

## Employee of the Month

July



Congratulations to Marcus Williams, Employee of the Month for July 2015!

Mr. Williams is a team member within the Facilities Maintenance Division. He takes care of the Abel Wolman Municipal Building. Mr. Williams mows the lawn, plants flowers, salts the sidewalks in the winter, and makes repairs to the building on an as needed basis.

"Marcus is always helping anyone he can," the nominating colleague said. "He is professional in all he does and exemplifies DGS's Vision and Mission." Marcus demonstrates day in and day out what it means to provide effective, efficient government services to the people of Baltimore.

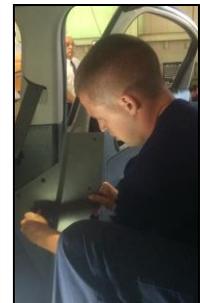
All Employee of the Month winners receive a certificate and a surprise gift. They are also eligible for the DGS Employee of the Year award, which will be announced in the last quarter, annually.

The work that we do as a department is important for the City of Baltimore. As an agency, we ensure that vehicles move and our buildings are functional. Each team member of DGS plays a role in helping to make Baltimore better.



## Employee of the Month

August



Jeff Campbell was named Employee of the Month for the month of August 2015!

Mr. Campbell is a member of DGS's Fleet Management team. He has been working for the Department for over 5 years, having spent much of his time in the body shop; he was recently hired as an Automotive Mechanic.

According to the individual who nominated Mr. Campbell, "Jeff single-handedly installed decals on every new piece of City equipment acquired, on top of maintaining his regular responsibilities of repairing damaged vehicles and painting." She continued, "He has always gone above and beyond to do the work quickly without compromising quality."

Mr. Campbell likes the variety and takes great pride in his work. He also likes to stay busy. He said, "I'll work on decals, put police cages into cars and wire lights, all before lunch."

Through his work Mr. Campbell helps DGS deliver cost effective, high quality, reliable and sustainable services. DGS manages quality facilities, ensures efficient fleet operations, and maintains exemplary administrative customer service that support Baltimore City agencies in the advancement of their goals.

### **Make your submission for Employee of the Month TODAY!!!**

The DGS Employee of the Month nominations may be submitted in person via the handy ballot boxes placed throughout DGS locations or via electronic submission at [DGS\\_HR@baltimorecity.gov](mailto:DGS_HR@baltimorecity.gov). Recipients are selected by a committee of employees (known as the Customer Service Committee) representing all DGS Divisions. In addition to new nominees, all nominees not selected during the current month are retained and entered into the next month.

If you have any questions regarding the Employee of the Month process please call Laurie Blumberg at (410) 396-4600.

### **Employee Appreciation Day**

DGS, let's join DOT, DPW and MOIT for a joint Employee Appreciation Day at Druid Hill Park. This event is to thank all of you for your hard work.

The picnic is Saturday, August 15, 2015 from 11 a.m. to 7 p.m. at Druid Hill Park, the Mansion House lawn. Attendance is free for employees, \$7.00 for each family member(s) and friend(s). Employees can also purchase a packet of four bands for \$25.00. The price will include entry into the park, food & soft drinks, and all activities, including but not limiting, Zumba, soft ball, games, and kid's face painting.

Wrist bands must be purchased BEFORE the event and worn by all attendees. There will be no on-site purchases of wrist bands at the event.

Please contact Nick Fontanez/HR Office at [Nick.Fontanez@baltimorecity.gov](mailto:Nick.Fontanez@baltimorecity.gov) or by phone, (410) 396-7258 to register and pay for wristbands to attend.

## Coming Soon!



### DGS Rewards CDLs

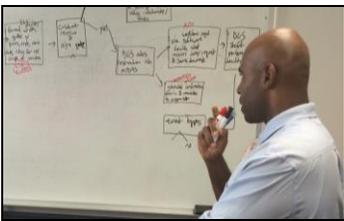
In the Fall of 2014, DGS supervisors attended a summit at the War Memorial, where one of the exercises was a group activity in which participants had the opportunity to raise and discuss matters that they considered to be an impediment to their ability to meet objectives. Via a voting process, all the issues raised department-wide were prioritized.

The Fleet Management Division determined that one of the top priorities was the shortage of Commercial Driver's License (CDL) holders within the employee population. Over the past few years, the number of Fleet Management personnel holding City-issued CDLs has been dropping, primarily due to the challenges and inconveniences of attaining and maintaining one, as compared to doing so outside of the City system.

The biggest impact of the shortage of CDL holders has been the delays caused in the completion of repair work on large equipment. It is common practice for a road test to be performed on a vehicle, prior to return to the agency, to ensure that all repairs were successful and that the vehicle is again road worthy. Without CDL drivers to perform these road tests, vehicles were forced to wait until the next available technician can stop what they were doing to. This results not only in delays in releasing the vehicle to the agency, but a reduction in technician productivity. As an internal service funded division, optimizing technician productivity is critical.

In an effort to provide the personnel an incentive to attain and maintain City-issued CDLs, Fleet Management instituted a \$2,000 stipend. This annual stipend is automatically paid out bi-weekly to all individuals who have a current CDL. When implemented at the beginning on July 2015, there was a noted increase in the number of individuals seeking their CDLs. The incentive was therefore successful, and we anticipate the number increasing further.

The Supervisor Summits at DGS are a venue at which not only is information provided, in form of training on policies and practices, but also where an environment of information sharing and creative thinking is encouraged. We look forward to being able to directly respond to more calls for assistance or suggestions for change from our supervisors on September 23, 2015.



### Congratulations Babila Lima, CPM!

Babila Lima, DGS's Senior Business Process Improvement Manager, is one of three City employees to graduate in the first City cohort of the UB's MD Certified Public Manager (CPM) Program.

The CPM program focuses on and equips leaders to implement lean government principles, performance management, stakeholder analysis, legislation and policy development, and effective communications strategies.

Babila said, "I was able to apply a number of CPM concepts directly to work on General Services projects."

### YouthWorks at DGS



The Baltimore City Department of General Services (DGS) hosted the participants and their supervisors at a Wrap-Up Breakfast the morning of July 31<sup>st</sup>. Supervisors were given the opportunity to share positive words with the YouthWorks members and the members provided information to help improve the experience for the following year's participants.

DGS participated in the Mayor's YouthWorks summer jobs program by hosting seven participants in various roles throughout the department. The participants worked alongside a DGS mentor to learn specific, job-related tasks and the social norms associated with work.

One of the participants, Lashaye Battle, 19, said "That's what I like about YouthWorks, at first I didn't think I was going to like working [at DGS], but I really do like the work. YouthWorks does that, it gives you work experience, real life experiences, and has taught me to be more independent."

"Anytime you have the ability to deliver high quality and cost-effective support services to City agencies and assist in preparing our future workforce, it is a no-brainer," said DGS Director Steve Sharkey.

Baltimore City's YouthWorks summer jobs program matches young people between the ages of 14 and 21 to five-week work experiences with private sector, nonprofit, and city and state government employers. The program operates two sessions, the first from June 29 through July 31, 2015 and the second from July 13 through August 14.



### The ABCs of FMLA

Family Medical Leave Act (FMLA) is a right for any employee to receive if they have worked one year for the city, 1,250 hours the previous year, and have a serious medical condition. Employees can receive FMLA for themselves or a family member. FMLA gives any employee who is approved under the established guidelines 60 days unpaid job security. Employees must use their own personnel time (sick, vacation, personnel leave, and comp. time) to be paid for days that they use.

There are two ways for employees to take FMLA.

1. Intermittently: Has a serious health condition that flairs up at different times in the year. Example of health conditions include Asthma or Diabetes
2. Continuously: Has a serious health condition that needs several weeks or months. Example of health condition include surgery or pregnancy leave.

If you believe that you need FMLA please contact the Human Resources office at 410-396-7258 to receive the correct forms to be completed by yourself and your doctor.

### DGS Job Openings

Tell your family and friends that DGS is hiring!

- Building Project Coordinator
- Construction Mechanical Inspector I
- Store Keeper II Auto Parts

Remember, the city is completely online for the application process, no paper applications or interest cards will be accepted for Civil Services positions! To apply for a position you must create an account, which is done by going to [www.governmentjobs.com](http://www.governmentjobs.com), this will be the application that is reviewed by the Human Resources Office so make sure you keep it updated. The more information you have the better your chances are to obtain your dream job and/or promotion. With this process you can scan and add information to your account. Things you may want to scan include but not limited to: resume, cover letter, certifications, and/or licenses.

