

# THE HR NEWSLETTER

CITY OF VALDOSTA

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## SPRING FORWARD

The clocks will go FORWARD on Sunday, March 8 at 2:00 A.M



# March Birthdays



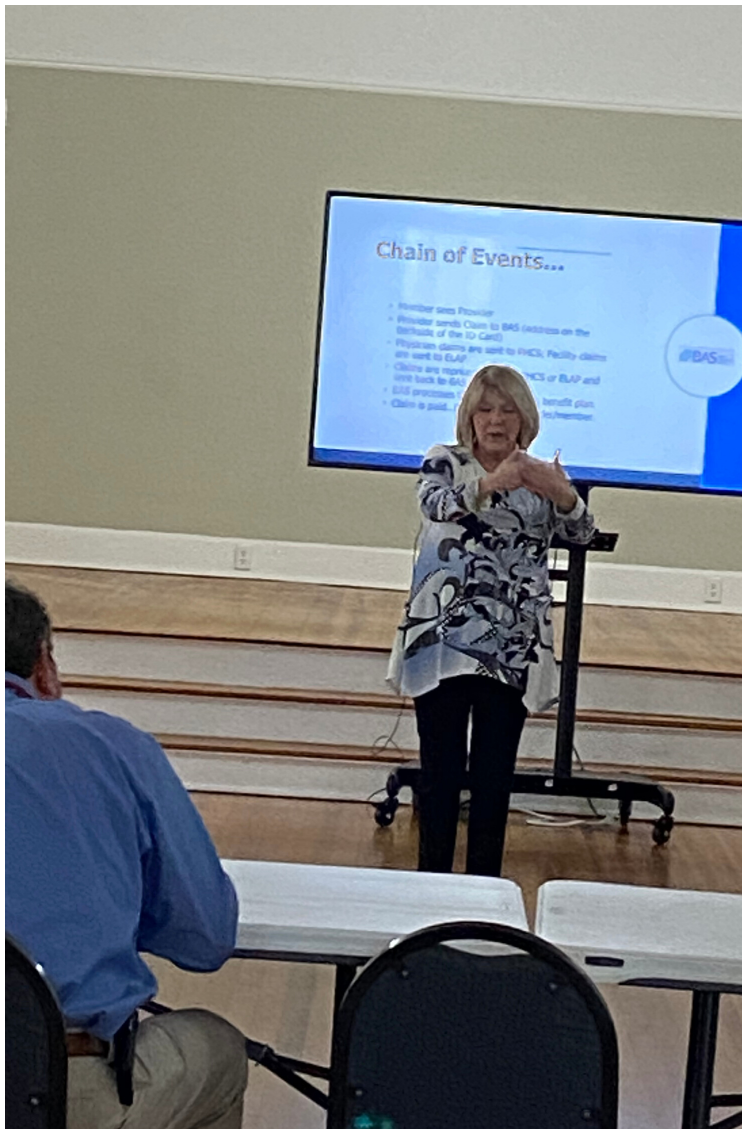
- Ashley Parks, 3/1
- Timothy Stubbs, 3/1
- Lucious King, 3/2
- Thomas Dammond, 3/3
- Bradley Ingram, 3/3
- Vicky Taunton, 3/3
- Amhya Gibson, 3/4
- Andrea Hill, 3/4
- Ryan Seymour, 3/4
- Cynthia Stephens, 3/6
- Curtis Mincey, 3/7
- Bobby Loveday, 3/8
- Richard Burkhart, 3/9
- Rodney Jenkins, 3/9
- Michael Guess, 3/10
- Shawn Luke, 3/10
- Bethany Salter, 3/10
- Michael Weldon, 3/10
- Martin Miller, 3/11
- Bucky Griffin, 3/13
- John Harkless, 3/13
- Reuben Becker, 3/14
- Edward Coppage, 3/14
- Michael Delrossi, 3/14
- Curtis Wade, 3/14
- Geraldine Fairell, 3/15
- Brandon Gray, 3/15
- Thomas Manus, 3/15
- Gabriel Luke, 3/18
- Tonja Shackelford, 3/18
- Chad Eason, 3/19
- Ellen Mulvaney, 3/19
- Andre Rainey, 3/19
- Stephen Turnmeyer, 3/19
- Wesley Robinson, 3/20
- Zachary Stites, 3/20
- Kevin Tolliver, 3/20
- Luis Colon, 3/22
- Dana Fudge, 3/22
- Phillip Brown, 3/23
- Travis Hodges, 3/23
- Travis Kiser, 3/23
- Anthony Solberg, 3/23
- Vincent Altobello, 3/24
- Remus Bell, 3/24
- Vernita Bender, 3/24
- Jimmy Griffin, 3/24
- Marcus McConico, 3/24
- Ieshiah Cooper, 3/25
- Robert Tuttle, 3/25
- Cynthia Randall, 3/27
- Holly Vickers, 3/27
- Marvio Baker, 3/29
- Brenda Strohl, 3/30
- Brandon Durrance, 3/31
- Darin Moore, 3/31



## Employee Anniversaries

- Patricia Coleman, 40
- Earl Durrance, 32
- Patricia McGriff, 32
- Barry Williams, 29
- Berna Hepburn, 22
- Benjamin Griffin, 22
- James Harrell, 22
- Stuart Salter, 20
- Tammie Hart, 18
- Cynthia Randall, 16
- Alan Christopher, 13
- Daphne Covington, 13
- Tonnie Knight, 13
- Roy Finnessee, 12
- Kyle Holder, 12
- Travis Hodges, 12
- Daniel Dutton, 9
- Steven Shadron, 9
- Michael Cartrett, 8
- Darrell Lester, 6
- Richard Copeland Jr., 6
- Matthew Francis, 6
- Leroy Avellaneda, 5
- Jimmy Miley, 5
- Cory Anderson, 4
- Michael Hampton, 4
- David Fawcett, 4
- Ryan Willis, 4
- Jordan Greene, 3
- William Cornelius, 3
- Andrea Hill, 3
- Joshua Abercrombie, 3
- Donald Cox, 3
- Jessica Gorseth, 3
- Kaitlyn Hardy, 3
- Jeffrey Jones, 3
- Clarence Parks Jr, 3
- Kyle Stephenson, 3
- Sarah Gardner, 2
- Geraldine Fairell, 2
- Shawn Luke, 2
- Robert Smith III, 2
- Lucy Greene, 1
- Scotty Brown, 1
- Nickolas Jennings, 1
- Trenton Marlett, 1
- Taylor Parr, 1
- Preston White, 1

# Benefits Lunch & Learn



The HR Department held Health and Benefits Lunch & Learns on Feb 4-6. More than 60 employees attended.

# February Employee of the Month

Valdosta Mayor Scott Matheson and Fire Chief Brian Boutwell honored Lt. Edward Coppage as the February 2020 Employee of the Month at the February 20 City Council meeting. Coppage received a framed certificate, a check for \$200, and his name appears on a plaque displayed in City Hall.

Edward Coppage began his employment with the City of Valdosta in June of 2005 and presently assumes the position of Fire Lieutenant. Fire Lieutenants are responsible for managing the daily operations at the company level. They oversee two to three employees and are responsible for being in-charge during emergency incidents.

Lt. Coppage has a real talent that has recently become known. He has been honing his skills at leather working and it shows. Over the past year or two, he has created some outstanding radio straps for several members of the Fire Department and has even made a few helmet fronts, which is not an easy task. This brings me to the occurrence that stands out as above and beyond service to our Department. Each apparatus in our fleet has a thermal imaging camera (TIC) in its inventory. These cameras are vital in assisting with locating victims during search and rescue operations and in locating hidden heat sources during fire calls. These cameras can be attached to our gear utilizing a mechanical lanyard. The mechanical lanyards have been known to break during training events and on emergency calls and are not repairable. Having seen a need for a simpler and easily repairable option, Lt. Coppage went to work with his leather working skills. He has created a wonderful lanyard that is durable, useful, and 100% repairable with little to no down time.

On his own time and with no request or thought of payment, he made a total of 10 completely hand stitched and individually stamped lanyards for each apparatus. This use of his personal skill set, time, and materials to benefit the Fire Department is why we feel he has put the lives of our customers and our member's safety above his own personal gain. Lt. Coppage has made several items for Fire Department members including lanyards which cost \$75.00 to replace. On average, we replace three lanyards and by Lt Coppage making these lanyards, he saves the Department over \$200 annually.

The City of Valdosta applauds Lt. Coppage for his dedication, exemplary work ethic and for being named the February 2020 Employee of the Month.



# Retirement 101

## JMERS 1

- Employee contributes 2% of salary every payday
- Employee qualifies for the Rule of 75 (age + service)
- Upon employment ending, employee will receive a return of contributions plus interest; however, employee will not receive contributions or interest made on or after September 1, 2013

## JMERS 2

- Employee does not contribute to the retirement fund
- Employee qualifies for normal retirement at age 65 with at least 5 years of service. Early retirement is available beginning at age 55 with a least 10 years of service.

## JMERS 3

- Employees hired on or after August 11, 2005
- Employee contributes 2% of salary every payday
- Employees hired on or after July 1, 2010, employee contributes 3% of salary every payday
- Employee qualifies for the Rule of 75 (age + service)
- If employee is not vested (10 years of service), upon employment ending, employee will receive a return of contributions plus interest
- If employee is vested (10 or more years of service), upon employment ending, employee will not receive a return of contributions plus interest

## JMERS 4

- Employees hired on or after September 1, 2013
- Employee contributes 3% of salary every payday
- Employee qualifies for the 80 (minimum age of 55 plus service)
- If employee is not vested (10 years of service), upon employment ending, employee will receive a return of contributions plus interest
- If employee is vested (10 or more years of service), upon employment ending, employee will not receive a return of contributions plus interest

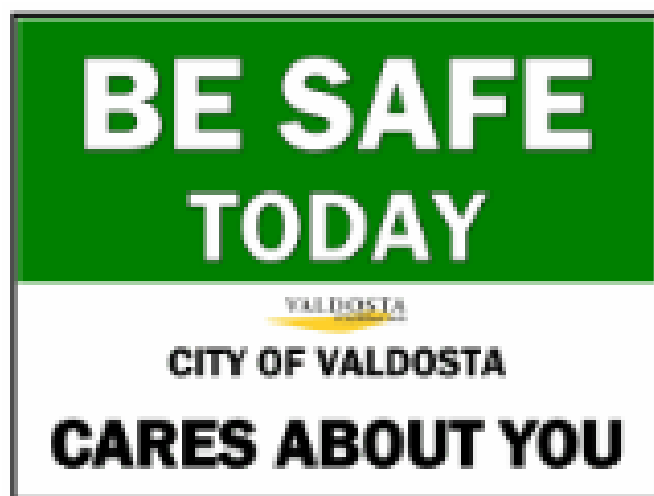
# Photos From Recent Events

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



## Upcoming Events!

The City of Valdosta Safety Committee is excited to announce that it will be hosting its very first Safety Day Event for the city employees and immediate family members on Thursday, June 4, 2020 at the Mathis Auditorium. There will be several safety related vendors who will be providing safety information, performing safety demonstrations and giving away safety goodies. We encourage all departments to allow their employees to take advantage of this opportunity.



# Let's be Proactive!

Let's be Proactive!

There's a reason why being proactive is linked to success. A take-charge mindset is empowering, because it gives you a sense of control over your role, allowing you to balance multiple responsibilities without compromising the quality of your work.

The key to being proactive is organization — after all, you can't take the reins on your responsibilities if you're dealing with chaos. This goes beyond just using a weekly planner and keeping your desk clutter-free, though. You'll need to learn to prioritize tasks if you want to meet deadlines, which means being realistic about how much time you'll need for certain assignments.

Instead of simply marking when a report or proposal is due on your calendar, note several important points leading up to the deadline so that you can effectively manage your time.

Consider writing a reminder two weeks, one week and then several days before an important date so that you can stay on top of what needs to be done. Keep track of how long an assignment takes so that you know how much time to delegate to a similar task in the future.

Negativity will get you nowhere — and it will hold you back from reaching your full potential. Instead of focusing on what you don't get done, concentrate on what you did accomplish. Then draw up a list of goals for the following day. That way, you are continually leaving room for improvement without getting overwhelmed by the demands of your job.

Additionally, don't resort to negativity when something does go wrong. There is always an opportunity to learn from your mistakes, so if an issue arises, take the time to reflect on how you might have handled the situation differently. This allows you to avoid making the same error twice.

It goes without saying that procrastination is not an option if you're working to realize your full potential.

# AZALEA FESTIVAL

## 2020



**20th Annual**

**VALDOSTA - LOWNDES**

# Azalea

## FESTIVAL

**Saturday, March 14, 2020**

from 10am to 6pm

**Sunday, March 15, 2020**

**Drexel Park**

1401 North Patterson Street  
(across from the VSU Main Campus)

Over 200 Craft Vendors • Huge KidZone  
World Famous Disc-Connected K9's • Great Music  
International Food Court • 5K Road Race  
Paul Bunyan Lumberjack Show  
Six Stage Areas of Entertainment  
Wild Adventures Entertainment and More!

***Fun for the Whole Family!***

For complete information go to  
[azaleafestival.com](http://azaleafestival.com)  
or call  
229-269-9381





# 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

# FOOD TRUCK THURSDAY

HOSTED BY VALDOSTA MAIN STREET & CITY OF VALDOSTA

March 19, 2020



The Shrimp Box | Nom Nom Nom | Kona Ice | Dad's Good To Go | Red Owl  
The Mix | Hibachi Hwy | La Meza | Bojangles | T's Treats & More

Want to bring your truck? Sign up at [www.valdostamainstreet.com](http://www.valdostamainstreet.com)

## Downtown Valdosta

110 N. Lee Street

5pm-8:30pm

Food | Live Music | Family Fun

**Your  
voice  
counts.**

The Census allocates  
funds for food,  
healthcare and jobs  
in South Georgia.

**CENSUS  
2020** 



**Every.  
One.  
Counts.**

[Census.Georgia.gov](https://census.georgia.gov)

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