your legs rather than your back. Get assistance if an object is too heavy to lift on your own.

6. Report Safety Concerns:

If you notice any safety hazards or concerns in the office, such as loose carpeting, malfunctioning equipment, or slippery floors, report them to your supervisor immediately. It is important to address potential risks proactively to prevent accidents and injuries.

By following these safety tips and guidelines, employees help create a safe and healthy work environment. Remember that safety is everyone's responsibility, and by working together to identify and address potential risks, we can all contribute to a safer workplace for all.



May EAP Webinar

Living With Loss One Day at a Time

After losing someone you care about, your life can feel like it is no longer your own. The best way to find the courage, perseverance, and desire to rebuild and redefine your new life is living with the loss, one day at a time.

The webinar is available all month long on the Uprise Health Work-Life Portal.

Visit members.uprisehealth.com, enter Access Code **CityOfMontgomery**, and click **Work-Life Sign In**.

View the [2024 Monthly Webinar Calendar](#) for upcoming webinars.

Upcoming Supervisor Trainings

Workplace Safety Training

Risk Management is providing a safety training on the following topics for Supervisors and Department Heads:

- Fall protection and ladder safety
- Personal protective equipment
- Safety gear
- Safe lifting techniques
- And more

This training will be presented by Attorney Shawn Cole with Hill, Hill, Carter.

City Hall Auditorium
Wednesday, June 12th
9:00am - 11:00am

EAP Mandatory Referral

Risk Management and Uprise Health will host two virtual trainings on the EAP Mandatory Referral process.

Supervisors and Department Heads are encouraged to attend one of these trainings to learn how to determine when a Mandatory Referral is necessary and the steps to take in the process.

These trainings will take place on the dates and times below. Supervisors and Department Heads will receive a calendar invite within the next week.

Thursday, June 20th at 2:00pm

Friday, June 21st at 2:00pm



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Risk Management Webpage

**[www.montgomeryal.gov/
government/city-employees/
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- Benefit Plan Documents & Enrollment Forms
- Wellness Program Resources
- Workers' Comp Forms & Instructions
- City Driver Permit Application
- Archived Newsletters
- And more