



RISE TOGETHER - DEC. 10, 2024

SPOTLIGHT ON POLICY

TRAVEL AND TRAINING POLICY: WHAT YOU NEED TO KNOW

Are you familiar with the Travel and Training Policy? This policy streamlines processes and ensures everyone has clear guidance for job-related training and travel opportunities. Whether you're planning to attend a local workshop or a multi-day conference, this policy makes it easier to stay informed and prepared.

A few things outlined in the policy include:

- Clear guidelines for selecting attendees for major conferences like NRPA and OPRA.
- A simple process for submitting presentation proposals.
- A required Travel Training Request Form to kickstart your travel plans.
- Easy-to-follow instructions for booking travel and accommodations.

The policy works alongside the Citywide Employee Travel Expense Policy to ensure all staff can focus on professional growth while staying compliant. 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](#). You can find all forms, policies and procedures on the CRPD Fiscal intranet under the [Conference, Training & Travel Folder](#). Please note: You must be on the City network to access the intranet.

Let's keep learning and growing together!

NEWS AND INFORMATION

TIMECLOCK UPDATE: NEW PROCESS LAUNCHING SOON

We’re excited to introduce a more efficient and environmentally friendly timekeeping process for overtime-eligible, part-time and seasonal staff. Starting Jan. 5, CWA staff will begin using timeclocks, with AFSCME staff following in February (specific date to be announced). This new system replaces paper timesheets, allowing staff to clock in and out in real-time using timeclocks, tablets or mobile access.

This update brings several important benefits. It ensures accurate timekeeping with fewer errors, streamlines payroll processes to save time and resources, and aligns with our commitment to conservation by eliminating paper.

To prepare for the transition, please review the Electronic Timekeeping System Procedure available on the [intranet’s CRPD page](#) and click on the [Policy box](#). This procedure covers essential topics such as core business hours, standard schedules, overtime eligibility, clocking in and out, and what to do if you forget to clock in. Remember, the intranet is accessible only on the City network. If you need a copy of the policy, reach out to your supervisor.

Managers of overtime-eligible and part-time CWA employees should ensure all employee schedules are entered into Dayforce by Friday, Jan. 3. Thank you for supporting this transition and helping us implement a more effective and sustainable timekeeping system!

HELP SHAPE THE FUTURE OF DEI PROGRAMMING IN 2025


We’re wrapping up a fantastic year of growth and learning with our DEI Lunch & Learn series! Since its launch last year, attendance has steadily climbed, and we couldn’t have done it without you. Now, we’re turning to you once again to help us make 2025 even more impactful.

Take just five minutes to [complete our DEI survey and share your thoughts, ideas and feedback](#). What topics inspire you? What discussions should we bring to the table? Your input will shape the DEI programming for the coming year, ensuring it reflects the needs and interests of our entire team.

The survey is open through Dec. 31, so don’t miss your chance to make your voice heard. Together, we can build on the momentum of 2024 and create programming that drives meaningful change and fosters an even more inclusive workplace.

1/2/2025

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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	31	1

 There are no events on this day.

KEY DATES DECEMBER

CREATE Culture Silent Auction Closes
Dec. 13 | 1 p.m. | 1111 E. Broad St., Fiscal Area

Service Credit Payout
Dec. 12

Empty Bowls
Dec. 20 | 11:30 a.m.-1 p.m. | 1111 E. Broad St., Hungry Soldier Room

JANUARY

Timeclock Rollout (CWA staff only)
Jan. 5

Empty Bowls
Jan. 10 | 11:30 a.m.-1 p.m. | 1533 Alum Industrial Dr.

Sick Leave Reciprocity Payout (Eligible staff only)
Jan. 17

Vacation/Personal Business/PTO Use-It-or-Lose It
Jan. 18

2025 Open Enrollment
Jan. 27- Feb. 28

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

PLACE YOUR BIDS: CREATE CULTURE SILENT AUCTION NOW OPEN

Looking for a unique holiday gift or a little something for yourself? The CREATE Culture Silent Auction is in full swing! Stop by the Fiscal section at 1111 E. Broad St. and unearth a great find. Hurry—the auction closes this Friday, Dec. 13, at 1 p.m.! All proceeds go to support staff appreciation events hosted by the CREATE Culture Committee. Email CREATE@columbus.gov with questions.

HAVE A QUESTION FOR LEADERSHIP

The next Quarterly Staff Leadership Meeting is Tuesday, Jan. 28, 1-3 p.m., at 1111 E. Broad St., Continental Room. Don't miss this opportunity to ask your burning questions! [Submit your questions online](#) (anonymously if you'd like) for a chance to have them answered live or featured in the Rise Together newsletter.

Quick Note: We're looking for questions that matter to the whole team. If you have a personal issue or concern, your supervisor or HR representative is the best person to help.

SUPPORT THE EMPTY BOWLS PROGRAM

Make a difference this holiday season by joining us for Empty Bowls to benefit the Mid-Ohio Food Collective. For a minimum \$10 donation, enjoy a delicious bowl of soup and take home a handcrafted bowl made by a local artist. Join us on Friday, Dec. 20, 11:30 a.m.–1 p.m., at 1111 E. Broad St., Hungry Soldier Room and Friday, Jan. 10, 11:30 a.m.–1 p.m., at 1533 Alum Industrial Dr.

We are still looking for people to make soup and bread for both events. f you're interested, please reach out to Annie Brown at 614-645-2753.

Every donation helps fight hunger in our community.

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.

MAKE THE MOST OF YOUR CITY PARKS ALLIANCE MEMBERSHIP

We’re coming up on our first year of membership in City Parks Alliance – have you taken advantage of the many resources available to you?

Earlier this year, the department joined City Parks Alliance, the only independent, nationwide membership organization solely dedicated to urban parks. Its mission is to educate and elevate a diverse constituency to leverage the power of parks in shaping equitable, resilient and thriving cities.

We are all members of City Parks Alliance! As a member, you have access to resources including member-exclusive webinars, virtual skill-building workshops and more. [Explore how you can make the most of your membership](#).

[Log in today](#) and explore all City Parks Alliance has to offer!

Please note: We will be renewing memberships for all staff, so you can disregard the email you received reminding you to renew your membership.

TRAINING

Check out these upcoming training opportunities.

- **Jan. 14:** [Intro to AI for Parks and Rec: 101](#), Ohio Parks and Recreation Association
- **Jan. 17:** [Green Stormwater in Parks: A Win-Win for Urban Resilience](#), City Parks Alliance

PROFESSIONAL ACHIEVEMENTS

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

STAFF SPOTLIGHT

NEW HIRES

Welcome to our newest staff members! This group recently completed onboarding.

- Katie Barrett
- Jack Cimorell
- Zaire Dawson
- Allison Duemmel
- Lyrik Easley
- Brady Hootman
- Liz Kehres
- MK Klenkar
- Gregory Layne
- Ashley Middleton
- Carlos Mejia Torres
- Ron Turner
- Karen Tyson