

# THE HR NEWSLETTER

CITY OF VALDOSTA

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## HAPPY NEW YEAR!

The City of Valdosta will be closed on Monday, January 20, 2020 in observance of MLK.

Coverage of the Open Enrollment Changes will take effect on January 1, 2020.

W2's will be ready in January. Copies may be printed from E-Suite when they are available.



# January Birthdays



- Ashlyn Johnson, 1/1
- Marion McQueen, 1/1
- Dontrae Childs, 1/2
- Nina McMillian, 1/2
- Timothy Vickers, 1/3
- Antonio Adams, 1/4
- Darriet Gordon, 1/4
- Rachel Hinton, 1/5
- Colby Clark, 1/6
- Henry Courson, 1/8
- Terrial Small, 1/8
- Brian Sunbom, 1/8
- Theodore Bilak III, 1/9
- Melissa Roe, 1/9
- Cory Anderson, 1/11
- Austin Keen, 1/11
- Franklin Kier, 1/13
- Christopher Crews, 1/14
- Hudson Durden, 1/14
- William Henley, 1/14
- Jonathon Braddy, 1/16
- Kenneth Howell, 1/17
- Nicholas Kester, 1/17
- Travis Jordan, 1/18
- Larry Spencer, 1/19
- Eric Moore, 1/20
- Adam Casto, 1/22
- Joseph Keen, 1/23
- Jennifer Parker-Hall, 1/24
- Richard Alderman, 1/25
- Terrance Brown, 1/25
- Marcus Davis, 1/25
- Sheila Mitchell, 1/25
- Allen Paulo, 1/25
- Joseph Weldon, 1/26
- Caron Wright, 1/26
- June Bidwell, 1/27
- James Turner, 1/28
- Ursula Antley, 1/29
- Jason Glass, 1/30
- Charles Phillips, 1/30



## Employee Anniversaries

- Franklin McMillan, 35
- Lennis Battles, 31
- David Whitmer, 24
- John Willis, 23
- Thomas Wheeler, 23
- Carla Gandy, 22
- Billy Wheeler, 22
- Richard Davis, 22
- Starr Page, 21
- June Bidwell, 21
- Joseph Vickers, 20
- Issac Harris, 20
- Ronald Skrine, 20
- Jeff Talley, 20
- Bethany Salter, 18
- Vincent Scruggs, 16
- Michael Pieper, 16
- Brian Becton, 15
- Patricia Snipper, 15
- Chad Eason, 14
- Randall Hancock, 14
- Steven Parish, 14
- Tim Carroll, 12
- Kevin Tolliver, 10
- Patrick Collins, 9
- James Galloway III, 9
- Christopher Suarez, 7
- Sandra Tooley, 6
- Jeffrey Jennings, 5
- James Clinkscales, 5
- Reuben Becker, 5
- Tom Pierce, 5
- Bradley Donaldson, 5
- Anthony Manning, 5
- Joy Clark, 5
- Harry Bowdren, 5
- Matthew Davis, 5
- Nicholas Kester, 5
- Jeffrey Kraushaar, 5
- Thomas Manus, 5
- Hunter Young, 5
- Vivian Miller-Cody, 4
- Phillip Brown, 4
- Marie Wilson, 3
- Lamar Berrian, 3
- Andrew Gibbs, 2
- Eric Howard, 2
- Julian Folsom, 2
- Robert Tuttle, 2
- David Jones, 2
- Rick Phillips, 2
- Jason Louie, 2
- Archie Barner III, 1
- Antoine Nevius, 1



# Stress Management

## Stress Management for 2020

For some, the workplace can be a big source of stress in life. Potential stressors can include looming deadlines, demands from customers and managers alike, and potential conflicts with coworkers, just to name a few. While the impacts of stress can be significant, you're not powerless to the effects. Effectively coping with job stress can benefit both your professional and personal life.

### Identify Your Stress Triggers

Your personality, experiences, and other unique characteristics all influence the way you respond to and cope with stress. Situations and events that are distressing for your colleagues might not bother you in the least. On the other hand, you might be particularly sensitive to certain stressors that don't seem to bother other people at all. We all have different stress triggers.

### Tackle Your Stress Triggers

Once you've identified your stress triggers, consider each situation or event that triggered your stress and look for ways to resolve it. Remember, the best way to cope with stress is to find a way to change the circumstances that are causing it.

#### *Consider:*

- Talking to a trusted friend, family member, or colleague about the issues you're facing at work that cause you stress. See if they can offer advice or perspective to handling the stressor.
- Taking a break and removing yourself from the environment that stresses you; this can be a short 5-minute break during the workday or just taking some deep breaths, whatever is needed to help you de-stress and refocus.
- Having a healthy outlet for your stress; like exercise, spending time on a hobby, or reading.

### Know When to Seek Help

If the stress seems like too much to handle on your own, don't be afraid to ask for help. Remember that our Employee Assistance Program (EAP) is there to offer confidential assistance to you 24/7. If you need information about the program please stop by or call Human Resources.

# December Employee of the Month

Valdosta Mayor John Gayle honored Heather Willis as the December 2019 Employee of the Month at the December 5, City Council meeting. Willis received a framed certificate, a check for \$200, and her name will appear on a plaque displayed in City Hall.

Heather Willis began her career with the Valdosta Police Department in November of 2005 and currently holds the rank of Sergeant. Sergeants are responsible for the supervision of Patrol Officers on their day-to-day duties.

On September 26, 2019, Sergeant Heather Willis responded as a Supervisor to a residence where Officers were conducting a welfare check on an elderly female who lived there. When no one could make contact with her and they found signs at the house that someone could be home, Sergeant Willis authorized the officers to force entry into the residence to check on the female's well-being. The least intrusive way to make entry was for a piece of plexiglass that was on a door window to be broken.

Sergeant Willis went back by the residence and made contact with a friend of the resident who lived there. Sergeant Willis asked the friend if she had a way to fix the door. When she responded that she did not, Sergeant Willis took it upon herself to measure the window and go get supplies to fix it. Sergeant Willis fixed the window, not only at her expense, but also on her day off.

Sergeant Willis exemplifies what it means to be a Police Officer, to protect and serve the citizens of Valdosta. She is an asset to our Police Department and to the City of Valdosta.





# Photos From Recent 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



.HAPPY.  
New Year



# BIRD SUPPER 2020

Tickets are on sale for the 2020 Bird Supper, scheduled for Wednesday, February 12, 2020 at the historic Georgia Railroad Depot in Atlanta. The traditional event brings together hundreds of state officials and local business, professional and government personnel for a dinner of quail and important conversations.

Since the 1950s, the Bird Supper has been providing a venue for local professionals to be a catalyst for impacting legislative issues by keeping Valdosta and Lowndes County in the minds of the state officials during a half-way point of the legislative session.

For more information, contact Lowndes County Public Information Officer Paige Dukes at 229-671-2400 or City of Valdosta Public Information Officer Ashlyn Johnson at 229-259-3548.

Information can also be found at the Lowndes County Bird Supper Facebook page, and ticket requests may be sent to [BirdSupper@lowndescounty.com](mailto:BirdSupper@lowndescounty.com).

**Lowndes County  
Bird Supper**

**Make an Impact on  
YOUR  
Community**

*\$50 Per  
Ticket - on  
sale through  
Feb. 5*

**Wednesday,  
February 12,  
2019  
5:00 - 7:00  
p.m.**

*Georgia  
Railroad Depot  
in Atlanta,  
Georgia*

**Contact:**  
*BirdSupper@lowndescounty.com*  
229-671-2400 or 229-259-3548



# Mayor - Council Swearing In

The City of Valdosta will swear in the Mayor and four City Councilmembers during the first City Council meeting of the New Year, on Thursday, Jan. 9, beginning at 5:30 p.m. The Honorable James G. Tunison, Jr., Superior Court Judge of the Southern Judicial Circuit, will preside over the swearing in ceremony.

Those taking office include Mayor-Elect Scott James Matheson, who begins his first term as the City of Valdosta Mayor; City Councilman Ben Norton, re-elected to serve At-Large; and City Councilman Vivian Miller-Cody, District 1; City Councilman Joseph "Sonny" Vickers, District 3; and City Councilman Tim Carroll, District 5, who will each retain their seats representing their respective districts.

Following the induction ceremony, the Mayor and Council by majority vote will elect a member of the City Council to serve as Mayor Pro Tem, who serves in the Mayor's absence. The elected Mayor Pro Tem will also be sworn in at the Jan. 9 City Council meeting.

The swearing in ceremony will take place in the City Council Chambers on the second floor of City Hall, located at 216 E. Central Avenue. A special reception for the newly elected mayor and council members will take place in the Valdosta City Hall Annex Multi-Purpose Room, immediately following the City Council meeting.



# Bring One For The Chipper



Keep Lowndes/Valdosta Beautiful will be hosting the 29th annual Christmas Tree Recycling Event on January 4th, 2020. Just bring your Christmas Tree to one of these three locations:



Norman Drive

**MATHIS  
AUDITORIUM**

North Ashley Street



Perimeter Road

Each person who delivers a tree to either of the above named sites between 9:00 a.m. and 2:00 p.m. on Saturday, January 4th, 2020, will receive a free tree seedling (**while supplies last**). Trees may also be dropped off at these sites beginning on Thursday, December 26<sup>th</sup> through Friday, January 3rd, but no seedlings will be given.

Additional Drop-Off Sites (Thurs., Dec. 26<sup>th</sup>—noon on Fri., Jan. 3rd **ONLY**)

1. **Valdosta YMCA** (2424 Gornto Road)
2. **City of Hahira** (Corner of Lawson and North Lowndes Streets)

## Sponsors

Keep Lowndes/Valdosta Beautiful  
Georgia Forestry Commission  
Burpee  
Cunningham Tree Service  
Super Wal-Mart  
City of Hahira  
Lowndes County  
City of Valdosta  
11 Alive  
Boy Scout Troop 415

Ferry-Morse  
Azalea City Woman's Club  
Asplundh Tree Expert  
Davey Tree Expert  
Valdosta Jr. Women's Club  
Georgia Power  
Home Depot  
Keep Georgia Beautiful Foundation  
Valdosta YMCA



# Valdosta Click N' Fix

**VALDOSTA  
CLICK  
N' FIX**

**MAKES  
REPORTING  
AN ISSUE  
EASIER  
THAN  
EVER**

**DOWNLOAD  
TODAY!**



CITY OF VALDOSTA

The City of Valdosta Safety Committee wants to remind all employees that they too can help keep an eye out when driving around our community! The Valdosta Click 'N Fix app makes reporting local service requests - such as potholes, damaged street signs and other issues that need attention - easier than ever. The reporting service is also available on our website, [www.valdostacity.com](http://www.valdostacity.com)!

# 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



★ ★ ★  
**VALDOSTA  
POLICE  
DEPARTMENT**

**IS NOW  
RECRUITING**



**BECOME A  
VALDOSTA  
POLICE  
OFFICER**

**EQUAL OPPORTUNITY  
EMPLOYER**

**Open Entry-Level Testing Session:  
SATURDAY JANUARY 11, 2020  
9:00 AM - BRING ID & \$15 CASH  
Location:**

**CITY HALL ANNEX  
300 N LEE ST, VALDOSTA**

**Application Contact:  
SJOHNS@VALDOSTACITY.COM  
779-293-3107**

**MORE INFO:**

**Minimum Requirements:**

- At least 21 years of age
- A United States Citizen
- No felony convictions according to O.C.G.A. 35-8-8
- No family violence-related convictions according to O.C.G.A. 19-13-1
- At least a minimum of a High School Diploma or GED
- A valid Driver's License

- Starting Salary - \$35,059 - \$40,617
- Partial (plus \$1,000.00) and Full College (plus \$2,000.00) Incentive Pay added to starting salary, if applicable
- Holiday time, Vacation, and Sick Leave
- Medical, Dental and Life Insurance:
- A free clinic is available to employees and their family members
- All uniforms, equipment, and take home car are provided.