

Welcome to My Foundation, a Human Resources program aimed at helping you grow both personally and professionally through simple messages concerning your Health & Wellness, Safety and Rewards.

You can read the full articles [HERE](#) or at www.cityoftulsa.org/myfoundation



Focus on Your Eyes: July is Healthy Vision Month!

Your vision is vital — not just for your work, but for your overall quality of life. In honor of Healthy Vision Month, we're highlighting simple ways you can protect your eyes and maintain healthy vision for years to come.

Why Eye Health Matters

Many eye diseases have no early symptoms. Regular checkups can help detect issues like glaucoma, cataracts, and macular degeneration before they affect your sight. Early detection = early protection!

Tips to Protect Your Vision:

- Get a comprehensive eye exam once a year — even if you don't wear glasses or contacts.
- Follow the 20-20-20 Rule: Every 20 minutes, look at something 20 feet away for 20 seconds.
- Wear sunglasses that block 99–100% of UVA and UVB rays.
- Eat eye-healthy foods: Leafy greens, carrots, sweet potatoes, and omega-3-rich fish.
- Take screen breaks and adjust lighting to reduce eye strain at work.
- Keep your hands and contact lenses clean to prevent infections.

Vision Coverage Reminder:

Don't forget — our employee benefits include [vision care coverage!](#)

Your eyes work hard every day. Let's give them the care they deserve.



Updated Collective Bargaining Agreements

On July 2, 2025, three out of the four AFSCME Local 1180 units, including Office Technical and Administrative Technical (OT/AT), Information Technology and Information Systems (IT/IS), and Labor and Trades (LT), voted to approve Collective Bargaining Agreements (CBA's) for FY25-26. The Mayor signed the CBA's on July 7, 2025, and, once signed, the CBA's became effective. The CBA's are available [here](#).

The Emergency Communications (EC) did not ratify their CBA. The City and the Union will continue working towards an agreement with this group.

These CBA's represent months of work at the bargaining table by City management and the Union. While there are no wage increases included in the CBA's, there are several changes negotiated that all City employees should be aware of. Many of these changes have also been included in policies and procedures.

The changes are listed below, but employees and supervisors should review the CBA's posted online for the full language.

- The Union and Human Resources will be visiting work locations throughout the City to help employees learn more about AFSCME Local 1180 and the CBA's.
- Funeral leave is now a two-day benefit for family relationships listed in the CBA and policy.
- Language was added to funeral leave honoring cultural or religious beliefs, allowing for funeral leave to be taken at a later time.
- A surviving parent clause was added to allow unmarried or separated parents to support their minor child if the other parent dies.
- Funeral leave is a shift based benefit for employees.
- Employees requesting vacation who, due to travel or time sensitive plans, need to stop work at the end of their shift must notify their supervisor about that need in writing at least 48 hours before their scheduled vacation. This allows the supervisor to schedule coverage in areas where the workday may not stop at five o'clock.
- Fatigue pay is used when an employee works sixteen consecutive or more hours in a twenty-four-hour period. But there were also changes made to help keep employees safe while working.
- If an employee works or will work sixteen or more hours, the supervisor must explain why, in writing, to the department head. The supervisor may adjust an employee's schedule by having them come in late or leave early to rest.
- Exceptions will be granted but only based upon emergency need. Emergency need is determined by the department head or the Mayor.
- Fatigue pay language is now also in policy.
- Lead pay allows for additional pay of \$1.50 for supervising employees in the same pay grade or court or jail workers for a full workday.
- The language now allows for pay when an employee supervises volunteers.

The lead pay benefit will not be paid to employees whose job description includes "lead" as a part of their normal job.

- Departments with Labor and Trades (LT) employees should be aware that LT employees who are sick no longer are required to go to City Medical for return-to-work clearance after three (3) days. Now LT employees should report to City

medical after missing five (5) work days or forty (40) continuous hours. This is the same as other employees in the City.

- OT/AT and LT have added new Union stewards and moved some steward locations.
- Changes have been made to Performance Evaluation for OT/AT, LT, and IT/IS to clear up confusion on City Performance Improvement Plans (CPIP) and the Collision Review Process.

This year, Science and Technical (ST) Employees voted in support of representation by AFSCME Local 1180. While they will not have their own ST CBA until FY 26-27, when the Mayor signed the OT/AT CBA, ST became covered under the OT/AT CBA. ST employees have been granted four Union Stewards and will have two negotiating team members. Human Resources Labor Relations staff is working with departments and management to help recognize new bargaining unit members and to support employee and Union rights. Next year, HR Labor Relations staff will be requesting negotiating team members to help create the ST CBA in negotiations.

Remember that most employees at the City are covered by a CBA. Employees and supervisors with questions should refer to the CBA first, and then, if it's not in the CBA, turn to policy and procedure. Exempt employees and employees whose jobs have been designated confidential are covered by policy and procedure rather than a CBA.

For any questions, please contact Mayo Baugher, Senior Human Resource Analyst–Labor Relations, at mbaugher@cityoftulsa.org.

SAFETY

UV Safety Month - July 2025

July is UV Safety Awareness Month, a time we encourage everyone to take steps to protect themselves from the dangers of ultraviolet (UV) radiation. Sun safety is important all year, but this month, we're strengthening our commitment to keep you safe from UV radiation.

What is UV radiation?

Ultraviolet radiation is a type of electromagnetic radiation that is invisible to the naked eye. It is made up of high-energy waves that can damage DNA and cause sunburns. It comes from the sun and can also come from artificial sources like tanning beds. UV radiation is divided into two main categories: UVA (aging) and UVB (burning). UVA rays are the longest and can penetrate deep into the skin, causing premature aging and wrinkles. UVB rays are shorter and cause sunburns. Both types of UV radiation can be harmful to your skin.

What are the risks associated with UV radiation?

Exposure to UV radiation can cause sunburn, premature aging, and skin cancer. Skin cancer is the most common type of cancer in the United States, and the rates are rising. In fact, according to the American Cancer Society, more than 3.5 million cases of skin cancer are diagnosed each year in the US.

Just a few minutes of sun exposure each day can add up over time and put you at risk for serious health problems. That's why it's essential to protect yourself from UV radiation

exposure to minimize your risk of skin cancer.

Tips for minimizing sun exposure

You can do a few things to minimize your sun exposure and reduce your risk of skin damage.

- Try to stay in the shade as much as possible. If you are in the sun, wear protective clothing such as a long-sleeved shirt and pants.
- You should also apply a broad-spectrum sunscreen to exposed skin, which will protect against both UVA and UVB rays, with an SPF of 30 or higher.
- Avoid being in the sun during peak hours, typically between 10 am and 4 pm.

By taking these precautions, you can help to protect your skin from the harmful effects of UV radiation.

Common myths about UV radiation that you need to stop believing

There are several myths about UV radiation that circulate each year. Here are a few of the most common UV myths – and why you should stop believing them.

Myth 1: I don't need to worry about UV radiation when it's cloudy.

The truth is, UV rays are just as harmful on cloudy days as on sunny days. Up to 80% of UV rays can penetrate through clouds. So, even if you're only going to be outside for a short period of time on a cloudy day, it's important to take precautions against UV exposure.

Myth 2: I don't need to worry about UV radiation if I have dark skin.

While it's true that people with darker skin have a higher natural SPF than those with lighter skin, this does not mean they are immune to the effects of UV radiation. Darker skin can still suffer from sunburn, premature aging, and even skin cancer. So, it's essential for everyone, regardless of skin color, to take steps to protect themselves from UV radiation exposure.

Myth 3: I don't need to worry about UV radiation when wearing sunscreen.

While sunscreen is a vital part of any sun safety plan, it's not the only thing you need to do to protect yourself from UV radiation. You should also take steps to avoid excessive sun exposure and wear protective clothing when you are in the sun.

What can you do about too much UV radiation exposure?

If you have gotten too much sun exposure, you can do a few things to help relieve your symptoms. These include taking a cool bath or shower, using a cool compress, and taking over-the-counter pain medication. If your symptoms are severe, you may need to seek medical attention.

Sun damage is cumulative.

It's important to remember, UV radiation exposure can build over time. So, even if you don't experience any immediate effects from too much sun, you may be at risk for long-term health consequences.

Do regular skin self-checks

It's essential to do regular self-checks for skin cancer, especially if you're fair-skinned or have a history of sun exposure. Check for any spots that are red, scaly, or bleeding. If you find anything unusual, make an appointment with a dermatologist immediately to determine if it's skin cancer or something else. Early detection is key to the successful treatment of skin cancer.

See your dermatologist annually for a skin check.

Over time, UV exposure can lead to changes in the skin that may be precancerous or cancerous. A dermatologist can spot these changes early and recommend treatment options, which could help prevent the development of skin cancer.

In addition to checking for signs of skin cancer, your dermatologist can also offer guidance on how to care for your skin and protect it from further damage. They can recommend specific products and ingredients to suit your individual needs, and they can also provide tips on reducing exposure to UV radiation.



Supervisors, please share this information with employees who do not have access to a computer. A printable PDF version is attached to this email and can be found online at

<https://www.cityoftulsa.org/city-employees/human-resources/my-foundation-newsletter/>

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