



City of Memphis Human Resources Division

2012 Operation Feed Campaign

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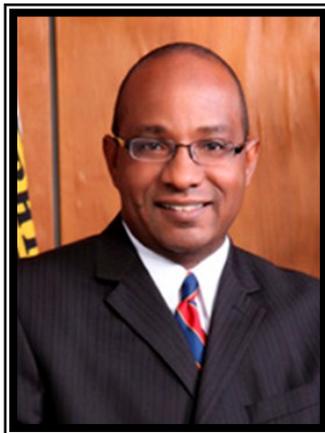


UPCOMING EVENTS:

Work Safety Week
Benefits Open Enrollment
United Way Campaign
Angel Tree

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Each year, thousands of Memphians go to bed hungry because they cannot afford food. Unfortunately, the number has been growing in Memphis and the Mid-South due to loss of jobs.

The Memphis Food Bank provides emergency food for 186,500 different individuals annually, including 21,000 individuals who receive food assistance weekly. And 83 percent of the Food Bank's clients have to choose between buying food and paying for utilities.

You might ask, why am I writing about this topic in a newsletter that is devoted to employment and benefits issues for City of Memphis employees and retirees? And the answer is simple because of your extreme generosity many Mid-South families will receive food donations through the Food Bank who otherwise may not have.

The City of Memphis joined hundreds of local companies and organization who participated in the 2012 Operation Feed Campaign. City

of Memphis employees did more than just participate; you set records in terms of the amount of food items and dollars contributed to the 2012 Campaign.

Last year the Human Resources Division raised \$871.05 for Operation Feed. This year, the total was \$4,757. Several city Divisions exceeded \$3,000 in contributions this year. And overall, the City of Memphis raised \$23,628.31, leading all organizations of 5,000 or more employees in contributions.

For its first place finish, the City brought home the coveted Mayor's Trophy, beating out Shelby County Government for only the second time in 20 years.

Record giving is even more significant considering our employees are still adjusting to a 4.6 and 5 percent pay cuts that began in fiscal year 2012.

By your acts of generosity, you demonstrated a far greater capacity to care about those who are needy and I am extremely appreciative how you responded to the call for action.

This story may not grab the headlines in the newspaper nor on television. But it is certainly is a story worth sharing, as it speaks volumes about the quality of individuals employed in City Government.

And for this, I want to thank each of you who contributed to this year's campaign and those of you who supported the drive in other ways.

Sincerely,
Quintin Robinson, PHR



From All of Us!

Conaratuations

Georgette Walls, HR T&R Dept.
Winner of 2 Round Trip Airline
Tickets for her participation in 2012
Operation Feed Campaign!!!

Your Job Description and You

By: Eric Sabatini, Manager
Compensation & Data Management

Have you ever watched a football team score a touchdown and thought - they wouldn't have been able to do that if the right guard hadn't performed so well blocking for his team? Have you ever been leaving a plane with the pilot telling you "we hope you had an enjoyable flight" and thought - I wouldn't have enjoyed it as much if the ground crew, baggage handlers, and gate attendant hadn't performed their duties so well? All successful teams assign specific roles and responsibilities to their team members. This can be a game plan or a flight plan. But, it takes all the team members performing well in

each one's assigned role for the team to accomplish their goal. Whether it is scoring a touchdown or making sure airline passengers enjoy their flight.

Like many organizations, the City of Memphis maintains job descriptions to define what roles each City service center will need performed well in order to accomplish their specific goal. In order to fully utilize job descriptions to be successful, management must be vigilant in identifying when job descriptions need to be updated and contact Human Resources for those changes to be made. Secondly, all employees must fully understand their job description, as well as how their role fits into the overall

organizational plan. Remember that a job description is not intended to spell out each and every duty an employee is expected to perform. But, it should provide an accurate general description of the position's primary purpose and functions that are performed the majority of the time.

So whether your role is to score the touchdown or block for the team, the most important reason that we maintain current, accurate job descriptions is for all of our collective efforts to lead to accomplishing the City's overall team goal of providing quality services to the citizens in an efficient manner.

Do you know some of the other reasons that we maintain job descriptions?

1. To provide accurate advertisements so that open City positions can be properly matched to qualified applicants and ensure they all have an equal opportunity to apply.
2. To allow management to fully understand the specific duties and work load of individual roles and consider whether reorganization will improve performance and/or efficiency .
3. To support performance measurement when management evaluates the degree to which employees are meeting the expectations of their job.
4. To clearly identify the physical requirements of each City job so it can be determined if an individual will be able to perform a job without an accommodation or whether a reasonable accommodation can be provided.
5. To determine if the job is exempt from the Fair Labor Standards Act and not subject to hourly overtime pay.
6. To clearly identify which jobs are responsible for which duties to determine if licenses must be required or if the work is classified under an employee bargaining unit.

LABOR RELATIONS/EEO PRESENTS

THE RIGHT TO KNOW....

By Naomi Erap, *Esq*

Disneyland, the most magical so called happiest place on earth was sued recently for discrimination based on religion. If employees of the “happiest place on earth” feel discriminated against and disrespected, is there any hope for the rest of us?

As a general matter, blacks and whites tend to have profoundly different perspectives on racism. Men and women are often divided on 21st century workplace issues like breastfeeding and lactation. People with disabilities believe they are always the last to be hired, and the “minority” in any setting will sometimes feel excluded even when present. We bring our subjective feelings to work, but workplace behavior has both subjective and objective dimensions.

Whether or not subtle putdowns, sarcastic tones, jokes and dismissive gestures are objectively discriminatory may depend on a lot of facts, the totality of circumstances over a period of time and whether or not such behavior caused harm. On the other hand, this same behavior has an immediate and subjective impact. It hurts and it may lead us to grieve or complain. Because we are all human beings, and capable of all kinds of mis-

takes on any given day; it is likely employees everywhere (including the City of Memphis and the Happiest Place on Earth) will feel that they have been discriminated against, subjected to unfair labor practices or disrespected at some time or the other during their career.

Is there hope for us? The answer is a resounding yes! The City of Memphis is deploying a two part strategy to address allegations of discrimination and feelings of disrespect. Part 1 of the strategy is the Respectful Workplace Policy which is focused on civil and respectful behavior as core values. Conduct does not have to be unlawful and discriminatory to be inappropriate. It can be rude, discourteous, or simply offensive to an individual employee. A truly unfair practice does not require a union grievance to be reviewed. Part 2 of the strategy is to strictly discipline any manager or supervisor that engages in or allows discriminatory and/or disrespectful behavior to take place on their watch.

There will always be misunderstanding and disagreement in City of Memphis workplaces. Diversity breeds both creativity and disagreement. All disputes should be dealt with respectfully. And this includes disagreements about the way employees perceive they are being treated. It is the dawn of a new day, and bad behavior will not be tolerat-

ed. R-E-S-P-E-C-T is required of all employees!

If you believe you have been disrespected or discriminated against, you may contact the Labor Relations/EEO office at 636-6874 or share your concern confidentially at <https://CityofMemphis.alertline.com>.

COMPETENCY – BASED INTERVIEW TRAINING:

Alert!!!! Alert!!!!

The Recruitment and Selection Service Center encourages all City Employees to take advantage of the upcoming training focusing on Competency-Based Interviewing Techniques. In this training Employees will have the opportunity to sharpen their skills in the following areas:

- ◆ Understanding workplace competencies and how they are linked to your job description and performance.
- ◆ Identifying types of behavioral-based interviewing questions
- ◆ Learning to effectively use the SAR/STAR response methods

Training Classes will be offered October 30th and 31st. Sign-up today through the Office of Talent Development.

For more information, contact Recruitment and Selection Service Center, (901) 576-6509.

Volunteering in the Community

By: Shakeena Marks
Human Resources Administration

Every day, people volunteer their time, energy and skills freely in order to help communities all over the world. Volunteering provides an investment in our community and the people who live in it. These services have become a very vital and fundamental part of every community.

The City of Memphis Government has many volunteer boards that dedicate their time and services on a daily basis. One of many great volunteer services provided to the City of Memphis is the Civil Service Commission Board. This board consists of seven volunteer members appointed by the Mayor of our City and approved by the City Council. They meet twice a month to hear Civil Service Appeals submitted from employees that have been suspended, demoted or separated from employment to ensure proper measures have been applied. These members all have daily full-time jobs or responsibilities but yet dedicate additional time volunteering services for the City of Memphis Government.



The Chairman of the current Civil Service Commission Board is Mr. John D. Horne.

Mr. Horne has been a volunteering member of the Commission for many years and has shared the below information about his experience of serving on the Board.

Tell a little about yourself.

I am originally from East Tennessee, but my wife grew up in Memphis. We met at the University of Tennessee. After I finished Law School in Knoxville, I spent three and a half years in the United States Army Judge Advocate General's Corps. Upon completion of active duty in 1975, we moved back to Memphis, and I started practicing law. My wife and I have three grown children and seven grandchildren, all of whom live in Memphis. I am a partner in the Winchester Law Firm, engaged in general litigation.

How long have you served on the Commission Board and what made you decide to participate?

I started my law practice as an associate in a law firm where Clifford Pierce, a former City Attorney, was a partner. He asked me if I would be interested in serving on the Civil Service Commission. Mr. Pierce convinced me that it would be a good opportunity to contribute public service to the community.

What do you enjoy about volunteering on the Board?

I have enjoyed the many Commissioners with whom I have served over the years, as well as the staff of the Human Resources Department who go above and beyond to support the Commission, as it carries out its administrative review of disciplinary actions from which appeals have been taken. I have had the pleasure of serving on the Commission over the years with Bob Hailey (a former head of International Harvester), Dr. George Lovejoy (a former Medical Examiner), Judge Jim Beasley, Sr. (a former Assistant District Attorney who had been involved in the prosecution of James Earl Ray and a retired Criminal Court Judge), retired school supervisor Edward Bumpus, and fellow attorneys such as former Commission Chairmen, David Wade and Dedrick Brittenum (who later served on the City Council), and retired Criminal Court Judge Bernie Weinman, all of whom donated their time and effort to make the Commission work. I have also enjoyed observing first-hand how the various Departments of City Government work to provide essential services to the Citizens of Memphis, from Department Directors, to police officers on the street, to firefighters, to public works employees who perform the tasks we all too often take for granted, and on and on.

Do you think volunteering is important in our community? Why?

I believe that we should give back to the City we call home and that we should do what we can to keep Memphis as a great place to live.

What do you love about Memphis?

I love the river, the parks, the sports, the people and the history!

Volunteers are people who care about the well-being of the community and offer something without being forced to do it or without being paid. Many thanks to Mr. Horne and all the people who volunteer their services to this Great City!

Human Resource Bulletin

CITY OF MEMPHIS FALL 2012 SEASONAL FLU SHOTS

The following dates and locations are available for administering City of Memphis employee's annual flu shots. Employees must present their CIGNA ID and employee ID to receive the vaccine. If you are not a CIGNA plan member you will need to provide a health card from an approved health plan or pay a \$20.00 fee (in advance) to receive the flu shot.



- Thursday**, October 4, 2012 – Fire Training Academy, 4341 O.K. Robertson Rd. 11 a.m. – 2 p.m., Room 186.
- Thursday**, October 18, 2012 – City Hall, City Council Chambers, 125 N. Main St., 11:00 a.m. – 2 p.m.
- Tuesday**, October 30, 2012- Central Library, 3030 Poplar, 11 a.m. - 2 p.m. Room L-56.
- Thursday**, November. 1, 2012, City of Memphis On-site Clinic, 2714 Union Ext, Suite 500, 11 a.m. – 2 p.m.

** All employees have the option of going to their own physician or the Health Department for the flu shots.*

THE CITY OF MEMPHIS EXPUNGEMENT OF NON-VIOLENT FELONS EMPLOYEES ASSISTANCE PROGRAM, IN CONJUNCTION WITH THE TN DISTRICT ATTORNEY INTRODUCE:



EXPUNGEMENT OF RECORD PURSUANT TO T.C.A. 40-32-101(G)

EFFECTIVE JULY 1, 2012

If you were convicted of a Class E felony in Tennessee and meet the program Requirements you may qualify to have your record cleared.

Convictions of Class E felonies on or before November 1, 1989 may be expunged if certain criteria are met:

- No previous conviction outside of one felony
- No use of physical force
- No use of a deadly weapon
- Not a sex offense
- No violent sex offender under title 40, chap 39 part 2
- Did not involve use of alcohol or drugs and a motor vehicle
- Did not involve the sale or distribution of controlled substance
- Did not involve a minor as the victim
- Did not result in the substantial loss of \$25,000.00

For full details and assistance:

Contact Ron Taylor

E-mail:

ron.taylor@memphistn.gov

Note: This is only a summary of the criteria

Human Resource Bulletin

Health, Wellness & Benefits Office OPEN ENROLLMENT 2012 October 8th – October 19th

Serving you in 3 Locations - **Monday-Friday (8:30 a.m. - 4:30 p.m.)**

- **2714 Union Avenue Ext. 5th Floor, Room 100**
 - **4225 Riverdale**
- **City Hall 125 North Main, Room 406**

You can also use Oracle Self Service by logging online to <http://openenrollment.memphistn.gov>

Health, Wellness & Benefits Offices
(901) 636-6800 or (901)636-6424



861

120/80

70-110mg/dl

78 HDL



Making healthy choices has its rewards!

Complete the online health assessment* at www.myCigna.com between July 1st – October 31st and be rewarded with a \$25 gift card.

*Your biometric numbers include: Blood Pressure, Total HDL Cholesterol, Height, Weight and Waist Circumference.

*These number are required to be eligible for reward. No details about your individual numbers will be provided to your employer.

Gift cards will be available for pick-up at the benefits office November 15th-December 7th.



SHELBY COUNTY DISTRICT ATTORNEY GENERAL

MENTORING-BASED TRUANCY

As part of the new mentoring initiative, City employees will be encouraged to serve as mentors to area youth, either through the District Attorney's Mentoring Program or with one of the organizations that participates in the Grizzlies Mentoring Alliance. Below is an article authored by Councilman Harold Collins about the DA's mentoring program.

Under Tennessee law, schools are required to take action when a child has been absent from school without excuse for five (5) days.

The D.A.'s Office is leading a program to offer mentors as an alternative to court proceedings for habitual truancy (five or more unexcused absences). Youth and family enter into an agreement in the form of a Court Order in which the youth agrees to be matched with a designated mentor.

Project Description:

Once the truant middle school students are identified, a summons to appear in a court is issued, and a Court Order is made to place a volunteer mentor with the truant child. Prosecution for truancy will be deferred as long as the child and his/her family comply with the Court Order.

Program Benefits:

Reduce truancy among MCS students

Reduce the number of students who have contact with the juvenile justice system

Reduce the number of students who engage in criminal activity or join gangs

Develop a network of trained adults who mentor students with emphasis on daily school attendance, making positive choices and giving students positive role models.

Successful factors in the mentoring program include school attendance and performance; improved conduct at home and school and with mentor; participation in any community and/or faith-based programs recommended by the mentor; and no illegal infractions of any nature.

A landmark study by Public/Private Ventures found that at-risk youth with mentors were 46 percent less likely to begin using illegal drugs, 53 percent less likely to skip school, and 33 percent less likely to engage in physical fights. The study also found that young people with mentors were more likely to report positive attitudes about themselves and their families, and about the prospects for the future.

If you are interested in becoming a mentor through the **Memphis Grizzlies Alliance**, more information is available at www.teamupmemphis.org.

If you are interested in becoming a mentor with the **District Attorney's Anti-Truancy Mentoring Program**, more information is available at www.scdag.com/Information/MentoringProgram/tabid/93/Default.aspx

or email mentor@scdag.com or contact Harold Collins at 222-1300.

Outstanding Employees' Accomplishments

SERVICE AWARD RECIPIENTS FOR THE QUARTER ENDING SEPT. 2012

25 Years

Adams, Gene	Dean, Darrin	Howe, Donald	Milligan, Stacy	Shelton, Doreen
Amerson, Melvin	Delappe, Timothy	Hurt, Sheryl	Newborn, Joseph	Shields, Gregory
Anderson, Lana	Downs, Jerry	Jefferson, Janet	Newsom, Bradley	Smith, Joe
Barham, Daniel	Evans, Deloris	Jefferson, Kenneth	Newsom, Frank	Smith, Kenneth
Bennie, Audrey	Galloway, David	Johnson, Kenneth	Nickelberry, Ter-	Strickland, James
Berry, Cheryl	Garrett, Cheryl	Johnson, Rodney	Parker, Richard	Tanhaee, Ma- noochehr
Buckley, Harold	Gossett, Tracy	King, William	Pickett, Howell	Thompson, James
Carnes, John	Griffin, Mona	Kohl, William	Reed, Scott	Vandiver, Phillip
Cathey, Charles	Gullett, Sammy	Lawson, Labonn	Richardson, Mark	White, Calvin
Chambers, Jack	Hall, Edward	Lopez, Curtis	Robinson, Roderick	Wilson, Steven
Chiozza, Mario	Harper, John	Marshall, Bruce	Ross, Herlancer	Word, Hugh
Coleman, Larry	Harrison, Darryl	Marshall, James III,	Ross, Lugene	Worthy, Marcus
Cowans, Renwick	Hensley, Rodney	Marshall, Sandra	Rosser, Anthony	
Crocker, Kenneth	Holmes, Andrew	McDonald, Leroy	Schuler, Patrick	

30 Years

Alexander, James	Currie, Larry	Hatley, Jerry	Overton-Jackson, Mary	Umfress, Vivian
Arthur, Dennis	Davis, Reginald	Jones, Denise	Porter, Darryl	Williamson, Larry
Boyce, Dennis	Dixon, Catherine	Landrum, Terry	Reed, Clarence Jr,	Winfrey, Larry
Burton, Maurice Jr,	Duncan, Roy	Latham, Leonard	Rosser, Phillip	
Carr, Martin	Hardy, Michael	Lee, James Jr,	Sain, Margaret	

35 Years

Anderson, Larry	Fields, Willie	Hunt, Dorothy	McCaleb, William	Sullivan, Thomas
Brigham, Jerry	Fitzgerald, Deborah	Jackson, Elbert	Meriwether, Win- ston Jr.,	Taylor, Charles
Cunningham, Jim	Hammond, William	Jackson, Kenneth	Posey, Henry	Tucker, Jimmie
Distretti, John	Harris, Clara	Lamondue, Renee	Ray, Bennie Jr,	Washington, Lynn
Eppenger, Keith	Herring, Joe	Mathisen, Roger	Smith, Reginald	

40 Years

Arnold, William	Lewis, Raymond	Sanders, Sammie
Crutcher, Aaron	Moore, Willie	Waiters, Robert
Jones, Clarence	Parker, Louis	Williams, George

45 Years

Hill, Jimmie
Sanders, Allen Jr,
Taylor, Nathaniel

The City of Memphis recognizes its full-time employees for continues services upon the completion of 5 years and for every consecutive 5 year milestone thereafter with a service pin and letter of recognition from the Mayor.

However, when an employee reaches that significant milestone of 25 years of service or more, they are recognized at a special ceremony hosted by Mayor AC Wharton, Jr. himself. The employees and their families/guests are invited to attend a breakfast held in their honor at the Memphis Botanic Garden. They are presented with an acrylic service award, a polished brass service pin and a letter of recognition. They even have their photograph taken with the Mayor. They are addressed by Mayor Wharton and he shares with them his deepest appreciation for their many years of hard work and dedication to the city of Memphis and its citizens.

The ceremony is coordinated by the Human Resources Division, HR Administration Service Center on behalf of the Mayor's Administration. Please contact Jacqueline Anderson at 901-636-6447 with any inquiries or concerns regarding service recognition.

HR Working for you!

CMEM Human Resources Division
125 North Main, Room 406
Memphis, Tennessee 38103-2017

Phone: 901-636-6438
Fax: 901-636-6482
E-mail: 125live@memphistn.gov



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