

Employee of the Month: February 2016



Congrats to David Kowalewski, the February 2016 Employee of the Month!

Dave is "Always willing to go above and beyond even through having multiple balls in the air," the nominating party explained. "He is a team player and is courteous to all. He looks for opportunities to do his work better and make the work of others easier."

David Kowalewski, or Dave K, has been employed with the City of Baltimore for 16 years, 3 months. He has been with the Department for 3 years, 2.5 of which as an Accountant II. Dave K said that he "loves to help everyone do their jobs" by conducting research and being the "money mover."

When Dave K isn't at work you can find him rooting for a number of local sports teams. He really enjoys fantasy football, loves the Baltimore Blast, Ravens, and Maryland Terrapins. Recently, Dave K was in Orlando to enjoy the WWE Royal Rumble. While in Orlando he also visited Walt Disney World and took his picture with both Mickey and Goofy.

All Employee of the Month recipients receive a certificate and a surprise gift.

#Get2Know: Shelby Sullivan

Written by: Radazjah Davis



Shelby Sullivan, an Office Assistant II at Fleet, has loved the performing arts since she was a teen. Ms. Sullivan is an actor, singer, and a dancer with equal measure. She picked up her passion for the performing arts from her surroundings but is primarily inspired by her dad.

Ms. Sullivan gained a standard of discipline from performing regularly. She believes that "everything is hard when performing because it's a job you never get to leave when it's over." Each audition for Ms. Sullivan is different and nerve wrecking. But, when she is performing everything else becomes secondary.

During the 2016 blizzard Fleet and Facilities did a great job!



BE AN EMPLOYEE OF THE MONTH

The DGS Employee of the Month nominations may be submitted in person using the handy ballot boxes placed throughout DGS locations or via electronic submission at DGS_HR@baltimorecity.gov.

ANYONE CAN NOMINATE A CO-WORKER!

A Customer Service Committee representing each of the DGS divisions selects recipients. In addition to new nominees, all nominations not selected during the current month are retained and subsequently entered for future consideration.

Should you have questions regarding the Employee of the Month process please call Laurie Blumberg at (410) 396-4600.

Follow DGS on Social Media!



Mayor's Visit to Fleet After #Jonas





Want more training or education?

Are you interested in attending a training, conference, college, or workshop outside the organization?

Did you know that the Department of General Services is willing to pay for trainings of all types with our commitment to seeing you grow?

If you are interested in attending a training, conference or school please contact the Human Resources Office at DGS_HR@baltimorecity.gov to submit a proposal. Proposals must include:

- How the conference, training, college course and/or workshop would enhance your current knowledge, skills and abilities
- Training, conference, college course and/or workshop costs and any traveling expenses
- Date of attendance

All proposals must be submitted to the Human Resources Office by May 1, 2016 for FY 2017.

Note: Due to funding, all proposals will be reviewed and selected based upon value and overall cost.

DGS New Hires and Promotions

Hire	
Employee	Title
Stephen Potts	Tire Maintenance Worker I
Zeljko Macakanja	Laborer
Charles Knecht	Contract
Chris Hepler	Contract
Promotions	
Employee	New Title
Damon Johnson	Automotive Maintenance Worker
Renee Lacks	Analyst Programmer Supervisor

To apply for a position create an account on www.governmentjobs.com. Keep the application updates as the Human Resources Office periodically reviews them. The more information you provide, the better your chances to receive the highest consideration for the job or promotion. Using this process you can scan and add information to your account. Things you may want to scan include but are not limited to: résumé, cover letter, certifications, and any licenses you hold. The website also has a Job Notification section that sends reminders when positions are posted with application deadlines.

2016 Training Calendars

February

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4 New Employee Orientation- HR Office 8 th Floor	5	6
7	8	9 Outlook Training-AW 2 nd Floor Conference Room 9-10am	10	11 Outlook Training-AW 2 nd Floor Conference Room 11am-12pm	12	13
14	15 Holiday	16	17	18 New Employee Orientation- HR Office 8 th Floor	19	20
21	22	23 Out-of-Title Training-AW Supervisors-AW 2 nd Floor Conference Room 9-10am	24	25 Out-of-Title Training-AW Supervisors-AW 2 nd Floor Conference Room 11am-12pm	26	27
28	29					

March

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3 New Employee Orientation- HR Office 8 th Floor	4	5
6	7	8 Grievances-Supervisor roles & responsibilities-AW Supervisors 2 nd Floor	9	10	11	12
13	14 Arrest Policy- 2 nd Floor Conference Room 11am-12pm	15	16	17 New Employee Orientation- HR Office 8 th Floor	18	19
20	21	22 Grievances-Supervisor roles & responsibilities-AW Supervisors	23	24	25 Holiday	26
27	28 Arrest Policy- 2 nd Floor Conference Room 11am-12pm	29	30	31 New Employee Orientation- HR Office 8 th Floor		

Arrest Policy

DGS Human Resources will provide **mandatory** training on the Policy and Procedures Governing Arrest, Charge or Conviction. This training will address the rationale for the policy as well as employee and supervisor responsibilities.

Dates: March 14th 11 a.m.-12 p.m. & 28th 11 a.m.-12 p.m.

Location: 2nd Floor Conference Room

Please RSVP by contacting the HR Office at 410-396-7258 or email Erica Gee at Erica.Gee@baltimorecity.gov

Grievances-Roles & Responsibilities

DGS Human Resources will provide a **mandatory** training on Supervisor roles and responsibilities in employee Grievance Procedures.

Specifically, Supervisory duties involved in Grievance Steps 1, 2, & 3 will be discussed. Other topics include: handling & conducting Grievance Steps 1 & 2; formal responses to these steps; and preparing for a Step 3 Grievance.

Dates: March 8th & March 22nd 9 – 10 AM*

Location: 2nd Floor Conference Room

Supervisors please RSVP by March 2nd by contacting the HR Office at 410-396-7258 or email Nick Fontanez at Nick.Fontanez@baltimorecity.gov

***Supervisors only need to attend one session**