



WE RISE TOGETHER

ONE COMMUNITY, ONE TEAM

RISE TOGETHER - NOV. 13, 2024

SPOTLIGHT ON POLICY

BALANCING OUTSIDE WORK WITH YOUR CURRENT ROLE: KEY REMINDERS FROM THE MOONLIGHTING POLICY

We understand that some employees may want to take on additional work outside their primary roles here. The Moonlighting Policy will help you navigate this. Here are some key reminders from the policy:

- **Scheduling:** Your primary job with the department comes first! Outside work should never conflict with your work schedule.
- **Avoiding Conflicts of Interest:** Working with organizations you interact with directly in your role at the department is not allowed. This helps us maintain clear boundaries and professionalism.
- **Work with City Departments:** Employees may not take on contract work for the department or other City departments, unless allowed by a specific union agreement.
- **Other City of Columbus Jobs:** Taking a second job within any other City of Columbus department is not permitted.
- **Staying at Your Best:** Make sure your additional work doesn't interfere with your ability to meet the physical and mental demands of your role here.
- **Using Department Facilities:** If you'd like to conduct outside business at a City of Columbus facility, please follow our rental procedures to reserve space.

Following these guidelines helps keep us focused, effective and professional. Take a moment to [review the policy](#). 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.*

NEWS AND INFORMATION

SIGN UP FOR HIGH DEDUCTIBLE HEALTH PLAN INFORMATION SESSIONS

The 2025 High Deductible Health Plan (HDHP) with Health Savings Account (HSA) Open Enrollment is open now through Nov. 30. Employee Benefits and Wellness is hosting information sessions in November where you can learn more about this medical plan option and ask questions; you do not need to sign up in advance.

- **Nov. 15, 2-4 p.m.:** Department of Public Utilities-910 Dublin Road, Auditorium – What’s new for the 2025 AFSCME 1632 HDHP plan
- **Nov. 18, 10 a.m.-noon:** Michael B. Coleman Government Center, 111 N. Front St., Room 204
- **Nov. 21, 11 a.m.-1 p.m.:** 25th Yard-1850 East 25th St. – What’s new for 2025 AFSCME 1632 HDHP plan
- **Nov. 26, 3-5 p.m.:** Citywide Training-1111 E. Broad St., Room 008

Contact Employee Benefits and Wellness at EmployeeBenefitsandWellness@columbus.gov or 614-645-8624 with questions.

MAKE YOUR SICK LEAVE RECIPROCITY ELECTION

Sick Leave Reciprocity forms are open in [Dayforce](#). This program allows you to elect to convert unused sick leave to a payment according the schedule and options found in the current union contract.

To make your election, log into Dayforce and follow [these instructions](#). Be sure to select the correct form for your bargaining unit. Make your election by Nov. 30; Sick Leave Reciprocity will be paid on Friday, Jan. 17.

REMINDER: DROP OFF ITEMS FOR THE CREATE CULTURE SILENT AUCTION

We’re gearing up for our December Silent Auction and need your help to make it a success! From Nov. 12-27, please drop off donations of new or gently used items to Annie Brown or Ren Kuzmanovich in the Sports Office, 1111 E. Broad St. The auction will run from Dec. 2 through Dec. 13 at 1 p.m. in the Fiscal section at 1111 E. Broad St.

Email CREATE@columbus.gov with questions.

CYBERSECURITY TIPS: STAYING SAFE FROM PHISHING ATTACKS

With the rise in phishing and ransomware attacks, it’s more important than ever to stay vigilant. Cyberattacks depend on human error, but with a few quick steps, you

11/25/2024

S	M	T	W	T	F	S
27	28	29	30	31	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

November 25

November 25 @ 5:00 pm - 6:30 pm

Drive-Thru Thanksgiving Meal Giveaway

KEY DATES NOVEMBER

CREATE Culture Silent Auction Donations

Nov. 12-27 | Drop off at the Sports Office, 1111 E. Broad St.

2025 High Deductible Health Plan Open Enrollment Closes

Nov. 30

Sick Leave Reciprocity Elections Due (Eligible staff only)

Nov. 30

DECEMBER

CREATE Culture Silent Auction

Dec. 2-13 | 1111 E. Broad St., Fiscal Area

Holiday Luncheon

Dec. 11 | 11:30 a.m.-1 p.m. | The Boat House at Confluence Park

Service Credit Payout

Dec. 12

JANUARY

Sick Leave Reciprocity Payout (Eligible staff only)

Jan. 17

Vacation/Personal Business/PTO Use-it-or-Lose It

Jan. 18

can help keep our data, systems and your own information safe!

1. **Look for Clues:** Be cautious with emails! Check the sender's address, hover over links to see where they lead and double-check if something feels off. Watch for poor grammar or language that doesn't match the sender's usual tone. Suspicious or unexpected emails asking for action, like downloading files or clicking links, should be reviewed carefully.
2. **Think It Through:** Before you click or respond, pause to assess. Ask yourself, "Was I expecting this message?" and "Does it make sense?" If an email pressures you to act fast, that's a major red flag. Slow down, read carefully and consider the risks.
3. **Verify, Verify, Verify:** Double-check the legitimacy of emails, especially those that request sensitive information. Instead of replying or clicking links, use verified contact details to confirm.

If you ever are in doubt, reach out to the DoT Tech Desk at TechDesk@columbus.gov or 614-645-5758.

2025 Open Enrollment

Jan. 27- Feb. 28

Quarterly Leadership Staff Meeting

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

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.

- **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!](#)

ARCHIVE