

THE HR NEWSLETTER

CITY OF VALDOSTA

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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."

We encourage any interested City employees to be present at the volunteer meeting Tuesday, Sept. 10 from 10 AM-11 AM.

September Birthdays



- Jeremy Nelms, 9/1
- Jarius Barrentine, 9/2
- James Clinkscales, 9/2
- Willie Graham, 9/2
- Leslie Manahan, 9/2
- Ivana Africh, 9/7
- Jason Figarola, 9/8
- Cheryl Gallagher, 9/9
- Michael McIrvin, 9/9
- Kylan Stevenson, 9/9
- Clarence Walker, 9/9
- Michael Niehanke, 9/11
- Mark Barber, 9/12
- Devonta Battle, 9/12
- Timothy Elliott, 9/13
- Isaac Harris, 9/13
- Lamar Berrian, 9/14
- James McLeod Jr., 9/14
- Shuntel Ward, 9/14
- Tina Castleberry, 9/15
- Robert Smith III, 9/16
- Mark Coppage, 9/19
- Bettie Jackson, 9/19
- William Sims, 9/19
- Sandra Watley, 9/19
- Antoine Nevius, 9/20
- Joshua Box, 9/21
- Andrew Gibbs, 9/21
- Randall Hancock, 9/21
- Benjamin Norton, 9/21
- Ean Oliveto, 9/21
- Michael Pieper, 9/21
- Kenta West, 9/21
- Jeremyah Jones, 9/23
- William Szalkay, 9/24
- Ben Johnson Jr., 9/25
- Steven Parish, 9/25
- William Vaughan, 9/25
- Joshua Abercrombie, 9/26
- Antonyio Harrell, 9/26
- James Hinson Jr., 9/27
- Bryan Recinos-Mendez, 9/27
- Travarus Sanders, 9/27
- Richard Hardy, 9/28
- Valerie Peters, 9/28
- Frank Carter Jr., 9/29
- Mikal Gosha, 9/29
- Shacunna Harris, 9/29
- Franklin McMillan Jr., 9/29
- Ron Williams, 9/29



Employee Anniversaries

- | | |
|-----------------------------|------------------------|
| • Curtis Mincey, 38 | • Carlton Couch, 7 |
| • Alisa Collins, 27 | • Lloyd Cummings, 7 |
| • Willie Jones Jr., 23 | • Richard Daugherty, 7 |
| • Barrett Moore, 22 | • Ron Williams, 5 |
| • Brandon Corbitt, 22 | • Richard Hardy, 5 |
| • Victor Durden, 21 | • Christopher Black, 4 |
| • James Dean Jr., 20 | • Jeremiah McCoy, 4 |
| • Michael Crump, 19 | • Jennifer Gosseck, 4 |
| • Jeffrey Thibodeau, 19 | • Antonio Adams, 4 |
| • Bobby Loveday, 17 | • Vincent Houston, 4 |
| • Bernard Beaufort, 17 | • Joseph Baker, 3 |
| • Teresa Bolden, 17 | • Charles Browning, 3 |
| • Jason Glass, 17 | • Joseph Weldon, 3 |
| • Carlton Harrell, 17 | • Steven Bristow, 3 |
| • Alvin May, 17 | • Abel Braswell, 3 |
| • Scottie Johns, 16 | • Kelly Deas, 3 |
| • James McLeod Jr., 16 | • Matthew Findlay, 3 |
| • Bradley Ingram, 16 | • Courtney Matheny, 3 |
| • Joel Hurley, 14 | • Timothy Vickers, 3 |
| • Bo Bewley, 13 | • Cindy Hasty, 2 |
| • Vernita Bender, 13 | • Paul Garland, 2 |
| • Shawn Massey, 13 | • Chancity Stephens, 2 |
| • Leah Lynch, 11 | • Brittany King, 2 |
| • Heather Turner, 11 | • Bryce Finley, 2 |
| • Vincent Altobello Jr., 10 | • Walter Muse, 2 |
| • Colby Clark, 10 | • Allen Paulo, 1 |
| • Derrick Keene, 10 | • Jeremy Nelms, 1 |
| • Martin Miller, 10 | • Michael Rice, 1 |
| • Jeffrey Stokes, 10 | • George Tatum, 1 |
| • John Buchina, 9 | • John Wicker, 1 |
| • Dontrae Childs, 8 | • Darrell Jackson, 1 |
| • Alyssa Shirey, 8 | • John Pope Jr., 1 |
| • Eric Wagner, 8 | • Teresa Turner, 1 |

August Employee of the Month

Valdosta Mayor John Gayle honored Robert Burkhalter as the August 2019 Employee of the Month at the August 8, City Council meeting. Burkhalter received a framed certificate, a check for \$200, and his name will appear on a plaque displayed in City Hall.

Robert began his employment with the City of Valdosta Public Works Department in June of 2007. He started out as an Automotive Service Technician and presently holds the position of Mechanic II. Mechanic II is responsible for maintaining the 26,000–66,000 Gross Vehicle Weight Rating (GVWR) fleet. He has become the top mechanic in his career field and is an important part of the City's automotive program.

Not only is Robert a hard worker, he is also a mentor to the kids residing around Fleet Maintenance Center and the Public Works Compound. For about two years now, mainly during the summer months, Robert has helped a few local children keep their bicycles operational. This all started one day when a child brought his bicycle to the shop and asked Robert if he would air up the tires. Robert could have easily said he was too busy or he did not have the time. This is not Robert because he made time to air up the tires on the child's bike knowing the difference he could make. Now the children will come up to the big bay doors of the Maintenance Center and ask Robert to fix a tire, tighten a chain, or repair a sprocket. All taking a mere fraction of time but making the day brighter for a child. Robert is a true ambassador as he represents the City during these interactions.

Robert's actions display great kindness and a "Service-Before-Self" attitude, both which are superb qualities and says a lot about his commitment and compassion for the neighborhood children.

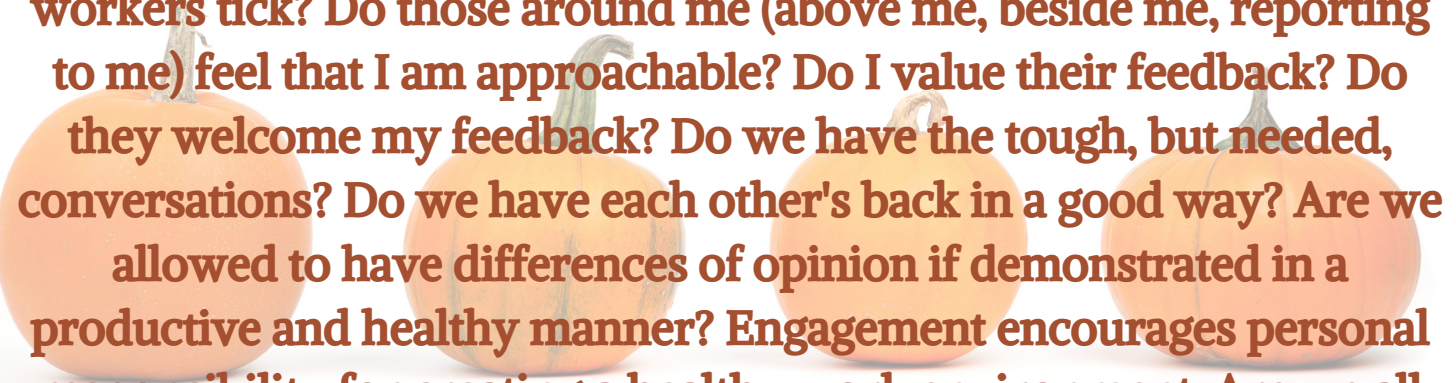




Workplace Engagement

As the saying goes, "I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel."

-Maya Angelou



When we think about public service, many of us are drawn to the field, not only for a paycheck, but to make a difference in quality of life for those we serve. This also includes our co-workers. If we focus on our commitment for service, focusing internally as well as externally, the positive energy will impact the commitment level of employees. True engagement is not a separate process. It is a part of who we are. Do I take the time to understand what makes my co-workers tick? Do those around me (above me, beside me, reporting to me) feel that I am approachable? Do I value their feedback? Do they welcome my feedback? Do we have the tough, but needed, conversations? Do we have each other's back in a good way? Are we allowed to have differences of opinion if demonstrated in a productive and healthy manner? Engagement encourages personal responsibility for creating a healthy work environment. Are we all doing what we can to influence the work atmosphere in a positive direction? Though we each have different personalities, are we focused on the "we" as well as the "I" at work? When I need to make a decision, am I thinking about the impact short-term, as well as long term?

There are only two things we can really control—our actions and our reactions. This creates a wave of personal responsibility which ends up impacting productivity, retention, fulfillment and the health of the organization.



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

o SEPTEMBER 9TH 5:30PM o

BATTLE OF THE BADGES

RIB-EATING CHALLENGE

POLICE VS. FIRE

SHOW YOUR SUPPORT
DINE TO DONATE
5-9PM



TEXAS ROADHOUSE

(229) 242-7700 | 1874 Clubhouse Dr. | Valdosta, GA



VALDOSTA-LOWNDES 9-11 MEMORIAL CEREMONY

September 11, 2019 at 11 A.M.
Lowndes County Historic Courthouse Lawn

Please join Valdosta and Lowndes County Officials for a Memorial Ceremony that will pay tribute to those who lost their lives during the terrorist attacks on September 11, 2001.


Giving Back to Our Communities

Ginema for a Cause

Sunday, September 29th

VALDOSTA CINEMAS

To Benefit: 



TASTE DOWNTOWN

Thursday, September 12th | 5:30-8:30pm
CHECK IN @ GEORGIA BEER CO.

Enjoy a small plate and a pour at each stop!

Tickets available at valdostamainstreet.com

504 North Covingtons
Bleu Pub
Kreamkles
Jessie's
Bleu Cafe
El Camino
GA Beer Co
La Maza

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 **SEPTEMBER!**



City of Valdosta 2019 Holidays



CITY OF VALDOSTA HOLIDAYS 2019-2021

Please Mark Your Calendars

HOLIDAYS	2019	2020	2021
New Year's Day	Tuesday, January 1	Wednesday, January 1	Friday, January 1
Martin Luther King, Jr. Day	Monday, January 21	Monday, January 20	Monday, January 18
Good Friday	Friday, April 19	Friday, April 10	Friday, April 2
Memorial Day	Monday, May 27	Monday, May 25	Monday, May 31
Independence Day	Thursday, July 4	Friday, July 3*	Monday, July 5**
Labor Day	Monday, September 2	Monday, September 7	Monday, September 6
Thanksgiving Day	Thursday, November 28	Thursday, November 26	Thursday, November 25
Christmas Eve Day Half Day	Tuesday, December 24	Thursday, December 24	Thursday, December 23
Christmas Day	Wednesday, December 25	Friday, December 25	Friday, December 24*

*If a holiday falls on a Saturday, the holiday is celebrated the preceding Friday.

** If a holiday falls on a Sunday, the holiday is celebrated the following Monday.

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