Announcing the New CS Employee Portal!

We are happy to announce the launch of our new CS Employee Portal! The Employee Portal will be a one stop shop for Campus Services (CS) employee needs. The portal will provide links to the most requested tools and resources that Emory provides in an easy to navigate format.

It was created in response to CS employees’ suggestions (in the We Heard You and CS town hall meetings) to have Emory resources and important links in one central location.

The portal will include links to the following:

* Requesting Leave  * My Paycheck  * My Benefits
* Commute Options  * Manager Resources  * Helpful Policies  * Safety
* Wellness & Assistance  * Employee Discounts  * WorkLife Resources
* Learning & Development  * Training & Events Calendar

By providing direct links to these crucial pieces of information, CS employees will be able to quickly find resources they need, when they need it.

Additionally, the portal will constantly be updated to integrate new links, so that our employees have the most up to date information! Please feel free to contact Janine Cabrera-Velde, if you have any suggestions for new links to include in the portal.

We would like to thank Barry Atwood, Manager of Graphic Design, for all of his diligent work on the beautiful portal graphics.

Gone are the days of searching aimlessly for information, the Employee Portal is here! To access the portal, follow this link, goo.gl/znG8ez or click the shortcut on your desktop.
Feedback, Performance, and Development

By now, each of us should have reviewed our midyear performance report and had our midyear performance conversation with our leader. Hopefully we all received valuable and helpful information about our goals and competencies that are on track and going well and where and how we need to focus, grow, and improve. Carefully and thoughtfully reviewing performance is an important part of the Campus Services performance management process. Our process is designed to provide feedback on employee performance and to plan for employee development while supporting and promoting accountability for both employees and leaders.

Our values in Campus Services include Safety, Collaboration, Ownership, Respect, and Excellence: SCORE. Supporting, promoting, and ensuring those values is an important part of what we do each day and each one of us owns that responsibility. One way we can each support and further these values is to expand how we think about performance management. In addition to our scheduled and systematic feedback conversations twice each year through our performance review process, what if we all committed to being more intentional about providing continuous and ongoing feedback to our teams, departments, colleagues, and leaders?

The feedback equation has three simple variables. There is someone providing feedback, someone receiving feedback, and then of course there is the feedback itself. Receiving constructive feedback can be hard and it isn’t always necessarily fun, but is almost always valuable and helpful. Listening, evaluating, and incorporating thoughtful feedback can be one of the most important things we do as a part of our career development and professional growth. Feedback is one way we get better, so how can we get more if it? We need to ask for it. Communicate with your leader, and others you trust, that you would appreciate their feedback and advice. Be specific about what you need. Most often, all you need to do is ask. People who care about you and your development will be happy to have these conversations with you. We all should make it a habit to ask others for feedback and then work hard to be open and receptive when they provide it.

On the other end of the equation is giving feedback. Giving constructive feedback well can be challenging. When you have a hard message to share, think about the “why.” We share these constructive messages because we want the other person to be successful, to improve, and to grow. Keeping the “why” in mind can make sharing a hard message easier. It is also important to think through the message in advance and to prepare. When you take the time to prepare your message you can be sure that it is thoughtful and constructive, which will help ensure that it is well received. The main things to remember about giving feedback is to be honest, be thoughtful, and keep things constructive.

Feedback is a gift. If we make a habit of giving it and receiving it frequently, we get better as individuals, professionals, teams, departments, and better as an organization. And that helps us all SCORE. I’m going to be working on being even more intentional about this in the future and I invite you all to join me!

Lisa Underwood
**Why do we have to be specific about the reason when requesting time off?**

To adhere to the multiple leave policies (which includes bereavement leave, jury duty, sick leave, vacation leave, Family and Medical Leave, and non-medical leaves) it is important to document all scheduled and unscheduled time away from work.

**Scheduled in advance, vacation or personal holiday** -- You don’t need to be specific about the reason you are requesting time off. However, including information about the importance of an event, a flight, or reservations you have could be helpful in your supervisor’s decision making process and whether or not he/she can accommodate the time off requested.

**Scheduled in advance, sick leave** – You don’t need to be specific about the reason you are requesting time off, and you should not be sharing specific medical details with your supervisor. However, you should provide enough information so that your supervisor can confirm that it is appropriate use of sick leave. For example, letting your supervisor know you have an appointment to see your doctor on March 1 and need time off, but not sharing the specific reason you are seeing your doctor.

**Unscheduled** – While you certainly aren’t required to be specific about your reason for calling out, not providing information to your supervisor could make a difference on how the absence is viewed, whether it is considered part of a pattern, and whether disciplinary action is warranted.

We expect and hope that all employees feel comfortable sharing appropriate levels of information with their supervisor. Having the appropriate level of information helps supervisors make good decisions about patterns of attendance and whether or not disciplinary action is appropriate. Also, supervisors are able to share information and connect employees with important and helpful resources when they have appropriate levels of information.

--- Lisa Underwood

**Why is there a need for so many safety classes?**

Since October 1, 2016 Campus Service has suffered 23 work related or workplace injuries resulting in 31 days of lost work. All of these injuries happened on campus and fell in one of the following categories: slip, trip, fall, sprains & strains, lacerations, contusions, electric shock, skin irritation, etc. When these incidents were investigated, EHSO determined most of the injuries sustained were preventable with additional safety training recommended to prevent future occurrences. We need to get to a point where ‘Safety’ is on the minds of every Campus Services employee, no matter what position they hold. Safety needs to be kept in mind for everything we do. Safety will continue to remain one of our highest priorities in support of our Mission, Vision, and Values of SCORE.

**S** – Safety  
**C** – Collaboration  
**O** – Ownership  
**R** – Respect  
**E** – Excellence

--- Todd Kerzie
Karen Salisbury began her career with Emory University in January 1985. Over the next 32 years, she served Emory in a variety of capacities – creating the university’s first Summer Conference Program; developing student leaders and watching them contribute their gifts in the world; managing Emory’s role in the 1996 Olympics and developing the Campus Service Advisory Board. She retired from Emory University as the Chief of Staff, Director of Customer Relations in Campus Services (CS) on January 6, 2017.

When asked about her time working in CS, Karen said, “They have been the best years of my career.” She was able to develop meaningful relationships with many CS employees and designed new initiatives that are still in place in the department.

At her retirement party on January 11, many employees throughout Emory came to say thank you and goodbye, with a line that wrapped around the room! CS thanks Karen for her dedication to our organization. We will miss you and wish you all the best, Karen!
CS HIGHLIGHTS

EMORY POLICE AT OXFORD COLLEGE ENGAGE THE COMMUNITY

The Emory Police at Oxford College provided a Coffee and Cop program inside the Haygood Residence Hall on February 16th. At this event, officers provided freshly baked cookies and milk for Oxford students.

On April 6th, at 3:00pm, Emory Police at Oxford College will be hosting Cookies in Candler Hall. Everyone is welcome to join this event and see the positive relationships that are forming in the Oxford community.

CS is proud that the Emory Police at Oxford continue to be ambassadors in the Oxford community. Keep up the good work!

AUGUSTA ROBINSON RECEIVES CERTIFICATION

Augusta “Gus” Robinson has worked at Emory University for 27 years, where he serves as a locksmith in Facilities Management (FM). Since becoming a certified registered locksmith with the Associated Locksmiths of America in 2001, he has sought out new training opportunities.

Gus recently received his certification becoming a Certified Facility Locksmith. He received this certification from the National Locksmithing Institute. This program is specifically designed to give locksmiths, at the facility level, new knowledge on changes to fire and door codes (such as the new regulations on handicapped doors).

Gus is proud of this accomplishment and says, “it helps me do my work more effectively and I can share knowledge with my colleagues.” He hopes that by getting this certification he may “encourage other team members to take advantage of this opportunity.”

We are proud of Gus for working hard to achieve his certification. Congratulations on your achievement, Gus!
CS HIGHLIGHTS

NEW LEADER: JARRELL REYNOLDS

Campus Services (CS) is excited to announce the newest leader of our team! On January 30, Jarrell Reynolds joined CS as the Supervisor, Staging & Surplus Property.

Prior to joining CS, Jarrell was a supervisor with Waste Industries. He brings over 20 years of experience in the recycling and waste management field. In his new position, Jarrell will be responsible for daily supervision of the staging and surplus property staff, assisting with establishing goals that support the departmental budget while maintaining equipment inventory.

His office is located at the Briarcliff Property on 1250 Briarcliff Rd. We are eager to see Jarrell’s positive contributions to CS and enthusiastically welcome him to our organization.

NEW LEADER: JASON SULLIVAN

Join us in welcoming Jason Sullivan as a new Area Manager in Building and Residential Services. In this position, Jason will be responsible for supervising the cleaning of several campus buildings and managing a personnel of over 40 employees.

Jason is an Atlanta native that has attended both Oxford College and Emory University, where he graduated in 2006 with a Bachelor of Arts in Sociology. More recently, he has served as the Facilities Director for the Northeast and Midtown Athletic Club. He brings over fifteen years of experience in Facilities Management.

We are eager to see Jason’s positive contributions to Campus Services and are thrilled to welcome him back to the Emory community and to our organization.
## Campus Services Open Positions

~Submitted by Kelli Howell-Robinson, Human Resources

Posted as of 02/24/2017

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<tr>
<th>DEPARTMENT</th>
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All applications need to be submitted electronically at http://www.hr.emory.edu/careers/index.html
Congratulations on your continuous years of service. We appreciate you!

Dollie Durden 40 years
Jimmie Dukes 30 years
Rob Manchester 30 years
Guy Mitchell 30 years
Thomas Manns 20 years
Alicia Tull 20 years
Jimmie Johnson 20 years
Cherrie Spear 20 years
Jimmy Powell 20 years
M. Paul Winfrey 15 years
Lindsay Cross 15 years
Bettye Payne 15 years
Dorothy Davis 15 years
Lena Bernard 15 years
Torience Jones-Singleton 15 years
Nicholas Peavy 15 years
Regina West 15 years
James Harper 15 years
Malcolm Jones 10 years
Andrea Jordan 10 years
Chris Kuhn 10 years
Brad Leach 10 years
Shonell Nelson 10 years
Denita Devereux 10 years
Jose Marte-Lopez 10 years
Donald Crawford 10 years
Oliver Lein 10 years
Steve Benton 10 years
David Horne 10 years
Joseph Mayo 10 years
Jo Lamb 5 years
Arshapalla Brown 5 years
David Jackson 5 years
Gladys Brown 5 years
Sandy Lewis 5 years
Lisa L. White 5 years
Monica Caldwell 5 years
Lamont Clemons 5 years
Anita Cunningham 5 years
James Scott 5 years
Oscar Castillo 5 years
Joseph Lawrence 5 years
FEATURED RECIPE

**Acai–Strawberry Smoothie**

*What You Need*

- 3½ ounces frozen pure, unsweetened acai fruit puree
- 1 tablespoon chia or hemp seeds (optional)
- 1 medium banana
- 1 cup frozen strawberries

*Make It*

Combine orange juice, banana, strawberries, acai and chia (or hemp) seeds, if using, in a blender. Puree until smooth.

ENJOY!

HEALTHY LIVING SPOTLIGHT

**Biometric Screenings**

On February 21st, Healthy Emory provided free health screenings to Campus Services employees. Each screening only took about 15 minutes and it measured employees’ blood pressure, cholesterol, glucose, body mass index (BMI), and body composition.

At the screening, employees received their results immediately and were able to talk one-on-one with a health professional about their screening results. Additionally, all employees that participated were given information about healthy living.

Employees that completed the screening and the Compass online health assessment will earn a $150 incentive on their Emory medical plan!
Goodbye beige, hello better health.

Registration Period: March 13 – March 24
Challenge Dates: March 27 - May 7

Colorful Choices™ is a fun and engaging, six-week nutrition challenge that will help you put produce first!

Who can participate?
Emory employees and retirees.

Register Now
www.hr.emory.edu/nutritionchallenge

Questions?
Contact us at healthyemory@emory.edu.

Colorful Choices is a trademark of Health Enhancement Systems, professionally managed by HealthFitness, the leading provider of employee health solutions. Promotional material. © 2015 Health Fitness Corporation.
Upcoming Financial Workshops to Help With Your Financial Needs - Register Now!
Emory WorkLife Resource Center

1. • Have questions on how to budget properly?
2. • How are your taxes affected when you retire?
3. • Do you have the right insurance plans?

Getting Fiscally Fit: Organize a Plan for Your Money That Works for You
March 10, 2017, 12 PM - 1:30 PM
School of Medicine - Room 120
Mark Stevens, CFP, ChFC Founder

Retirement and Taxes: Simple Steps, Powerful Results
March 17, 2017, 12 PM – 1:30 PM
School of Public Health - Claudia Nance Rollins Bldg. Room 1000
Barry Franklin, CPA, LLC

Insurance Fundamentals: The Harsh realities of Avoiding Insurance
March 24, 2017, 12 PM - 1:30 PM
Goizueta Business School - Room 234
Mark Stevens, CFP, ChFC Founder

Strategies for a Sustainable Retirement
April 14, 2017, 12 PM - 1:30 PM
Goizueta Business School - Room 234
Mark Stevens, CFP, ChFC Founder

All sessions are free to Emory University faculty, staff, and graduate students.
Click here to register. Always online at worklife.emory.edu.
Everyone is invited

What would you do in a fire emergency?

CAMPUS SERVICES

5-Minute Fire Extinguisher Training

<table>
<thead>
<tr>
<th>Main Campus: Between Building B and C</th>
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<tr>
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<td>Night Shift</td>
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<td>2PM - 3PM</td>
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<td>10AM - 11AM</td>
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<tr>
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<th>Oxford College: In front of the Old Cafeteria</th>
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<tbody>
<tr>
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<tr>
<td>March 23rd</td>
<td>10AM - 11AM</td>
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WHY?

Employers who provide portable fire extinguishers for employee use must provide an educational program to familiarize all employees with the general principles of fire extinguisher use [OSHA 1910.157(g)(1) and (g)(2)].

Employers who are expected to use portable fire extinguishers must be provided with "hands on" training in the use of the fire extinguishing equipment [OSHA 1910.157(g)(3)].

Paul Winfrey, Fire Safety Coordinator at mpwinfrey@emory.edu / 404-727-0987
Celebrate One Year of Back-Up Care at Emory

Don’t miss work or use a vacation day – access back-up care at no cost!

The Bright Horizons Back-Up Care Advantage offers the highest-quality, temporary care to Emory University faculty and staff and Laney Graduate School families whenever your regular child and adult/elder care arrangements are unavailable. The program offers solutions for both emergency and anticipated breakdowns in care.

Great news! Bright Horizons will waive co-pays for the back-up program AND allow 30 days advance reservations during the entire month of March* 2017 for both breakdowns in routine and emergency care:

Use up to 3 consecutive days of care for breakdowns in routine care
- Seasonal break from school
- Caregiver on vacation
- Difficulty securing transitional care
- Conference travel

More than 3 consecutive days of care can be used when there are unanticipated breakdowns in care:
- Caregiver calls in sick
- School/center closed due to inclement weather
- Stay at home spouse/partner has an appointment
- Use for self-care in case of injury or illness

Care available Nationwide!

Register & Reserve Care

Employees have access to 10 days of family back-up care per year. Standard co-pays are typically $15/child/day or $25/family/day (center-based care) or $6/hour (in-home care) – which will be WAIVED for the entire month of March 2017.

There is no fee to register and you must be fully registered before using the program. Reservations are required and requests for care can be made up to 30 days (reservations in March only)* in advance or up to the day care is needed.

Online: https://backup.brighthorizons.com
- Username = EmoryEagle
- Password = backup

Or call: 877-242-2737 (877- BH-CARES)
Introducing the CS Employee Portal

EASY ACCESS TO WHAT YOU NEED

EMORY UNIVERSITY | Campus Services
Division of Business and Administration

HELPFUL LINKS
- Important Phone Numbers
- 2017 Benefits Guide
- Courtesy Scholarship
- Tuition Reimbursement
- Emory Careers (Applying for Jobs at Emory)
- E-Screens
- Newsbeat

QUICK LINKS TO PHONE NUMBERS AND OTHER ITEMS

buttons link to common employee services

Service brought to you by CS Human Resources. For more information or assistance call 7-4334, Janine Cabrera-Velde

Click here to access: goo.gl/znG8ez or scan this:

TIP: Look at the “How to Guide” page for hints for accessing the site from your phone, pad or computer
Two ways for computer access

1. Type this web address in your browser such as Safari or Google Chrome:
   goo.gl/znG8ez
2. Website loads right up!
3. Click buttons for services.

TIP: Bookmark the page on your computer for future reference.

Two ways to access on your phone

1. Download a QR code reader such as QR Droid, QR Code Reader, or Neoreader. (Search in your app store for QR readers).
2. Open the app and point your camera lens to this QR code below.
3. Your phone will ask if you'd like to open the webpage. Tap OPEN or OK.
4. Scroll down for buttons.
Georgia Teens Ride with P.R.I.D.E.
(Parents Reducing Injuries and Driver Error)

Is your teenager's life worth two hours of your time?

P.R.I.D.E. - An educational program from the Georgia Traffic Injury Prevention Institute (GTIPI). The program seeks to reduce the high number of crashes, injuries and fatalities involving teen drivers in the state of Georgia. The program will address driver attitude, knowledge and behavior, rather than technical hands-on driver skills. It is designed to complement existing driver's education and programs.

P.R.I.D.E. is a free, two-hour course designed to help parents and their new teen drivers, ages 14-16, learn what they need to do during the 40 hours of supervised practice driving time (40) hours of supervised practice driving time is required, if the teen successfully completes driver's education).

Overview of Parent/Teen Driver Course

Part I: “Teen Drivers & Motor Vehicle Crashes

Part II: I'm confused. What are GDL and TADRA all about?”

Part III: “Coaching Your New Driver” (for Parents)

OR

“Getting the Keys to the Wheels and Keeping Them” (for Teenagers)

Part IV: “Agreement to Ride with Pride

FOR MORE INFORMATION ON THIS PROGRAM PLEASE CONTACT
EMORY POLICE DEPARTMENT CRIME PREVENTION UNIT

If you require a disability-related accommodation to participate in this event, please contact Officer Johnson to arrange services. Early requests are strongly encouraged to allow sufficient time to meet your access needs.

OFFICER D. JOHNSON 404-727-5662 OR EMAIL: djohns9@emory.edu
Fax: 404-712-8249

Date: 03/25/2017
Time: 10:30 am-12:30 pm
Class Location: Emory Police
Department Suite G-01
1784 N. Decatur Rd
Atlanta, GA 30322
Cost: Free
Complete attached registration form to enroll
"Try to be a rainbow in someone’s cloud."

~Maya Angelou

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<td>9 Safety Committee Meeting</td>
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<td>13 New Employee Welcome (NEW)</td>
<td>14 ENGAGE Practice Session</td>
<td>15 New Employee Welcome (NEW)</td>
<td>16 Leadership Dev. Series</td>
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**Employee Update - March**

**Welcome - New Hires**

- Kevin Merchant...Police Officer...Public Safety
- Clinton Sledge...Turf Care Specialist...Grounds
- Jeffrey Radovich...Landscaper...Grounds
- Jarrell Reynolds...Supervisor, Staging & Surplus...Staging
- Dyke Crane...Maintenance Mechanic...ZEM
- Ryan Zegzdryn...Sr. Maintenance Mechanic...ZCM
- DeShawn Clayton...Custodian...BRS

**Congratulations - New Titles**

- Richard Mittenzwei...Mgr, Physical Security Services...Public Safety
- Paul Lewis...Sr. HVAC Mechanic...HVAC
- David Dorsey...Sr. HVAC Mechanic...HVAC
- Derick Ritchie...Police Sergeant...Public Safety
- Alex Mawson...Police Sergeant...Public Safety
- Randall Terry...Police Sergeant...Public Safety
- David Horne...Coordinator, Recycling/Shredding...Recycling