



## RISE TOGETHER - JULY 25, 2023

### SPOTLIGHT ON CAPRA

#### NEW RECYCLING PLAN REINFORCES COMMITMENT TO CONSERVATION

Reduce. Reuse. Recycle.

While conservation is core to our mission, the department had been focused externally on recycling and didn't have a recycling program. As part of the CAPRA accreditation process, the department developed a new Recycling Plan. The new plan expands recycling to all community centers, the McKnight Outdoor Education Center and Berliner Sports Park. The new plan makes a significant environmental impact in Columbus by reducing the amount of material sent to landfills, which can help reduce methane-releasing waste out of landfill sites. It also encourages residents to recycle at home, and reinforces the department's focus on preserving and protecting our environment.

Anyone can recycle at work and at home! [Learn more about recycling.](#)

### NEWS AND INFORMATION

#### PAPER TIMESHEETS BEING ELIMINATED FOR EXEMPT EMPLOYEES

The department is moving toward a paperless timekeeping system. Exempt employees will no longer be required to turn in a paper timesheet beginning with the next pay period, which ends Aug. 5\*. An exempt employee is someone who is not eligible for overtime and does not

7/31/2023

S	M	T	W	T	F	S
25 ●	26 ●	27 ●	28 ●	29 ●	30 ●	1 ●
2 ●	3 ●	4 ●	5 ●	6 ●	7 ●	8 ●

English ork hours.

**With this change, it's important that employees and managers ensure time and leave are correctly tracked in Dayforce;** HR will no longer be able to audit timesheets and correct mistakes.

Here are a few important reminders to ensure everyone is paid accurately after this change:

**Employees**

- Leave requests must be completed within Dayforce prior to using the time off so it can be approved (unless it is an emergency or sick time); many times, leave is noted on the paper timesheet but not in Dayforce.
- Please ensure that leave request dates are accurate before submission. If you request leave over a weekend (i.e., you submit one request for Wednesday-Tuesday off), you will be charged leave for the weekend in error and time will be deducted from your leave balances.

**Managers**

- Leave requests must be approved the Friday before pay day.
- Managers should regularly review Dayforce for pending leave requests to ensure they are approved on time. To review leave requests, log in to Dayforce, click on Multi-Week Calendar and select your section. You will see what leave is (and is not) in the system for each employee who reports to you.

If you need a refresher on using Dayforce, there are training tools for managers and employees on the homepage of Dayforce; click on the question mark. You can also review this [Dayforce Fulltime Unser Guide for tips on using Dayforce](#); please note that this is a draft, and an updated version will be sent.

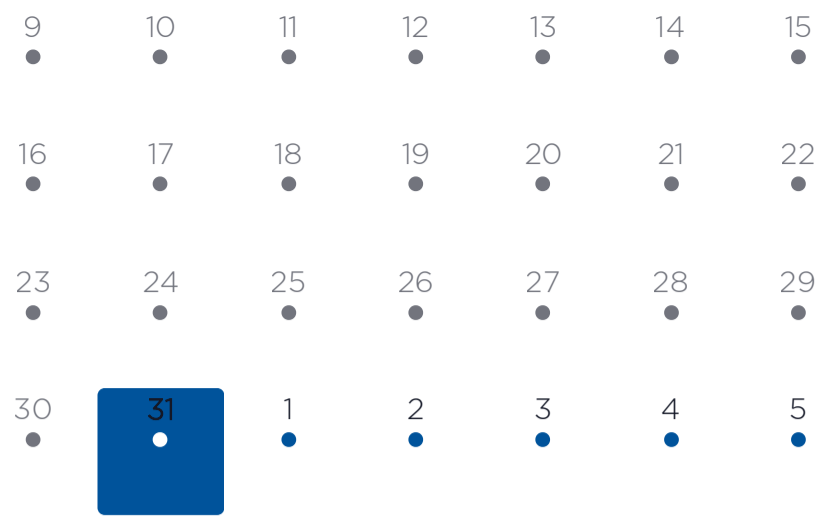
If you have any questions, please reach out to Kori DeFelice (KMDeFelice@columbus.gov), Neisha Collins (NDCollins@columbus.gov) or Deanna Kies (DLKies@columbus.gov).

*\*Timesheets due Aug. 2, paychecks received Aug. 10*

**NEW EMERGENCY NOTIFICATION SYSTEM WILL IMPROVE COMMUNICATION WHEN IT MATTERS MOST**

Our department will soon be switching to a new emergency notification system that will help us to better communicate internally. Once implemented, the new system will help increase the speed and efficiency with which we can notify staff members of events such as weather delays, closings and other alerts.

As we begin the rollout process, we will need your



April 25

All day

YOUTH SOCCER 23/24 LEAGUE REGISTRATION

All day

YOUTH BASEBALL, SOFTBALL AND TEE BALL FALL LEAGUE REGISTRATION

All day

CONVERSATIONS ON CLIMATE CHANGE

All day

ADULT VOLLEYBALL LEAGUES - SUMMER II SESSION REGISTRATION

All day

ADULT BASKETBALL LEAGUES - SUMMER II SESSION REGISTRATION

All day

MIXED NUTZ SCREWBALL REGISTRATION

All day

ADULT SOFTBALL LEAGUES - SUMMER II SESSION START

assistance with some items to ensure that everyone in the department is aligned. Make sure to pay attention in the coming weeks for more information on the steps you will need to take!

# SHARE YOUR THOUGHTS!

### What type of professional development activities do you engage in?

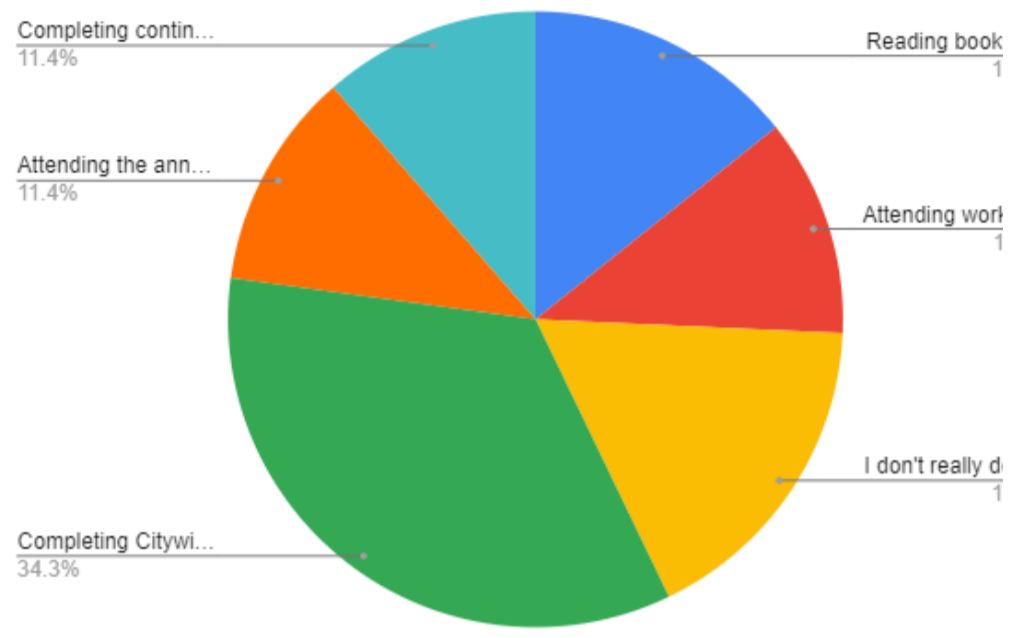
kfrancisapr@gmail.com [Switch account](#)

Not shared

\* Indicates required question

What type of professional development activities do you engage in? \*

- Attending the annual NRPA/OPRA conference
- Attending OPRA workshops and seminars
- Attending workshops and seminars offered by outside organization
- Reading books and journals
- Completing continuing education courses
- Completing Citywide Training and Development courses



# LEADERSHIP UPDATE

# STAFF SPOTLIGHT

## JAMES “PRESTON” SHEPARD



### Section

Therapeutic Recreation, Assistant Manager

### Length of Employment

16 months full time. I was part time from 2013-2017.

### What's your favorite aspect of Columbus Recreation and Parks?

Engaging with different parts of the community to provide an accessible and inclusive recreational outlet.

### What's your favorite project that you have worked on?

Creating Teen Adventure Camp when I was part-time. This past year, it has been working with various other sections to ensure that existing programs and properties are accessible to all and that all future projects also meet this standard.

### What is your favorite ice cream flavor?

Coffee

### What is your favorite book or movie?

Any historical biography or personal improvement books. The “Killing Series” by Bill O'Reilly.

### What is one piece of advice you have?

Get involved beyond the scope of your classification. Join committees and engage with others outside of your section or community center.

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### Nominate A Coworker for the Staff Spotlight

[Fill out this form to nominate a coworker.](#) They will be notified that they were nominated in order to answer spotlight questions.

## ARCHIVE

2023



2022

