

THE HR NEWSLETTER

CITY OF VALDOSTA

SUMMER IS HERE!



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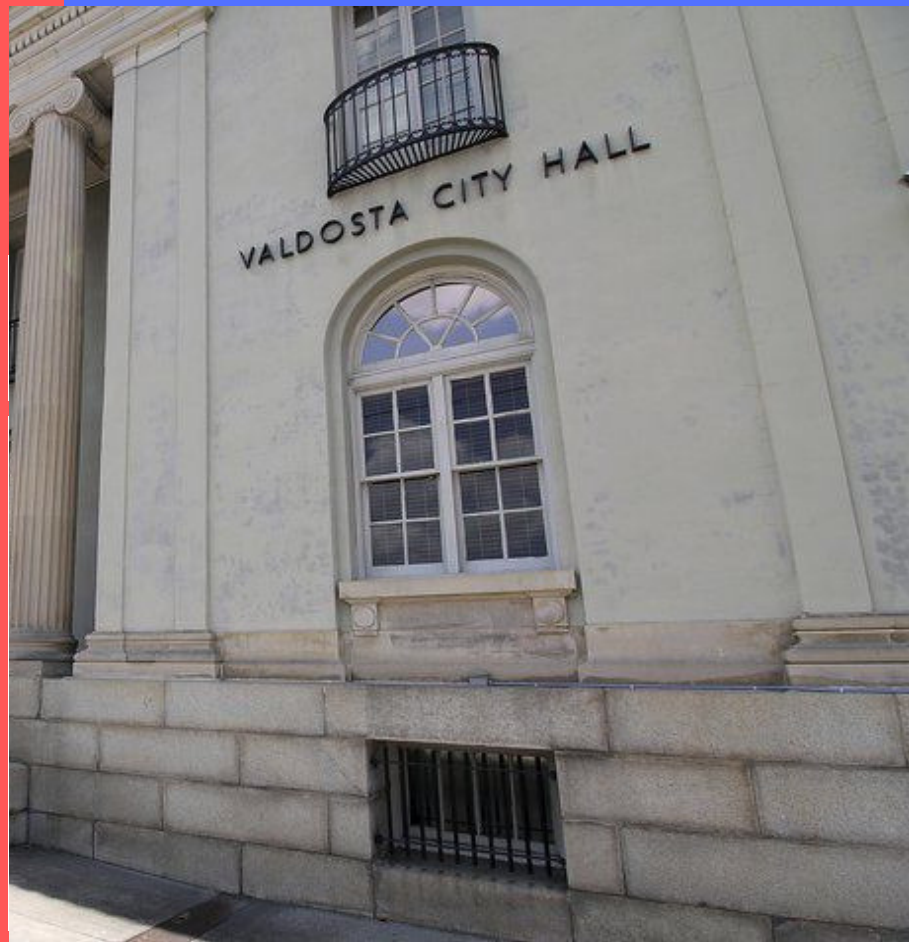
July Birthdays



- Feretz Berrian, 7/1
- Sharon Brinson, 7/1
- Donald David Stormwolf Cox, 7/1
- June Gartman, 7/1
- Christopher Robin Suarez, 7/1
- Carla Jane Jones, 7/2
- Joseph Vickers, 7/2
- Joseph Duvall, 7/3
- Leslie Williams, 7/3
- Azhia Smothers, 7/4
- Archie Barner III, 7/5
- Lonnie Franklin Mitchell III, 7/5
- Trenton Marlett, 7/6
- Timothy Quimby, 7/6
- Pynale Antorious Williams, 7/6
- Ricardo Pineda Garcia, 7/7
- Darrell Lester, 7/7
- Donald Stockwell, 7/8
- Genise Jackson, 7/9
- Randall Jones, 7/9
- Elaine Plummer, 7/9
- Stephen Findlay, 7/10
- Selena Phinney, 7/10
- Preston White, 7/10
- Amy Katherine Hall, 7/11
- David Jones, 7/11
- Clarence Parks, 7/11
- Alyssa Shirey, 7/12

- Billy Joe Wheeler, 7/12
- Julian Chance Folsom, 7/13
- Wade Briggs, 7/14
- Patricia Ann McGriff, 7/14
- Brian Becton, 7/15
- Thomas Hess, 7/15
- Kevin Jerrod Knight, 7/15
- Tammie Hart, 7/16
- Marline Hayes, 7/19
- Charles David Klingemann, 7/19
- Donte Jovan Robinson, 7/19
- Timothy Register, 7/20
- Katherine Chavez, 7/23
- Sheldon Irvin, 7/23
- Lavern Riley, 7/23
- Brett Boyd, 7/24
- James Culpepper, 7/24
- Kelly Deas, 7/24
- Anthony Michael Manning, 7/25
- Tom Pierce Jr., 7/25
- Victor Chayce Anderson, 7/26
- Joy Clark, 7/26
- Bobbi McGraw, 7/26
- Charles Alexander Tatch, 7/26
- Heather Beth Willis, 7/26
- Amanda Land Hendricks, 7/27
- Justin Ply, 7/28
- Darrell Dwatne Carter, 7/29

- Tangela Rowe, 7/29
- Deborah White, 7/29
- Brian Boutwell, 7/30
- Deonna Dene James, 7/30



Employee Anniversaries

- | | |
|-------------------------------|---------------------------------|
| • Jamey Dotson, 38 | • Thurston Lamb, 4 |
| • Sandra Watley, 34 | • Joseph Melvin Thornton Jr., 4 |
| • Robin Jackson, 30 | • Dock Wade Jr., 4 |
| • Mynor Recinos, 28 | • Mercedes Elexis Cason, 4 |
| • Stanley Martin, 27 | • Brandon McDuffie, 4 |
| • Tomas Chavarria Jr., 27 | • Steven Parrish, 4 |
| • Timothy Pickett, 27 | • Rocita Marie Bryant, 3 |
| • Feretz Berrian, 24 | • Mikal Gosha, 2 |
| • Gregory Alan Brown, 24 | • Kinayja Wilkerson, 2 |
| • Amy Katherine Hall, 22 | • Jamey Dotson II, 2 |
| • Vicky Taunton, 22 | • Aaron Dwayne Brown, 2 |
| • Jason Figarola, 19 | • H. Daniel Blake Carder, 2 |
| • Joshua Ellwood, 19 | • Adam Quintin Casto, 2 |
| • Alan Girsch, 18 | • Gregory Lance Exum, 2 |
| • L. Charles Dinkins Jr., 18 | • Ricardo Pineda Garcia, 2 |
| • Carla Jane Jones, 17 | • Cody Wayne Healey, 2 |
| • Tina Matchett, 17 | • Genna O'Berin, 2 |
| • Dana Leon Fudge, 12 | • Bettie Waters Jackson, 2 |
| • Tracy Lynn Tolley, 11 | • Alexander Merritt, 1 |
| • Jarius Barrentine, 9 | • Shacanna Harris, 1 |
| • Roger Roundtree, 7 | • Travis Kiser, 1 |
| • Daniel Jerome Jacobs Jr., 5 | • Saquan Rayford, 1 |
| • Tonya Kennedy, 5 | • Niesha Ferguson, 1 |
| • Shelia Williams, 5 | • Latoya Robinson, 1 |
| • Kenneth Herman Lowe, 4 | • William Spencer, 1 |

June Employee of the Month

Valdosta Mayor John Gayle honored Gary Turner as the June 2019 Employee of the Month. Turner received a framed certificate, a check for \$200, and his name will appear on a plaque displayed in City Hall.

Gary Turner began his employment with the City of Valdosta in June of 2004 and currently holds the position of Groundskeeper II in the Right-of-Way Division maintenance division. Mr. Turner is responsible for the general grounds maintenance and landscaping of the Downtown Main Street area. These duties include mowing grass, weed control, pressure washing, and keeping grounds free of litter. Seasonal activities include changing decorative banners to installing shrubs, flowers, and mulch.



Over the past several months, Gary has worked tirelessly making sure the City provides a well-kept Downtown for its many visitors and citizens. His commitment and attention to detail while pressure washing the sidewalks, changing out decorative banners, installing shrubs, flowers, and mulch are just some of the tasks Mr. Turner has done for the City of Valdosta. His dedication provided a first-class Main Street and Park in the City's Downtown area as the city prepared for the many upcoming Downtown hosted events.

Gary's dedication did not stop Downtown. This year, the Mayor and Council's Strategic Initiatives Summit was held at the Women's Building. He took the lead completing many tasks in the preparation of the facility and its grounds to meet the deadline of this highly anticipated event. After the building was pressure washed and the grounds beautified, Gary continued to assist with other tasks that were out of his normal duties. It is because of his perseverance the deadline was met, allowing for a successful event.

Gary is a true role model as he represents the City daily during his interactions with visitors and citizens while maintaining Downtown.

The City constantly receives praise complimenting the appearance of the Downtown area. Mr. Gary Turner's actions display great dedication and a "Service-Before Self" attitude.

Do you sometimes end up with more left to do in your week than time to get it all done? You start the week with good intentions to be amazingly productive, but then reality gets in the way. Truth is, it takes more than good intentions if you want to become a productivity powerhouse. You've got to have a plan!

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These five simple techniques will help you take command of your load... and who knows, you might find there's even more time left over for you!

1. **Identify Your Top Three Priorities.** You may have multiple responsibilities to accomplish throughout the day, and it can be difficult to organize them all. By recognizing your three most important tasks at the beginning of each day, you can assure that, while you might not accomplish every single assignment, your most important priorities will be completed.

2. **Use a Master List.** Think of it as a to-do list on steroids. A master list contains all your tasks for the foreseeable future organized by must-dos, would-like-to-dos, and want-to-dos. Schedule time for each task and review your list every day, checking off completed tasks and adding new ones.

3. **Beat Procrastination.** Most of us are well versed in the art of procrastination. One way to get past this productivity obstacle is to set aside 20 minutes each day to work on something that isn't due for a few weeks. Strive to work ahead of your deadlines. You'll be thankful you did when those due dates roll around.

4. **Write Your Goals Down and Review Them Every Day.** Make sure your actions are impacting and reinforcing your goals. This will help you keep the big picture in mind.

5. **Diagnose Your Time.** Keep a time log for three days to assess how your time is spent. As you begin each new task throughout your day, record it on your time log. As you transition from task to task, keep filling out your time log as you go. This will show what you did and how long you spent doing it. After your three days, evaluate how your time is spent. Did you make good use of your time throughout each day?

JULY 4TH SANITATION SCHEDULE

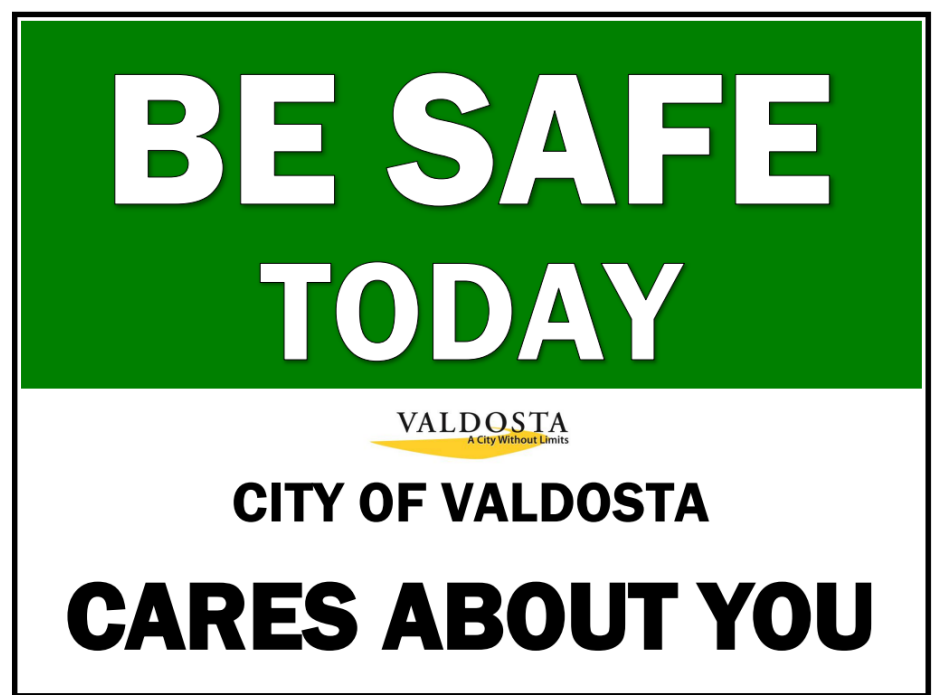


**JULY 4
SANITATION
SCHEDULE**

**GARBAGE
PICKUP
ONLY ON JULY 4**

**NORMAL THURSDAY
CUSTOMERS PLACE
RECYCLE & YARD
WASTE OUT
BY 5 A.M.
JULY 5 FOR PICK UP**

**CITY DEPARTMENTS
CLOSED ON JULY 4**



The Safety Committee is requesting to have at least 90% -100% meeting attendance and participation to be effective. It is important that Safety Committee members participate and management to provide support as we are a brand new committee with a deeper purpose and goals to change the City's safety culture. It's very important to send a Proxy if the member can't attend the meeting so your department will be represented and be aware of any committee activities.

Please be advised that an **assessment** will be conducted **July 23, 2019** at our facilities by a Loss Control Specialist from Gallagher Risk Management in Atlanta. A complete inspection must be done on all of our facilities per by each respective committee member. Anything that **requires action** or **improvement**, please have them corrected before the assessment.

Your COV Safety Committee truly appreciates your continued support and cooperation.

UPCOMING EVENTS

Never miss out on City of Valdosta events. If you don't see an event your department is hosting, contact the Public Information Office at 229-671-3615



Make sure you're downtown July 5th for First Friday! Music, food, shopping & MORE!

You don't want to miss the biggest fireworks show in South GA on July 4th!

Valdosta-Lowndes County Parks & Recreation Authority Presents:

4TH OF JULY

FREE
INDEPENDENCE DAY
FIREWORKS SPECTACULAR

Watch South Georgia's Largest Fireworks Show!

Thursday, July 4th at Nightfall
(Around 9:15 PM)

Show is best viewed on the Valdosta Mall side of I-75 between Exits 16 & 18

If we experience weather issues, the show will move to July 5th; check facebook.com/vlpra for weather updates

Huge THANK YOU to every City employee who came out to the first EVER Food Truck Thursday!



Thanks to everyone who helped set up and clean up afterwards.



Don't worry, if you missed this one, make sure you join us in **JULY!**



WHO'S WHO IN HR?

YOUR GO-TO TEAM "Who do I call for...?" It can be confusing to determine who in HR to call with your specific questions.

Use the information below to point you in the right direction.

Catherine Ammons

Director of Human Resources
cammons@valdostacity.com
(229) 259-3544 ext. 4745

- EEO Claims, lawsuits, related issues
- Employee grievances and appeals
- Position management, workflow, reorganization
 - Policy interpretation/challenges
- Any issue, problem, or question for which you are unable to get a timely answer
- Sick Leave Donation
 - Staff handbook updates/changes



Amanda Hendricks

Sr. Human Resources Manager
ahendricks@valdostacity.com
(229) 259-3544 ext. 4747



- Payroll
- Health Benefits
- Unemployment benefits
- Retirement point of contact

LaToya Robinson

Human Resources Coordinator
lrobinson@valdostacity.com
(229) 259-3544 ext. 4318



- Employment verifications
- Employment Onboarding
 - Training
 - Job Postings
 - I-9 Verifications

Berna Hepburn

Human Resources Specialist
bhepburn@valdostacity.com
(229) 259-3544 ext. 4746



- Worker's Compensation claims
- Property insurance
- FMLA