

THE HR NEWSLETTER

CITY OF VALDOSTA

CONTENTS

- 01** 2019 City of Valdosta Health Fair
- 02** Birthdays & Anniversaries
- 03** Employee of the Month
- 04** Giving Effective Feedback
- 05** Fall Door Decorating Rules
- 06** Upcoming Events
- 07** Important HR Events
- 08** Who's Who in HR



Please mark your calendars for our Annual City of Valdosta Health Fair, October 24th at 11 AM. This year's theme is "Follow the Yellow Brick Road to Wellness."

October Birthdays



- James Brown, 10/1
- Tyshon Reed, 10/2
- James Harrell, 10/3
- Alvin May, 10/3
- Deborah Sims, 10/3
- Jamey Dotson, 10/6
- Dwayne Nobles, 10/6
- Paul Garland, 10/7
- Alvin Humphrey, 10/7
- Joel Hurley, 10/7
- Jordan Greene, 10/8
- George Tatum., 10/8
- Matthew Martin, 10/9
- Rebecca Williams, 10/9
- Leroy Avellaneda, 10/10
- Lucy Greene, 10/10
- Estabon Jackson, 10/10
- Stanley Martin, 10/10
- William Shirley, 10/10
- John Wicker, 10/10
- Russell McBride, 10/11
- Eugene Brown, 10/12
- Brianna Taggart, 10/12
- Barry Williams, 10/12
- John Caillier, 10/13
- Travis Phinney, 10/13
- Benjamin Vann, 10/13
- Grady Padgett, 10/13
- Ronald Shoemake, 10/14
- Michael Cox, 10/16
- Timothy Pickett, 10/18
- Bernard Cumbie, 10/19
- Julie Grantham, 10/19
- Albert Anderson, 10/20
- Victor Durden, 10/20
- Brittany King, 10/20
- Aaron Lyons, 10/20
- Yeusheca Lissimore, 10/22
- Joshua McBride, 10/22
- Nickolas Jennings, 10/25
- Cooper Cooper, 10/28
- Stephanie Blanton, 10/29
- Richard Davis, 10/29
- Carla Gandy, 10/30
- Kenneth Hadley, 10/30
- Steven Jolly, 10/30
- Tommy Smith, 10/30
- Austin Williams, 10/30
- Robin Jackson, 10/31



Employee Anniversaries

- | | |
|-------------------------|------------------------|
| • Ricky Weeks, 29 | • Anthony Solberg, 13 |
| • Elaine Plummer, 24 | • Frank Carter, 11 |
| • Luis Colon, 23 | • Linda White, 9 |
| • Dwayne Nobles, 23 | • Joshua McBride, 8 |
| • Tara Colton, 21 | • Travarus Sanders, 8 |
| • Wesley Jenkins, 19 | • Darren Williams, 8 |
| • Demarcus Marshall, 19 | • Steven Webb, 6 |
| • Genise Jackson, 19 | • Kevin Knight, 5 |
| • Mark Barber, 19 | • Ann Kasun, 5 |
| • Sheldon Irvin, 18 | • Valerie Peters, 4 |
| • Darriet Gordon, 18 | • Matisha Payne, 4 |
| • Ronald Shoemake, 15 | • Ricky Hudson, 3 |
| • Clarence Walker, 15 | • Minnie Clark, 3 |
| • Betty Pippin, 15 | • Brandon Gray, 2 |
| • Wade Briggs, 13 | • Chadrick Holloway, 1 |
| • Michael Niehanke, 13 | • Coleton Cannon, 1 |

September Employee of the Month

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

Before beginning his career with the City of Valdosta, Marion McQueen spent 21 years of service in the United States Army where he was the E7 Unit Supply Specialist. In November of 2001, he joined the City of Valdosta as a Meter Reader. In 2002, his background and skills led him to the position of Warehouse Supervisor with the Utilities Department. Mr. McQueen is dedicated to his City and he is known for dependability and reliability, especially when administering tools and safety equipment to employees. Mr. McQueen goes above and beyond his service by being available after hours and weekends when needed, especially during inclement weather.

During McQueen's 18 years of service, he has taken an active role in giving back to the community. Marion has been instrumental in helping with fundraising efforts. The Utilities Warehouse has sponsored Wil Bowling, Baseball, Golf, and Tennis tournaments to benefit Relay for Life.

Marion is also co-operator of the 'Little Corner Store' located in the Utilities Department. The Little Store began as a way to provide provisions to help the men because they would often come in from the field, having missed lunch, or extremely hot and thirsty. They could leave an IOU and get a drink, cookies, or chips for .50 cents. After a while, the funds had grown which led to additional ideas to use the money. It was at this time that the 'Little Corner Store' began to donate to various charities throughout the City. Those groups include LAMP, the Police Department, The Haven, the Children's Advocacy Center, Relay for Life, and the American Heart Association. On average, these donations have exceeded \$5000 per year.

Mr. McQueen has shown his commitment to his country and the City of Valdosta. We appreciate him for his outstanding service.

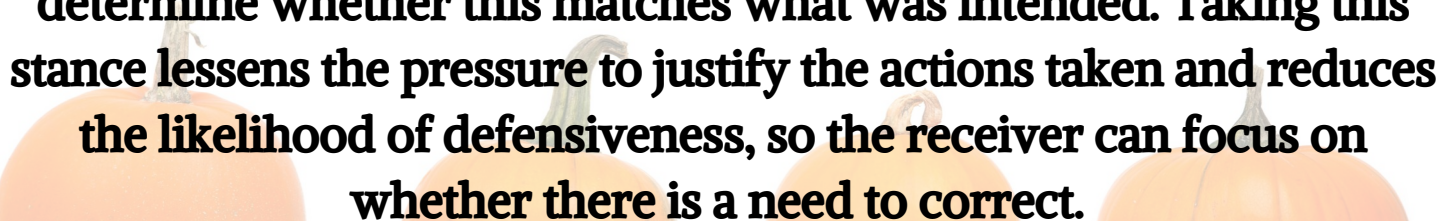




Giving Effective Feedback

Have you provided feedback to a colleague and encountered defensiveness or resistance? Feedback is difficult for many people to hear. It frequently does not match their intentions or their self-image. As a result, the message can get lost amidst what the receiver perceives to be an unwarranted attack.

It is so important to describe what actions, behaviors, impacts, or results you have observed. This leaves the individual free to determine whether this matches what was intended. Taking this stance lessens the pressure to justify the actions taken and reduces the likelihood of defensiveness, so the receiver can focus on whether there is a need to correct.



Before walking away, verify that the receiver understood the message you intended to deliver as well as your motives. A good way to do this is ask them to repeat, in their own words, what you are asking them to do – and why. Lastly, feedback will be most effective if it is requested by the receiver rather than imposed. Informing the individual that you have some feedback and asking if they are willing to hear it now can go a long way toward ensuring a more positive response.






Fall Door Decorating Rules

The holiday season is rapidly approaching, and the ERC would like to host a Holiday Door Decorating Contest. City staff are invited to "deck the doors" with the holiday spirit and make the holiday season a little more special and fun at the City of Valdosta.

Participants must adhere to the following rules:

- Door decorating may not begin until Thursday, Oct. 24.
- To be eligible to win the trophy, your door must be decorated before Monday, Nov. 11. The judges this year will be the City Manager/Mayor, councilmen & councilwomen.
- Do not damage the door or surrounding wall. Door decorations must be temporary.
- Permanent changes, such as painting or holes in the door are not permitted. Contact HR if you have questions.
- Decorations may not obstruct or prevent easy access to the office.
- Live greenery is permissible.
- Electrical devices that produce constant sound are not allowed.
- Participants may bring items from home to use as decorations; remember this activity is all about being creative and having fun without incurring unnecessary expenses.
- Harvest/Fall/Halloween Theme



Decorated doors will be evaluated on three criteria: visual impact (overall attractiveness), creativity (of design) and craftsmanship (originality). Winners will be announced at the staff holiday luncheon on Friday, Nov. 15.

Two prizes will be awarded:

- Individual door: First place-Trophy. Second and third place winners will also be announced.
- Team/department door: First place-Trophy. Second & third place winners will also be announced.

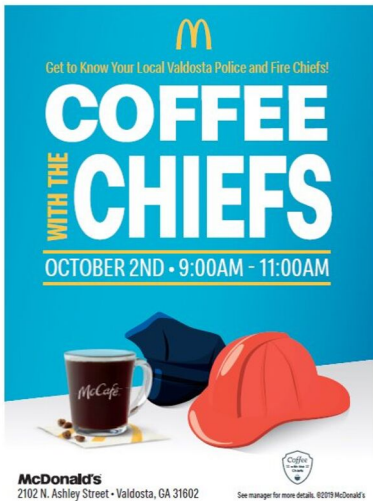
Participants may register for the contest through Thursday, October 24. To register, e-mail Amanda Hendricks at ahendricks@valdostacity.com and indicate whether you would like to register as an individual or as a team/department.

Those registering as individuals should include the building and room number of the door they will be decorating. Those registering as a team should include the name of the team/department, the names of the teammates, and the building and room number of the door they will be decorating.

Judging will take place between **Monday, Nov. 11** and **Tuesday, Nov. 12**. Judges may **NOT** compete in the door decorating activity.

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



VOLUNTEERS NEEDED!!!

MAKE-A-DIFFERENCE DAY

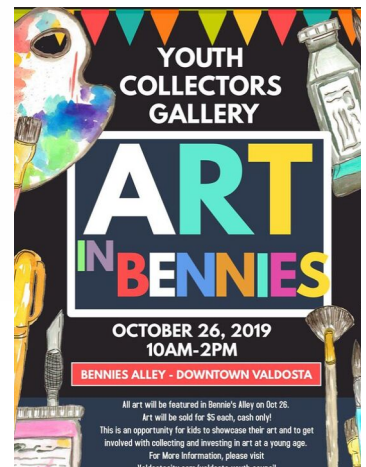
A day to help others

WHEN:
October 26, 2019—8:30 a.m. until 12:00 p.m.

WHAT'S GOING ON:
Multiple Cleanup Projects (specific sites & projects in the City of Valdosta, Hahira, and Lowndes County)
Please call to volunteer and to be assigned to one of the cleanup/project sites

WHO:
Keep Lowndes/Valdosta Beautiful
City of Valdosta
Lowndes County
City of Hahira
and you!

HOW TO GET INVOLVED:
To volunteer for the cleanups, call
Keep Lowndes/Valdosta Beautiful at
(229) 671-3698
www.klvb.net
Email: astrickland@valdostacity.com



Huge THANK YOU to every City employee who came out to 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 October!



Important HR Events Coming Up!

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- Mark Your Calendars for the Annual Employee Thanksgiving Luncheon on November 15 at the Rainwater Conference Center. The luncheon is **FREE** for all employees.
 - Open Enrollment begins in **NOVEMBER!**

Employee Assistance Program

The objective of the Employee Assistance Program is to help identify and resolve personal and family problems during their early stage(s) by providing confidential counseling and referral assistance to the employee and their immediate family members, if applicable. Counseling sessions are provided by South Georgia Psychiatric and Counseling Center. For more information please stop by our human resources department.

"SPOT THE HAZARDS"

WIN FREE LUNCH

- Spot the Hazard!
- Test your risk awareness.
- Circle as many hazards as you can find in the picture provided each month beginning next month, October.
- Submit your answer to your respective Safety Representative.
- Winning Entry will be included in the drawing each month.
- The Safety Committee will draw one winner each month.
- The winner wins a FREE LUNCH with a Director and Restaurant of their choice.

SPOT THE HAZARDS



WIN a "FREE LUNCH"

with a Director and Restaurant of Your Choice

By learning to identify existing and potential hazards, you can create a safer environment at work and at home. If you spend any time working out in the field, then you know that risk assessment and hazard awareness can be a matter of life and death.

When at workplace, we often get very much engaged in the things which we usually do; forgetting to look at the things around us. These things can pose a serious threat to ones safety if they are overlooked. Presence of mind will help you to identify the workplace hazard that are usually around you.

Test your safety awareness. Join in!

Provided by:

City of Valdosta Safety Committee

VALDOSTA
A City Without Limits

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