

THE HR NEWSLETTER

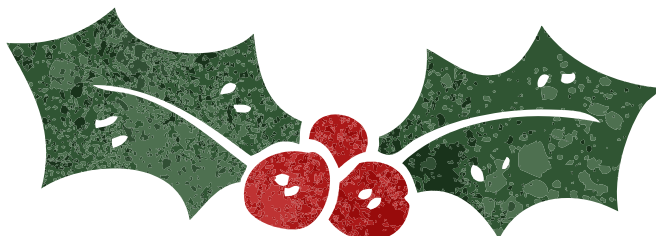
CITY OF VALDOSTA

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We wish all of our employees a safe and blessed holiday season!



December Birthdays



- Mynor Recinos, 12/1
- Joseph Thornton Jr, 12/1
- Demarcus Marshall, 12/2
- Earl Durrance, 12/3
- Kayla Henneberry, 12/3
- Anthony McGriff Jr, 12/3
- Dwight Mimmenger, 12/3
- Brandon Chadwick, 12/4
- Richard Hamilton, 12/4
- Darrell Jackson, 12/4
- James O'Steen, 12/4
- Matthew Dela Cruz, 12/5
- Joseph Baker, 12/6
- Angela Bray, 12/7
- Michael Brooks, 12/7
- Robert Mercer, 12/7
- Jimmy Miley, 12/7
- Taylor Parr, 12/7
- Tracy Tolley, 12/7
- Tara Colton, 12/12
- Stephen Owens, 12/13
- Adam Bembry, 12/14
- Johnnie Hosendoll, 12/14
- Chancity Stephens, 12/14
- Christine Espanol, 12/15
- Matthew Francis, 12/15
- Michael Smith, 12/17
- Dontae Brown, 12/18
- Cedric Hampton, 12/18
- Phyllis Lewis, 12/18
- Rocita Bryant, 12/19
- Thomas Goodin, 12/19
- Michael Rice, 12/19
- Hunter Young, 12/19
- Christopher Black, 12/20
- Davasio Johnson, 12/21
- Christopher Watson, 12/21
- Jessica Gorseth, 12/22
- Shaun Jones, 12/22
- Barbara Adams, 12/23
- Gregory Brown, 12/23
- Catherine Ammons, 12/25
- Rick Phillips, 12/26
- Betty Pippin, 12/26
- Robert Hamilton, 12/27
- Chadrick Holloway, 12/27
- Cedric Saunders, 12/27
- Edward Strohl, 12/28
- Dallas Mcrae, 12/29
- John Turner, 12/29
- John Willis, 12/29
- Joseph Gangler, 12/30
- Robert Gaines Jr, 12/31
- Jermaine Holmes, 12/31
- Carl Walker, 12/31



Employee Anniversaries

- James Osteen, 24
- Franklin Adair, 22
- Lynly Penn, 22
- Esau White, 20
- Thomas Dammond, 19
- Jeremyah Jones, 19
- Michael Weldon, 19
- Anthony Musgrove, 19
- Randal Herndon, 17
- Tracy Haddix, 14
- Phyllis Lewis, 14
- Stephen Thompson, 14
- Timothy Stubbs, 14
- Christopher Watson, 14
- Caron Wright, 14
- Travis Phinney, 13
- Alexandria Arzayus, 12
- Joseph Keen, 12
- Terrial Small, 12
- Benjamin Vann, 10
- Holly Vickers, 10
- Charles Klingemann, 10
- William Shirley, 10
- Benjamin Norton, 9
- John Gayle, 8
- Jessica Stowe, 7
- Johnny Caillier, 6
- Carlos Jones, 5
- Brandon Durrance, 5
- Zachary Stites, 5
- Henry Cisneros, 4
- Travis Kiser, 4
- Grady Padgett, 4
- Sandra Porter, 4
- James Turner, 4
- Benjamin Bennett, 4
- Nicholas Bishop, 4
- Monti Bryant, 4
- Carl Walker, 4
- Austin Williams, 4
- Patrick Barrett, 3
- Eugene Brown, 3
- Ray Brown, 3
- Randy Folsom, 3
- Richard Hamilton, 3
- Stephen Owens, 3
- Alexander Scheib, 3
- Tyler Vander Zanden, 3
- William Rich, 2
- Dwight Mimmenger, 2
- Ashley Parks, 2
- Dmitry Zimin, 2
- Donte Robinson, 2
- William Vaughan, 2
- Earl Seiler, 1
- Carl Brooks, 1
- Branam Johns, 1
- Adam Brooks, 1
- Rachel Hinton, 1
- Calvin Manac, 1
- Corinne Kelly, 1

November Employee of the Month

Valdosta Mayor John Gayle and Police Chief Leslie Manahan honored Central Detective Christopher Hicks as the November 2019 Employee of the Month at the Nov. 7 City Council meeting. Hicks received a framed certificate and a check for \$200, and his name appears on a plaque displayed in City Hall.

Christopher Hicks began his career with the Valdosta Police Department in June of 2011 and currently holds the rank of Detective. Detectives are responsible for conducting criminal investigations to identify and apprehend offenders.

On August 28, 2019, Lt. Kyle Salter was notified by Det. Jason Woods that Det. Kaitlyn Hardy and Det. Chris Hicks were conducting a follow-up criminal investigation at a local convenient store. Det. Hicks observed three minor children outside the store. Det. Woods advised that the children appeared to be attempting to offer to perform labor at the hair salon next door for money. Detective Woods explained that he and Det. Hardy entered the store while Det. Hicks approached the children outside. Detective Woods related that moments later, all three children entered the store and selected drinks, snack cakes, chips, and candy. Detective Woods stated that Detective Hicks then purchased the items for said children, totaling approximately \$30. Upon learning this, Lt. Salter later made contact with Det. Hicks and inquired of the encounter. Det. Hicks stated that after speaking with the children, it was obvious that the children were attempting to get money and may be hungry. Det. Hicks advised that he is aware that many children often are not able to receive enough food each day and, therefore, he offered to allow these three minor children the opportunity to select whatever they wanted in the store to eat.

As a law enforcement officer, it is their sworn duty to serve the public and Det. Hicks truly reflects law enforcement and the City of Valdosta's commitment to the community. The kindness shown by Det. Hicks to these children helps shed a light to the public on the mission of the Valdosta Police Department and the City of Valdosta.



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



THE OSSIFE TEMPLE PRESENTS
CHRISTMAS PARADE
6PM UNTIL
7 DECEMBER
PATTERSON ST INTO DOWNTOWN
THEME: CHRISTMAS ON MAIN STREET
The parade route starts at Woodrow Wilson at 6pm and runs south down Patterson Street into Downtown Valdosta. All parade applicants must fill out application to be considered.
FOR MORE INFO CONTACT VALDOSTA MAIN STREET @ (229) 259-3577



Mayor's **MOTORCADE**
HOLIDAY
Gift **DRIVE**
BENEFITING LOCALS IN NEED
Visit ValdostaCity.com for more details



Join us for the...
Christmas Tree
LIGHTING
Friday | December 6th
Christmas Carols
Christmas Cookies
Hot Chocolate
Begins @ 5:30pm
Across from City Hall
VALDOSTA
A City Without Limits
dwtv
DOWNTOWN
VALDOSTA



TOYS FOR TOTS
TOY DRIVE
Pizza Hut Valdosta/Lake Park
Locations & Valdosta Police
Department
Oct 11 - Dec 25
Police Department:
500 N Toombs St.
Pizza Hut Valdosta Locations:
404 Northside Dr Ste B
3024 N Ashley St Dr
1823 West Hill Dr
7171 Lake Ave, Lake Park, GA 31636
Please bring an unwrapped toy for children
this holiday season



Taylor Insurance - Open Enrollment

TAYLOR INSURANCE SERVICES OPEN ENROLLMENT

Open Enrollment will be next Monday December 2,2019- December 13,2019.

The following voluntary benefit options are listed below and are available through payroll deduction. Please feel free to call Timothy Rose if you have questions or would like more information at (229)251-3992 or email at trose@rtaylorins.com

- **WHOLE LIFE INSURANCE**- This is a NEW portable life insurance product that builds cash value and can be purchased for you, spouse, children and grandchildren. Premiums are guaranteed to never increase in price and these plans are portable which means you can take them with you. This life insurance product is **GUARANTEED ISSUE** which means there will be NO health questions asked.
- **CANCER COVERAGE**- This plan has a \$10,000 or \$20,000 initial diagnosis, a \$100.00 per year per person wellness benefit. Plan pays actual cost up to \$10,000 for treatment, and many other benefits' including an intensive care rider that covers any illness or injury, not just cancer.
- **CRITICAL ILLNESS**- This plan pays lump sum of \$10,000 or \$20,000. For Cancer, Heart Attack, Stroke, and many other benefits. All children under 25 are covered for free under this policy.
- **ACCIDENT COVERAGE**- This plan covers accidents 24 hours on and off the job. This plan pays up to \$6,000 for dislocation and fractures, \$1,500 for initial hospital confinement and \$150 for outpatient doctor visits.
- **SHORT TERM DISABILITY** - This plan protects your most valuable asset, your ability to make an income. This plan covers accident, sickness and covers pregnancy. This plan will pay you monthly if you cannot work to make sure your expenses are covered.
- **SUPPLEMENTAL HEALTH** - This plan covers accident or sickness, helps fill in the gaps left with your out of pocket expenses, also covers pregnancy.
- **VISION**- Open enrollment is only time you can change coverage.

Thanks, Timothy Rose COV Service Agent

Taylor Insurance - Open Enrollment Schedule



CITY OF VALDOSTA OPEN ENROLLMENT 2019 SCHEDULE



MONDAY, DECEMBER 2		
DEPARTMENT	TIME	AGENT
Police Department - Shift "C"	6:30 AM - 9:30 AM	
Fire Station 1 - 106 S. Oak Street	11:00 AM - 2:00 PM	
Fire Station 2 - 1350 E. Park Avenue	11:00 AM - 2:00 PM	
Fire Station 7 - 1750 Airport Road	2:30 PM - 4:00 PM	
FD Training Facility	2:30 PM - 4:00 PM	
Police Department - Shift "D"	6:30 PM - 9:30 PM	

TUESDAY, DECEMBER 3		
DEPARTMENT	TIME	AGENT
Police Department - Shift "A"	6:30 AM - 9:30 AM	
Fire Station 1 - 106 S. Oak Street	11:00 AM - 2:00 PM	
Fire Station 2 - 1350 E. Park Avenue	11:00 AM - 2:00 PM	
Fire Station 7 - 1750 Airport Road	2:30 PM - 4:00 PM	
VPD Crime Lab	2:30 PM - 4:00 PM	
Police Department - Shift "B"	6:30 PM - 9:30 PM	

WEDNESDAY, DECEMBER 4		
DEPARTMENT	TIME	AGENT
Water Treatment Plant- Guest Road	6:45 AM - 11:30 AM	
Withaloochee Plant	6:45 AM - 11:30 AM	
Mud Creek Plant	6:45 AM - 11:30 AM	
Fire Station 1 - 106 S. Oak Street	11:00 AM - 2:00 PM	
Fire Station 2 - 1350 E. Park Avenue	11:00 AM - 2:00 PM	
Fire Station 7 - 1750 Airport Road	2:30 PM - 4:00 PM	

THURSDAY, DECEMBER 5		
DEPARTMENT	TIME	AGENT
Engineering - Annex	7:30 AM - 9:30 AM	
IT Department - Annex	9:30 AM - 10:30 AM	
Community/Neighborhood Develop.	10:30 AM - 12:00 PM	
Permits & Inspections - Annex	1:00 PM - 3:30 PM	
Planning & Zoning - Annex	3:30 PM - 4:30 PM	
Human Resources - City Hall	8:30 AM - 10:00 AM	
Mayor's Office - City Hall	10:00 AM - 11:00 AM	
City Manager's Office - City Hall	11:00 AM - 12:00 PM	
Deputy City Manager/Admin.	1:00 PM - 2:00 PM	
Accounting/Finance - City Hall	2:00 PM - 4:30 PM	

FRIDAY, DECEMBER 6		
DEPARTMENT	TIME	AGENT
Customer Service	8:00 AM - 11:00 AM	
Sunset Cemetary	11:00 AM - 2:00 PM	
Traffic and Maintenance	2:00 PM - 4:30 PM	

MONDAY, DECEMBER 9		
DEPARTMENT	TIME	AGENT
Police Department- Administration	9:00 AM - 4:00 PM	
Police Department- Investigations	9:00 AM - 4:00 PM	

TUESDAY, DECEMBER 10		
DEPARTMENT	TIME	AGENT
Public Works	5:30 AM - 10:30 AM	
Water Treatment Plant- Guest Road	1:00 PM - 5:00 PM	
Withaloochee Plant	1:00 PM - 5:00 PM	
Mud Creek Plant	1:00 PM - 5:00 PM	

WEDNESDAY, DECEMBER 11		
DEPARTMENT	TIME	AGENT
Public Works	5:30 AM - 10:30 AM	
Utilities	6:30 AM - 10:30 AM	
Follow-up	1:00PM - 5:00 PM	

THURSDAY, DECEMBER 12		
DEPARTMENT	TIME	AGENT
Utilities	6:30 AM - 11:00 AM	
Follow-up	1:00 PM - 5:00 PM	

*Make sure you get your
2019 Downtown Valdosta
Ornament!*

*They are \$10 and can be
purchased at the Main
Street Office in the City
Hall Annex*



Important Dates!

Christmas Eve - Dec 24 - Half Day

Christmas Day - Dec 25 - Closed

New Year's Day - Jan. 1 - Closed

Coverage of the Open Enrollment Charges will take effect on Jan 1, 2020

W-2s will be ready in January. Copies may be printed from E-Suite as soon as they are available.

SAFETY COMMITTEE

NOVEMBER SPOT THE HAZARDS CONTEST

WINNER

According to the Safety Committee representatives, their fellow employees look forward to the next Spot the Hazard picture and could not wait to submit their entry. The Safety Committee received 56 entries for the November Spot the Hazards Contest to have a chance to win FREE Lunch with a Director and Restaurant of their choice.

Chuck Dinkins, from Finance Department, is the November Spot the Hazards Winner.

Congratulations, Chuck!

LOSS ANALYSIS

3 YEAR HISTORY

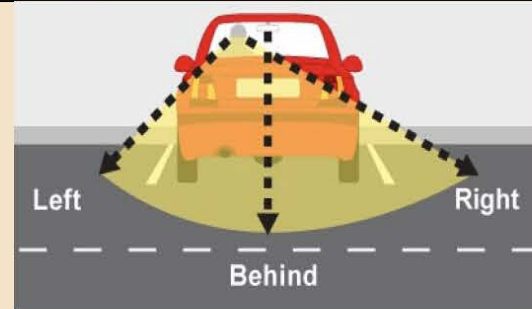
Based on the City of Valdosta Three (3) Year History Loss Analysis, the highest types of loss we have to date are the following:

LOSS TYPE	# OF CLAIMS
Damages By Roads	42
Motor Vehicle Accidents	40
Property Damages	18

HIGHEST DAMAGE CLAIMS



The highest number of damage claims received are damages due to poor road conditions.



The second highest is motor vehicle accidents, mostly due to poor backing techniques. Some of the incidents are unavoidable, but most of them are preventable.

KODUS to those departments who already have taken a more proactive approach to prevent incidents or accidents, such as, placing guard rails on areas where employees could fall, weekly staff safety meetings, monthly safety briefings, etc.

HOLIDAY SAFETY TIPS



- Keep everyone safe from the start by washing your hands before food preparation.
- Wash meat, veggies and cutting boards before cooking.
- Refrigerate a thawed, or fresh, turkey for no longer than two days before cooking.
- Refrigerate all leftovers within two hours after cooking.
- Never leave food cooking unsupervised.
- Keep children away from the kitchen.
- Make sure the floor remains free of anything that could cause tripping.
- Make sure fire alarms are in working order.
- Make sure turkey is completely defrosted and dry before frying.
- Clean kitchen area as you go.
- Secure your home before travel.



FROM YOUR SAFETY COMMITTEE

Wishing you all a safe and happy Holidays filled with good tidings.

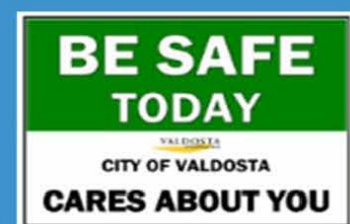
Thank you for your commitment, dedication, creativity, and high standards, to make City of Valdosta a safe, successful, terrific, and great place to work.

Quality Service

By

Quality People.

Safety Is Not a Checklist;
It's a Way Of Life.



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

Mayor's CHRISTMAS MOTORCADE

Help the Valdosta Mayor and Fire Chief make this season brighter for more than 100 patients-ages 7 to 73-at the Parkwood Development Center.

Listed below are items needed by patients that your generous donations may help provide. All donated items should be new and unwrapped. Thank you for sharing holiday joy!

CLOTHING

Pajamas
Nightgowns
Bathrobes
Socks
Underwear
Bedroom Shoes
Hats

Belts

Tennis Shoes and Shoe Strings

Light Jackets

Shirts and Pants

Baseball Caps

PERSONAL CARE

Toothpaste
Toothbrushes
Combs/Brushes
Dove Body Wash
Degree Solid Deodorant
After Shave

MISCELLANEOUS GIFTS

Stationary
Pens/Pencils
Tote Bags
Cookies/Snacks
DVDs (PG/G Only)
Hair Accessories
Coloring Books
Cardboard Children's Books

Board Games
Cards
Watches
Small Boombox Radios
Headphones
Large Bouncy Balls
CD's
Crayons

DONATIONS WILL BE COLLECTED UNTIL DEC. 3

Donations will be delivered at 10:00 a.m. on Dec. 4.

PLEASE DROP OFF ALL DONATIONS AT VALDOSTA FIRE STATION #1 AT 106 S. OAK STREET & AT VALDOSTA CITY HALL, 3RD FLOOR, AT 216 E CENTRAL AVE.

Call 229-259-3548 for more information.