



RISE TOGETHER - OCT. 16, 2024

SPOTLIGHT ON POLICY

This week's cooler temperatures are a reminder that fall and winter are just around the corner! With that in mind, it's a good time to familiarize yourself with the department's inclement weather policy. This policy provides clear guidelines for operating our facilities during severe weather, ensuring the safety and well-being of participants, volunteers and staff while protecting our facilities from potential damage.

In the event of inclement weather, Columbus Recreation and Parks may close facilities or postpone/cancel activities to prioritize the community's safety and maintain our spaces. Additionally, we may provide resources to offer residents a safe place to shelter during severe weather.

The policy outlines procedures for snow emergencies, including how staff and residents will be notified if we close facilities or delay their opening. To access the full policy manual, go to the [intranet's CRPD page](#) and click on the [Policy box](#). *Please note the intranet **can be accessed** within the City network. You must be on the City network to access the intranet.*

Take a moment to review the policy so you're prepared for the upcoming winter season. You can search for a specific policy on this page. If you need a copy of the policy, please talk with your supervisor. Also, make sure your contact information is up to date in Dayforce to receive any notifications about delays or closures. Updating your information is quick and easy:

- Log into your [Dayforce](#) account - *Note: Dayforce **can be accessed** within the City network*
- Click on Profile
- Under About Me, click Edit (the pencil icon) in your contact information
- Update your personal information as needed; make sure to categorize your phone numbers and email addresses as Work or Personal under Type
- Click Submit

NEWS AND INFORMATION

YOUR INPUT MATTERS: BE PART OF OUR CULTURE TRANSFORMATION

We're embarking on a year-long journey to redefine and strengthen our workplace culture. We aim to create an inclusive, supportive environment that sets the gold standard for recreation and parks. Your voice is key to shaping this future! The first step is a series of one-hour staff engagement sessions this month, where we'll gather your thoughts, ideas and feedback.

Participation by all full-time staff is essential for success, and we strongly encourage part-time regular staff to join as well. We're open to hearing positive and constructive input—this is your chance to help shape our department's values!

Sign up today to attend one of the sessions at a time and location that works best for you. You'll attend on paid work time, but please coordinate with your supervisor to ensure team coverage. *Note: These links take you to SmartSheet, which can be accessed within the City network.*

- [Oct. 21](#): COAAA Education Room
- [Oct. 22](#): 1533 Alum Industrial Dr. W., Training Room
- [Oct. 23](#): Linden Community Center, Room 180
- [Oct. 24](#): 1111 E. Broad St., Automated Training Room
- [Oct. 25](#): 1111 E. Broad St., Automated Training Room

Watch for more chances to share input after the sessions, including an online survey that will be sent to staff.

IMPORTANT BENEFICIARY INFORMATION NEEDED

A recent audit discovered that some beneficiaries don't have a Social Security number listed in Dayforce. HR is sending letters to affected staff. Everyone is asked to take a moment to check to make sure your beneficiary information is complete:

- Log into your [Dayforce](#) account - *Note: Dayforce can be accessed within the City network*
- Click on Forms
- Select Current Beneficiary
- Click View/Edit
- Review all beneficiary information, and add their Social Security number if one isn't listed

Please review and update this information promptly.

10/28/2024

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2



There are no events on this day.

KEY DATES

Mark your calendars for these upcoming events. More details will be shared as they are set; please note that details may change.

OCTOBER

Say Farewell to Summer: CREATE Culture Lunch

Oct. 18 | 11:30 a.m.-1 p.m. | 1533 Alum Creek Dr.

CREATE Culture Committee Golf Outing

Oct. 20 (Rain Date Oct. 27) | 9 a.m. | Raymond Memorial Golf Course

Fall into Wellness: CREATE Culture Wellness Challenge

Oct. 20-Nov. 16

Play to Win Staff Engagement Sessions

Oct. 21-25

NOVEMBER

DEI Lunch & Learn

Nov. 13 | Details TBD

DECEMBER

Holiday Luncheon

Dec. 11 | Details TBD

NAVIGATING PROPERTY DAMAGE: WHAT TO DO WHEN DEPARTMENT PROPERTY IS DAMAGED

JANUARY

Quarterly Leadership Staff Meeting

Jan. 28 | 1-3 p.m. | 1111 East Broad St., Continental Room

The safety of our staff, residents and department property is our top priority. While accidents can happen, it's important to know what to do if you're involved in or witness a situation where damage occurs to a resident's property or any department property, equipment or personnel. Follow these steps:

1. Notify your supervisor and file an incident report in iReports.
2. Ask the resident to report the incident and request a damage claim packet by calling 311 at 614-645-3111 or emailing 311@columbus.gov. You may also provide the Claims Investigation email (RecParksClaims@columbus.gov) if they have questions.
3. Collect the person's contact, owner and insurance information.
4. Take photos of the damage, accident scene and surrounding area, and email these to RecParksClaims@columbus.gov. **This is an important step,** and it's always better to have too much information than not enough!
5. Send all details (photos, incident report, contact information) to your supervisor, who will report the incident to RecParksClaims@columbus.gov or KAKicos@columbus.gov.

Important: To ensure privacy and safety, do not share your personal contact details or the damage claim investigator's name or contact information with the resident.

RECOVERING OUR INVESTMENT

When damage occurs to department property, we will attempt to recover the costs, whether caused by residents or other departments (e.g., a resident damages a golf course fence, or a City garbage truck hits a fence). Reporting the incident is the first step.

Once the damage is repaired, complete the [Asset Recovery Form](#) to submit the invoice and any documentation related to the incident. Please submit the form promptly to start the collection process. *Note: This link takes you to SmartSheet, which is accessible on the City network.*

If you have questions, please contact Kerry Kicos at KAKicos@columbus.gov or Thomas Davis at TJDavis@columbus.gov.

LAST CHANCE TO REGISTER FOR THE CREATE CULTURE LUNCH

Hurry and sign up for the next CREATE Culture Committee staff lunch and fundraiser! For \$10, enjoy burgers, hot dogs, pasta salad, potato salad, fruit salad, chips and dessert. All proceeds will support staff appreciation events hosted by the committee.

Come on Oct. 18, from 11:30 a.m.-1 p.m. at 1533 Alum Industrial Drive. [Register today!](#) *Note: This link takes you to SmartSheet, which is accessible on the City network.*

FINAL DAYS TO REGISTER: FALL INTO WELLNESS CREATE CULTURE CHALLENGE

Just a few more days remain to register for the CREATE Culture “Fall into Wellness” challenge. This fun, four-week challenge will help you build healthy habits while engaging in some friendly competition! Whether you gather a group of coworkers or join a random team to meet new people, this is your chance to focus on becoming the best version of yourself.

Here’s how it works: From Oct. 20–Nov. 16, track six key wellness indicators. The wellness indicators are accessible to all abilities. Submit your totals daily or weekly, or designate a team captain to keep everyone on track. Look out for pop-up wellness events throughout the challenge, and don’t miss the celebration after work once it’s all over. Contact a CREATE Culture team member or email CREATE@columbus.gov with questions or suggestions.

Join us for a fun, energizing and great way to stay healthy – [register a team](#) or as [a free agent](#) today! *Note: This link takes you to SmartSheet, which is accessible on the City network.*

CELEBRATING YOU

DEDICATION IN ACTION: FORESTRY STAFF CLEAR TREES IN THE WAKE OF HURRICANE HELENE

Kudos to our Forestry team who demonstrated extraordinary dedication in the aftermath of Hurricane Helene, working tirelessly in the wind and rain to clear roads for first responders and residents. Staff worked late into Friday night, staying until 11 p.m. to ensure critical areas were accessible. Calls continued throughout Friday night, with teams back in action on Saturday and Sunday. The challenges were further compounded by the lack of access to our work order system and 311 while in the field, requiring someone to remain in the office as a dispatcher, coordinating incoming calls from police and 311 to the crews on the ground.

A big thank you to the team – your efforts were truly remarkable under these difficult circumstances!



WELCOME NEW HIRES

Let's extend a warm welcome to our newest team members!

- Clark Brunson Jr., Community Centers
- Brandon Cobb, Golf
- Mauricio Correa Martinez, Community Centers
- Mahogany Harris, Youth Development
- Nadir "Mike" Issar, Recreation Services
- Ryan McCutcheon, Building Maintenance
- Andre Scott, Building Maintenance

REINVESTING IN YOU

This year, one of our areas of focus is reinvesting in our staff. In this section, we highlight some of the ways you can grow, personally and professionally, and celebrate those who have reached a professional milestone.

TRAINING

Check out these upcoming training opportunities.

- **Tuesday, Oct. 22:** OPRA - Artificial Intelligence for Parks and Recreation Professionals
- **Nov. 12-13:** OPRA Leadership Summit
- **Friday, Dec. 6:** OPRA Regional Training - Customer Service: At the Heart of the Matter - the "Little" Things are the BIG Things

Visit OPRAOnline.org for more information and to register.

PROFESSIONAL ACHIEVEMENTS

Have you recently earned a degree, award or certification? [Let us know, and we will share your accomplishment in the newsletter!](#)

SECTION SPOTLIGHT

ARTS, RENTALS AND EVENTS

- **What changes were recently made to your section? How will this change benefit residents?** The arts, rentals and special events areas were separated from Recreation Services, and a new section was formed. Separating these functions from Sports and Aquatics will allow for greater synergy between similar operations. We have people engaged in all aspects of events, from permitting to planning to hosting. Cross-sectionally, we produce, facilitate and host a variety of artistic experiences showcasing the performing arts, music, visual arts, film, sculpture, literature and painting. We intend to further expand these opportunities throughout the department and into the community by developing new and innovative partnerships.
- **What's the core function of this team?** To provide high-quality programmatic experiences for the public and to facilitate residents' recreational use of our parks and facilities.
- **How does this team interact with residents?** Through direct interaction, in-person classes and all forms of verbal, written and digital mediums.
- **How many staff work in this section?** Thirty full-time, approximately 50 part-time and 25 contract instructors.
- **What's a fun fact about this team?** Our collective work serves an estimated 2 million people each year!

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

2024



2023



2022



NATURE

[Nature](#)

[Conservation](#)

[Educational Gardens](#)

[Nature Preserves](#)

[Outdoor Recreation](#)

