



Team Chesapeake

Employee Newsletter

July Issue 2016

A new compensation and benefits tool is now available to all employees via the Employee Self Service (ESS) portal on CityPoint.

Employees can view an individualized Total Compensation Statement which provides a snapshot of the total value of their compensation and benefits package with the City.

This information is provided to help employees gain a better understanding of the value of the comprehensive benefits plans provided by the City of Chesapeake as part of the total compensation package. Often employees focus only on the wages they receive in their paychecks. However, wages are only one part of the total compensation package.

As the individualized statements show, each employee's total compensation package includes significantly more than just base salary.

Please login to the ESS portal to view your Total Compensation Statement for FY 2016.

<https://ess.cityofchesapeake.net/mss/default.aspx>

Login Instructions:

- Enter user name and password used to log in to City computer (Libraries/CIBH/Health Department - use employee number and created password)
- Click on Employee Self Service
- Click on Pay/Tax Information
- Click on Total Compensation

Please contact your departmental payroll/HR liaison should you have any questions about this information.

- In This Issue -

Manager's Message.....	2
Staff Spotlight.....	3
U-CARE Update.....	4
Safety Corner.....	5
Retired Employees Updates....	5
Meet Your Co-workers.....	6
Volunteer of the Quarter.....	6
Public Service Awards.....	7
Employee Benefits.....	7
Innovation Awards.....	8
Employee Happenings.....	9
News and Announcements.....	10
Comedy Corner.....	10

UPCOMING EMPLOYEE HOLIDAYS

Labor Day
Monday, September 5

Columbus Day
Monday, October 10

Veterans Day
Friday, November 11



Today you are **YOU**,
that is truer than true.
There is **NO ONE** alive
that is **YOUER** than
YOU!

-Dr. Seuss

CITY MANAGER'S MESSAGE



Happy New Year, Teammates! That may sound a little strange, here in the middle of the summer, but the new fiscal year began July 1st for the City. With the start of the new year come new challenges, some changes, and an opportunity to renew our commitment to continuing to make Chesapeake a great city in which to live, work, and raise our families.

The new year also brought us a new Deputy City Manager. I hope you will join me in welcoming Robert “Bob” Geis to the organization. Bob brings a wealth of knowledge, skills, and fresh ideas from his long career in the US Navy, along with a great local perspective since he formerly commanded Chesapeake’s own NALF Fentress, among other facilities.

The arrival of our new Deputy City Manager also heralds a change in the organization of the City Manager’s Office as we move towards a more functionally-based, “cluster” system. The specific details are a bit too complex to address here, but let me say that the overarching goal is to enhance collaboration between departments by tearing down the “silos” that tend to keep departments from working together in the most efficient way possible.

For some of you, these changes won’t have a major, day-to-day impact. For others, the changes are already being felt. Regardless, though, I want to challenge all of our teammates to continue to seek out and suggest ways in which we can work together for the

betterment of our organization. Whether it’s as simple as understanding what another department does so you can help refer a citizen in need of assistance, or as involved as helping merge two similar processes into a single, more efficient workflow, your input and your insights are both wanted and needed.

Fiscal Year 2017 brings with it great promise for our City. I hope that it also brings a renewed sense of excitement and energy to you, our most important asset, and that you will share that with your teammates and our citizens. Here’s to a prosperous, healthy, and successful new year!



JAMES E. BAKER

WE WANT TO HEAR FROM YOU!

If you have story ideas or suggestions for Team Chesapeake, we want to know! We would love to hear ideas for things you would like to see in the employee newsletter. If your department has any information to share that would be beneficial to other City employees, or if you or a coworker were nominated for an award or acknowledged for something then please submit the information, and we will do our best to highlight them in Team Chesapeake.

This is YOUR newsletter, so we want to fill it with information that benefits YOU!

Contact: The Public Communications Department at pubcomm@cityofchesapeake.net.

CITY STAFF SPOTLIGHT

In each issue of Team Chesapeake, we highlight two employees. If you are interested in being “spotlighted” in our employee newsletter, email pubcomm@cityofchesapeake.net. Let’s get to know this month’s highlighted City employees!

NAME: Jianchong Luo

DEPARTMENT: Purchasing

JOB TITLE: Procurement Specialist I



How long have you worked for the City? *I have been an official employee since January 12, 2015. I was an intern from April 2013 through May 2014.*

What is one interesting thing about your job? *Purchasing is like a river, I cannot touch the water twice, because the flow that has passed will never pass again. Every day is new to me, and it is full of excitement and challenges.*

Name one thing that has been a highlight or something positive that has happened during your career with the City so far. *Last summer, I was assigned an intern to work with me so I could show her how to be a buyer. This year, she graduated from college, and she got a job as a buyer at a private company. It feels like my student is getting what she wants and*

I helped a little bit. That would be the highlight during my career with the City so far.

What is one unique fun fact about YOU in general that others may not know? *I am a full-time comedian to my friends.*

NAME: Tabitha Eddy

DEPARTMENT: Treasurer’s Office

JOB TITLE: Account Technician I



How long have you worked for the City? *Two years*

What is one interesting thing about your job? *I enjoy assisting the various citizens who visit the office. They come from all walks of life since our office collects so many different types of bills. Every day is a new experience, and it has been the most rewarding field I have worked in.*

Name one thing that has been a highlight or something positive that has happened during your career with the City so far. *The opportunity to work closely with the City Treasurer I have been able to expand my skill set farther than I had anticipated when I applied for the Office Assistant I position two years ago.*

What is one unique fun fact about YOU in general that others may not know? *I love to garden, so earlier this year, I began volunteering with a pop-up shop named Glass Gardens. We host terrarium classes with succulents as well as air plants. I have been able to enjoy my hobby at work by having a small plant at my desk; it always brightens my day!*

U-CARE ANNOUNCEMENTS

As you know, the Customer Care Program (U-CARE) stands for courteous, attentive, responsive, and empowered, and it is our responsibility as City employees to carry out high standards of customer service. Whether you're working directly with citizens, or you are working internally with other City employees, it is so important to practice proper customer service and to treat everyone with the same amount of respect.

As of June 5, 2015, there have been 248 U-CARE forms submitted! These forms are meant to recognize and acknowledge employees who go above and beyond. Several employees have already been recognized for their generous acts of kindness and lending a helping hand to others. If you see a coworker going the extra mile, take a moment and fill out a U-CARE recognition form for them! The simple act of acknowledging someone for a good deed is a great way to pay it forward! Happiness and positivity in the workplace makes for a more enjoyable experience for everyone.

Fill out a [U-CARE form](#) for a fellow employee and help recognize them for standing out!

In June, the Customer Care Team gave out U-CARE bracelets to serve as a reminder to always be courteous, attentive, responsive, and empowered. Going above and beyond is the standard for City employee communication and customer service. Our job is to serve the citizens and our community. Let's continue to make an extra effort to show that we care!



U-CARE POSTER WINNER!

Congratulations to Nancie Laing, with Chesapeake Public Libraries, for winning the customer care standards poster contest! A big thank you to everyone who participated in the contest and submitted a design.

C **Courteous**
Making our customers feel welcome, appreciated, and respected.

A **Attentive**
Enhancing our ability to identify the needs and concerns of our customers.

R **Responsive**
Acting upon our customers' needs and providing follow-up in a timely manner.

E **Empowered**
Possessing knowledge, resourcefulness & creativity to address customer needs.

U-CARE
City of Chesapeake
Customer Service
Chesapeake Virginia

The poster features a dark red background with a collage of diverse employee faces. It includes four small inset photos of employees in various work settings. The U-CARE logo is prominently displayed at the bottom right.

SAFETY CORNER

SUMMER SAFETY - PREVENTING HEAT ILLNESS

The heat of summer continues to tighten its grip on our comfort zones. For those who spend a lot of time outdoors, especially those who perform regular/heavy work outdoors, the need to maintain an awareness of their exposure to the heat and humidity is critical.



TO PREVENT HEAT RELATED ILLNESS AND FATALITIES:

- Drink water every 15 minutes, even if you are not thirsty.
- Rest in the shade to cool down.
- Wear a hat and light-colored clothing.
- Learn the signs of heat illness and what to do in an emergency.
- Keep an eye on fellow workers.
- “Easy does it” on your first days of work in the heat. You need to get used to it.

Working in full sunlight can increase heat index values by 15° (F). Keep this in mind and plan additional precautions for working in these conditions.

Heat Index- Know the conditions that you/your workers are working in. The Heat Index is the temperature that the body feels when relative humidity is combined with the air temperature. OSHA has developed the OSHA Heat Safety Tool (App.) that automatically calculates the heat index in your location.

Click [OSHA Heat Safety Tool](#) to download the app (Android and iPhone).



NOAA's National Weather Service

Heat Index
Temperature (°F)

Relative Humidity (%)	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	128	136					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity
 Caution
 Extreme Caution
 Danger
 Extreme Danger

More heat safety information [here](#).



CHESAPEAKE RETIRED CITY EMPLOYEES ASSOCIATION UPDATES:

You're invited to join their monthly meetings!

Chesapeake Retired City Employees Association Meetings, are held on the 2nd Thursday of each month at the Golden Corral at Battlefield Blvd. and Volvo Parkway.

Meeting: 11:30 a.m.
 Dues: \$15 per year



Find out more information about events on their Facebook page:
<https://www.facebook.com/ChesapeakeRetiredCityEmployeesAssociation/>

MEET YOUR CO-WORKERS

TREASURER'S OFFICE

The Treasurer's Office is the official collector of the City's receivables. Their office is responsible for collection of personal property taxes, real estate taxes, stormwater fees, and solid waste fees. In addition to collecting taxes, the Treasurer collects other delinquent fees such as library fines, emergency medical services fees, terminated water accounts, red light citation fees, parking tickets, and miscellaneous invoices.

The Treasurer's Office is also responsible for investing the City's money, reconciling City bank accounts and receivables, and recording all cash and interest transactions. They also issue animal licenses, passports, and hunting and fishing licenses.

The Treasurer's Office always finds a way to give back to the community! They often participate in fundraisers to raise money for charities and to help support local families in Chesapeake. They have been known to hold bake sales, jewelry sales, spaghetti lunches, etc., to raise money for the Treasurer's Community Fund, United Way, and March of Dimes.

You may have noticed that the Treasurer's Office is one of the most festive departments in the City! Their office is always decorated for every season and each holiday with bright and colorful decorations year round, which are provided by the Treasurer.

Mrs. Barbara Carraway is the City Treasurer, and their office (four locations) is made up of 42 employees.

VOLUNTEER OF THE QUARTER - FIRST QUARTER

DANA ROGERS, HUMAN SERVICES, DIVISION OF COMMUNITY PROGRAMS

Dana Rogers has been an extended member of the Community Programs team for the last five years. Ms. Rogers started volunteering with Community Programs on the City Council appointed, Chesapeake Youth Committee. During her time with the committee, she came to every event and program that supported Chesapeake children and families. She worked behind the scenes to make a difference, never looking for special recognition.

Dana always has a positive attitude and a smile on her face. In the last year, she has expanded her volunteering to include the Chesapeake CASA program.

Within the Chesapeake CASA program, Dana has been the voice for an 8-month-old CASA child who is currently involved in a custody case. Advocating for abused/neglected kids is not an easy job, especially when they are not old enough to communicate what they need or want. That is why Dana diligently visits with the child and keeps in contact with the family as much as possible.

Dana Rogers has proven to be a very giving person and the Community Programs Division is so grateful to have such a selfless and giving person on the team. Congrats Dana!



PUBLIC SERVICE AWARDS

The following City employees earned a Public Service Award last quarter.

- | | |
|---|---|
| Robyn Williford - <i>Finance</i> | Arnie L. Cuevas – <i>Public Utilities</i> |
| Wymer W. Manning, III – <i>Development and Permits</i> | Rusty Gregory – <i>Public Utilities</i> |
| Nancy J. Neal – <i>Libraries</i> | Elizabeth M. Gunnufsen – <i>Information Technology</i> |
| Annette D. Ricks – <i>Police</i> | Heath E. Covey – <i>Public Communications</i> |
| Pennie L. Simmons – <i>Public Utilities</i> | Shelley L. Stephens – <i>Human Services</i> |
| Kenneth L. Cooper – <i>Public Utilities</i> | LaShonda D. Stagg – <i>Human Services</i> |
| Maurice T. Eden – <i>Public Utilities</i> | Paula J. Horn – <i>Human Services</i> |
| Marvin Williams, Jr. – <i>Public Utilities</i> | Namona P. Griffin – <i>Human Services</i> |
| Mark A. Webb – <i>Public Utilities</i> | Remona L. Freeland – <i>Human Services</i> |
| Luther J. Twine, III – <i>Public Utilities</i> | David Wright – <i>Public Works</i> |
| Louis J. Battagliola, Jr. – <i>Public Utilities</i> | Russell Garvin – <i>Public Works</i> |
| Jeffrey L. Barton – <i>Public Utilities</i> | Timothy E. Chatham – <i>Public Works</i> |
| David S. McKenzie – <i>Public Utilities</i> | James C. Lomogda – <i>Public Works</i> |
| Dale A. Pearston – <i>Public Utilities</i> | Elizabeth F. Vaughn – <i>Public Works</i> |
| Melissa Halpert – <i>Public Utilities</i> | Mark A. Hobbs – <i>Planning</i> |
| Ben A. Lavalleur – <i>Public Utilities</i> | |

EMPLOYEE BENEFIT UPDATES

USE YOUR MEDICAL FLEXIBLE SPENDING ACCOUNT (FSA) OR WELLNESS INCENTIVE MONEY TO GET SUMMER-READY!

Summer is here, and now it is the time to think about using your FSA or \$300 Wellness Incentive for summer-related expenses. Your FSA or Wellness Incentive covers a wide-range of over-the-counter items such as broad spectrum SPF 15+ sunscreen, self-adhesive wraps, gauze, ice packs, and other first aid treatments. For a complete listing of covered items, [click here](#).



NOT PARTICIPATING IN MEDICAL FSA OR THE WELLNESS INCENTIVE?

The Wellness Incentive is available to all employees enrolled in the City's health insurance. Employees who receive an annual physical between January 1, 2016 and December 31, 2016 can earn the \$300 wellness incentive by submitting a completed [annual physical form](#) to Optima Health.

For more information regarding the 2016 Wellness Incentive contact Dexter Raflares, Wellness Coordinator, at 382-6075 or draflares@cityofchesapeake.net.

LONG TERM DISABILITY BENEFIT EFFECTIVE JULY 1, 2016

Effective July 1, 2016, employees in Virginia Retirement System (VRS) Plans 1 or 2 will be enrolled in employer-paid Long Term Disability (LTD). Employees in VRS Plans 1 or 2 who elected the voluntary Enhanced Plan will begin paying premiums from their July paychecks. Employees in the Hybrid Plan are automatically enrolled in employer-paid short and long term disability upon hire.

More information about the LTD benefit for VRS Plan 1 and 2 employees can be found via the following link: www.optimahealth.com/ches

Information about the short and long term disability benefit for employees in the Hybrid Plan can be found via the following link:

<http://www.varetirement.org/hybrid/your-benefits/disability/virginia-local-disability-program.html>.

INNOVATION AWARDS



Carsheena Montgomery, Planning Department
 Pictured above left to right: Jaleh Shea, Carsheena Montgomery, and Dr. Wanda Barnard-Bailey.



Aaron Bell, Planning Department
 Pictured above left to right: Jaleh Shea, Aaron Bell, and Dr. Wanda Barnard-Bailey.



Charles Montgomery, Library
 Pictured above left to right: Victoria Cordial, Charles Montgomery, and Dr. Wanda Barnard-Bailey.



Gene Ballard, Real Estate
 Pictured above left to right: Jim Baker, Gene Ballard, and Greg Daniels.



Michael Ignatowicz, Fire
 Pictured above left to right: Chief Ed Elliott, Michael Ignatowicz, and Jim Baker.



Linda Campbell, Human Services - Juvenile Detention
 Pictured above left to right: Sam Taylor, Linda Campbell, Jim Baker, and Michelle Cowling.



Monica Wilburn, City Attorney's Office
 Pictured left to right: Catherine Lindley and Monica Wilburn



Pictured above left to right: Allison Myers (Human Resources), Diane Whistler (Human Resources), Peter Wallace, Billy DeMark (Information Technology), Dr. Wanda Barnard-Bailey, and DL Mears.

EMPLOYEE HAPPENINGS

2016 SERVICE AWARDS BREAKFAST

Last month, City employees were recognized at the 2016 Service Awards Breakfast for their years of service to the City of Chesapeake. The event celebrated employees who have worked for the City for more than 15 years. Congratulations to all who received an award, and thank you for your dedication and commitment to the City of Chesapeake. Below are photos of City employees at the awards breakfast.



BIKING TO RAISE AWARENESS!

Voncile “Von” Gilbreath with the City’s Department of Economic Development participated in the Tour de Cure Bike Ride for American Diabetes Association on Saturday, April 30th in Suffolk. Gilbreath rode 28 miles and joined hundreds of cyclists who committed to “push their pedals” past peanut patches and picturesque pastures to help raise awareness and stop diabetes. With the support of family, friends and co-workers, Gilbreath surpassed the \$200 fundraising minimum and raised \$252.

For the 2017 race, the City of Chesapeake Team is invited to participate in the Tour de Cure Bike Ride. All riding levels are welcomed and cyclists can choose to ride 10 miles, 28 miles, 35 miles, 65 miles or up to 100 miles. Interested City employees can contact Von Gilbreath at vgilbreath@cityofchesapeake.net.



Von Gilbreath stopped by the Dollar Tree tent during the bike tour. Dollar Tree was one of several Hampton Roads businesses that volunteered to hand out snacks and water during the event.

Pictured to the left: Von Gilbreath with several Dollar Tree volunteers.



Von Gilbreath

NEWS & ANNOUNCEMENTS

CITY EMPLOYEE RECOGNIZED BY VIRGINIA LEAGUE OF SOCIAL SERVICES

The Virginia League of Social Service Executive Awards Committee selected Chesapeake's R U Ready Coalition for the Spirit of Collaboration Award. This award recognizes and encourages partnerships with private, nonprofit, and other public agencies and civic organizations.

The award acknowledges the importance of collaboration in providing quality human services for clients in their communities. **Kathryn Jessee** received the award for her leadership and coordination of the R U Ready coalition in the implementation of the City of Chesapeake's Comprehensive Plan for youth. Congratulations to Kathryn and the Social Services team!



Kathryn Jessee

FRESH FRUITS AND VEGGIES, COME AND GET THEM!

Don't forget to stop by the Community Fresh Market at the municipal complex every Thursday and Friday from noon until 6:00 p.m. Local farmers will gather outside of Chesapeake Central Library with fresh produce for employees and citizens to purchase. Nothing tastes better than fresh, local produce!

CHESAPEAKE - TOP 50 LEADING FLEETS 2016

Chesapeake Fleet was recently recognized by Government Fleet Magazine for being one of the top 50 Leading Fleets for 2016. The award recognizes fleet operations that are performing at a high level, particularly in fleet leadership, competitiveness and efficiency, planning for the future, and overcoming challenges. Chesapeake was the only fleet from Virginia recognized in the top 50.

CHESAPEAKE SOCIAL SERVICES EXPLORES THE "COACHING" TREND

The coaching perspective is a growing trend in social service agencies across the country. The coaching program assists staff to make program improvements or implement new practices. Supervisors and senior workers with the City of Chesapeake's Department of Social Services (DSS) held a series of staff retreats/workshops to introduce the concept of coaching.



As an incentive, workers who become coaches through the internal training program will earn additional credits on their employee evaluations. DSS saw a window of opportunity to enhance their practices, and by doing so, they are strengthening their department. Great job DSS!

The Chesapeake DSS Coaching team from left to right: Casey Carr, Vickie Haralson, Ethel Hassell, Wendy Holland, Vickie Butts, Marcia Clements and Patricia Logan.

COMEDY CORNER

