



# TOWNtalk

A newsletter for Town of Chapel Hill employees

Watch for a special edition on Workforce Planning in July.

June 2012  
Vol. 8, No. 8

[www.townofchapelhill.org](http://www.townofchapelhill.org)

## On the Front Burner



*Rog*

An exciting new project is under way to replace our current job classification and compensation system with a new and modern system that supports our strategic goal to recruit, manage and retain a well-qualified and diverse workforce.

The Compensation and Classification Project is a long-term project that will involve discussions with the Town Council on a compensation philosophy in fall 2012, and a follow-up report of final recommendations in February 2013. We will begin this summer by gathering job descriptions and making market comparisons on compensation systems.

What's our first step? Employees will complete a Job Description Questionnaire about each position in the Town. Supervisory staff will complete a Job Evaluation on each position, which provides information about job requirements and relationships among positions.

Why is this important? We have not conducted a complete, systemic review of our compensation and classification system for more than a decade. One result is that we do not have information to compare ourselves with other jurisdictions, with whom we compete for employees. The basic data we collect in the initial phase of the project will allow the Town to have that information for decision-making. After a review of the information, we will be better prepared to set course for the future.

*(continued on p. 3)*

## Brian Callaway

**Joined Town: November 2010**  
**Energy Management Specialist (Temp)**

"I've been investigating (with assistance from John Newark and Forrest Heath) numerous energy efficiency projects throughout town. I'd love to discuss the feasibility of a project like this with you and find out if this is a project we should pursue."

Have you received an email like this one? In his short time with the Town, Brian Callaway has contacted many people. His persistence has paid off, saving the Town thousands of dollars by asking questions about facility and vehicle operations, poring over utility bills, and looking for better ways of doing things. "It's a win-win because we save money, save energy and save the environment," he says.

Brian has uncovered a \$35,000 billing mistake from Duke Energy, a leaking toilet that was running up an enormous water bill, and opportunities for energy savings at many Town facilities. Working with John Richardson, the latest project involves installation of LED lights at the Wallace and Town Hall parking decks, a project supported by the Town's Energy Bank and federal Stimulus funds that will result in more than \$15,000 in annual electricity and maintenance savings as well as \$13,000 in cash incentives from Duke Energy.

An avid cyclist who is recovering from a serious accident (ask to see his fractured femur X-ray available on his cell phone), Brian may take up

## Value in the Spotlight

# Teamwork



Catherine Lazorko photo

swimming next. He has traveled to 42 states, many explored on cross-country bike rides, and 18 countries. His bachelor's degree in engineering is from the University of Florida, and his master's degree in city and regional planning is from UNC-Chapel Hill. He stands tall at 6'5" but only plays basketball "every once in a while."

## COMING UP

**Wednesday, July 4: Town Holiday.** Most municipal offices will be closed. **July Fourth Celebration at Kenan Stadium—gates open at 7 p.m.; fireworks begin at 9:30 p.m.** [www.townofchapelhill.org/july4](http://www.townofchapelhill.org/july4)

**July 16-17: Bring your artwork to Town Hall for the Employee and Family Art Exhibition.** See page 3 for more information.



*Kay Pearlstein, J.B. Culpepper and Ralph Karpinos get ready to yell "Bingo!" at the Employee Appreciation Luncheon on June 15. Thanks to Parks and Recreation for organizing a great event!*

# In Brief

The Parks and Recreation facility at Plant Road received a Blue Ribbon award from safety officer **Mike Beckman** (HRD) for having no un-safe conditions during the May inspection.



**Ken Davis** and **Erin Kawamata** (both Public Works) compare bellies.



**Charlie Pardo** and **Mark Geercken** (both Police) talked to incoming UNC students and their parents at UNC New Student Orientation on June 5.

- **RETIREES**—congratulations on a job well done! Retirees from January to June 2012 were:
- **Annie Sharpe** (Transit)
- **Lee Sparrow** (Police)
- **William Thompson** (Public Works)
- **Joyce Wilson** (Transit)
- **Eva Cohn** (Transit)
- **Robert Smith** (Library)
- **L. Dayle Gibson** (Public Works)
- **Victoria Madsen** (Police)
- **Patricia Bowden** (Transit)
- **Joe Layton** (Police)

## Peace Officers Memorial Service

On May 24, the first annual Orange County Peace Officers Memorial Service was held. This ceremony honors those who have given their lives in the line of duty.

The Chapel Hill Police Department partnered with the Orange County Sheriff's Office, Orange Correctional Center, Mebane Police Department, UNC Department of Public Safety, North Carolina Highway Patrol, Carrboro Police, Hillsborough Police, and UNC Hospital Police to host the ceremony at Chapel Hill Bible Church.



**SHOW YOUR CREATIVITY** in the Annual Town Employee & Family Art Exhibition! Share your talents with your co-workers and the community. All work by employees or their family members is welcome. Prizes awarded include \$75 Best in Show, \$50 First Place and \$25 Second Place.

Bring your artwork to Town Hall Monday, July 16, or Tuesday, July 17, during the following times: 8:30-9:30 a.m., 12:30-1:30 p.m., or 4-5 p.m. Each artwork must be wired for hanging or be able to fit in a display case. All artwork must have the following information on the back: artist's name, department or relation to Town employee, medium and sale price or insurance value. For more information, contact Steve Wright at [swright@townofchapelhill.org](mailto:swright@townofchapelhill.org) or 968-2749.

**IMPROVE YOUR SKILLS THIS SUMMER!** The library offers free classes in computer and internet basics, Word, Excel, and PowerPoint. To register, call 968-2780 or visit [www.lib.unc.edu/cws](http://www.lib.unc.edu/cws).

**CHANGES IN THE RECYCLING PROGRAM:** Beginning in July, Orange County recycling programs, except government building recycling will convert to single stream. That means at residences all paper can be combined in one bin or cart with cans and bottles. In local government buildings, recycling will remain as it is now with one cart for paper and another for cans and bottles. Call the Orange County recycling office at 919 968-2788 if you need more information or a deskside container, or if there are any recycling problems at your location.



**David Funk** (Police) and his K-9 partner **MJ** interact with students at Estes Hill Fun Daze. Officers created a physical aptitude test for children and assisted with the event. Thanks everyone who assisted with this event: **Nate Chambers** for his vision in creating this opportunity to fellowship with the community; and to **Terrence Fearington** and **Andrew Smith** for helping out and representing the department in such a positive light!



**The GO Chapel Hill Survey** Grand Prize, a bicycle from the ReCYCLERY, was presented to Todd Harris. Thanks to everyone who completed the

Go Chapel Hill survey. The information collected will be used to make Chapel Hill an even healthier place to work, play and live.



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# Compliments



**Jeanette Coffin** (Manager) was thanked by Karen Apperson for assisting her in getting an official signature. "Your warmth and smile really gave me a great impression of your office and made my day! Thanks!"

**Joyce Headen** (Transit) was complimented by Jayne Domeko for being a great driver. "She was always nice and polite to all the passengers."

**Chris McCoy** (Transit) was commended by Zell McGee for being courteous, cheerful, safe, and a good driver.

**Deborah Yancey** (Transit) was thanked by Felicia Eagle for retrieving notebooks that were left on the bus stop bench and taking them to her building.

**Mitch Herndon** thanked Chapel Hill Police officers for overseeing the Frank Porter Graham walk to school on May 31.

**Katina Capers** (Transit) was thanked by a passenger for stopping after seeing the passenger running towards the bus stop.

An assault victim wrote to thank **Joseph Haywood** (Police) for being concerned and respectful. "The Chapel Hill Police Department should be proud to have Officer Haywood representing them to the community."

Ruth Hill expressed her appreciation for **Nigel Frank** (Transit) and the Senior Shuttle service. "His caring attitude to all who ride the shuttle makes his on-the-job work remarkable."

**Nancy Hayes** (Transit) was complimented by Cindy Anderson for being polite, kind and helpful.

**Lawrence Vincent** (Transit) was thanked by Monta King for being courteous and pleasant.

**Amy Edwards, Annie Edwards, Danny Elliott, Jessica Gentry, Tyrell Chambers,**

**Akalema Pherribo, Sonja Robinson, Louis Jones, Doug Brooks and Sal Palacios** (all Transit) were complimented by Rebecca Butler for being courteous.

**Aaron Jacobs** (Transit) was commended by Dahlia Hodges for his good driving skills.

**Chris Blue** (Transit) was commended by Jacquelynn Berton for being kind when she became ill on the bus.

**Mike Purdie** (Transit) was complimented by Esther Lam for being polite and a safe driver.

**Carl Walker** (Transit) was complimented by Sarah McQuaid for being friendly and kind.

Kirk Owen thanked **Chris Jensen and Ernest Odei-Larbi** (both Stormwater) for coming to his house and giving him information about how to deal with rainwater flow on the property.

A transit passenger thanked **Valjean Gibson, Stephanie Lunsford, and Sylvia Coppin** (all Transit) for providing polite service.

# SMT Notes

The following is a brief update of some of the items recently discussed by the Senior Management Team (SMT). These notes are posted on the Town's Intranet twice a month and can be accessed from your Town computer. To access the notes, type in "intranet" in your web browser, click "Published Documents" on the left-hand side of the page, then "SMT Meeting Notes" under the "Teams" column. To stay up-to-date on other Town news and activities, subscribe to Chapel Hill eNews by emailing [info@townofchapelhill.org](mailto:info@townofchapelhill.org).

The next several months are going to be extremely busy for Town staff. Among other projects and day-to-day activities, we will be rolling out the following initiatives, which are all interconnected:

- **Policies and Procedures project**, spearheaded by **Rae Buckley** (this is an effort to ensure that Town policies and procedures are clear and consistent across departments)
- **Classification and Compensation study**, spearheaded by **Bruce Heflin** with HRD support provided by **Dennis Schoch** (with Waters Consulting)

- **Employee Performance Management and Development System**, spearheaded by consultants Terrie Hutaff and Marcia Johnson (staff support will be provided by **Cliff Turner** and **Jason Damweber**)
- **Chapel Hill 2020 implementation** which will include, among other items:
  - Bi-monthly Council work sessions related to the various theme groups.
  - Bi-monthly Council work sessions regarding priority budgeting and asset management.
  - Development and implementation of the Ombuds program (services will be offered both to staff and the community).
  - Continued work on developing and tracking performance measures, and broadening the scope of the performance measurement program to include benchmarking.
  - Building systems to ensure follow through on revamped departmental business plans.

We recently partnered with Orange County, the University, the Downtown Partnership, and 3 Birds Marketing, a marketing firm currently located on Rosemary Street, to develop a **business incubation space** for local start-up businesses. We believe it is a step in the right direction and will result in positive change in the Town's business community.

# On the Front Burner

*(continued from p. 1)*

The Compensation and Classification Project supports Council goals to adopt a compensation philosophy that balances retention and recruitment, employee interests and financial sustainability to retain and attract the best employees to maintain quality, responsive and efficient service.

Some of my goals are to learn from what others are doing, find comparisons for the markets in which we compete, and prepare broader and more flexible job classifications. Ultimately, I want to ensure that we are paying for what truly benefits the Town — demonstrated leadership, skills gained, collaboration and facilitation.

The Town has consistently acted on human resource matters based on a stated belief that excellent service derives from excellent employees. Over the last few years, I have initiated multiple initiatives in our quest to build an organization that is built on respect for our employees while nimble enough to adjust to an evolving future. Your involvement will help make this project successful. If you have any questions, please contact me or your department supervisor.

# Investing in Employee Health

## A Message from Jennie Petruney

I wanted to personally let you all know of an upcoming change to the staffing of the Wellness@ Work clinic. I have enjoyed my work here with all of you and have truly been enriched by my experiences. An unexpected opportunity has arisen and I will be moving on to a position with the UNC Breast Center in August. This decision was one I came to after several weeks of thoughtful deliberation. I was not seeking a new position but felt I could not pass up such an amazing opportunity. Before becoming a nurse practitioner I was an oncology nurse. I have found that this is my true "calling" in life and have aspired to work with women diagnosed with breast cancer ever since. These positions are few and far between in my line of work and I could not let it pass me by. With Wellness@Work, I am confident we have laid the groundwork for a program that will be more successful with each passing year. Please see below for a message from Dr. Mark Gwynne.

Sincerely,  
Jennie Petruney

We have very much appreciated Jennie's involvement in Wellness@Work, her clinical skills, and the trust she has developed with many town employees. We will miss her presence. Our team at UNC Family Medicine remains committed to the Town of Chapel Hill, and we will work quickly and collaboratively with the Town to find the right Nurse Practitioner and Nurse for this role. We look forward to continuing our work together to benefit the health of our community.

Sincerely,  
Dr. Mark Gwynne



## Free Aerobics Class!

The Town is offering a new lunchtime fitness program. Get moving with aerobics, taught by Angie Turner, from noon to 12:45 p.m. on Mondays. During the summer, the location for lunchtime aerobics and yoga will change to the Fire Station #4 Training Room, on the southwest corner of Martin Luther King Jr. Boulevard and Weaver Dairy Road.

Other fitness programs available for Town employees are:

- Town Hall Walking Group, Noon, Tuesdays; meet in Town Hall lobby
- Weight Watchers, 12:30 p.m., Wednesdays, Public Works Large Conference Room
- Transit/TOC Walking Group, 12:30 p.m., Thursdays; meet outside Transit lobby
- Beginners Yoga, Noon, Fridays, Fire Station #4 Training Room. Please bring a yoga mat and arrive on time.

## Tobacco-Free Employee Program

Town of Chapel Hill employees participating in the BCBS health plan receive FREE:

Individual treatment plan developed with Barbara Silver, UNC Tobacco Treatment Specialist at the Employee Wellness Clinic

- Tobacco cessation medications for up to three months:
- Free nicotine patch, gum, and lozenge. (Voucher available for reduced co-pay on prescriptions of Chantix)
- Regular follow-up support for three months

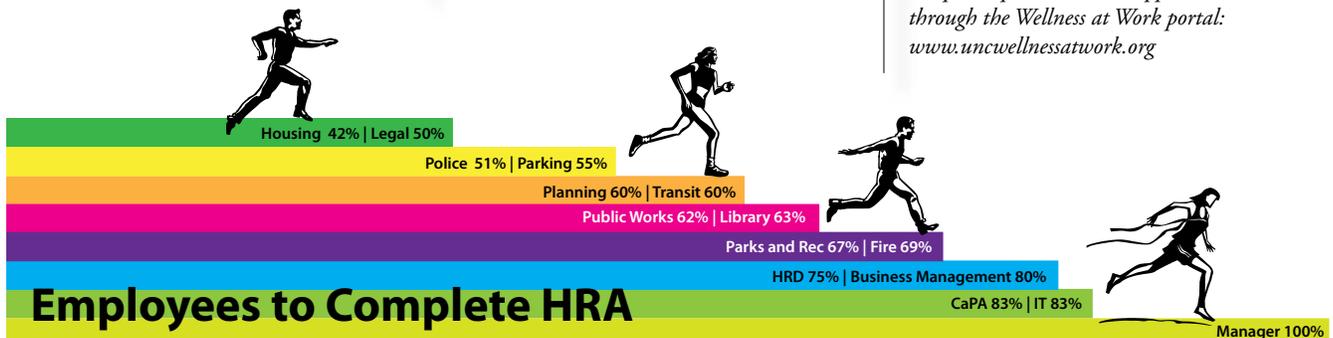
- \$100 Gift Card after being tobacco free for six months, and
- \$100 gift card after being tobacco free for 12 months

### How to Participate

To enroll, visit the Wellness@Work portal at [www.uncwellnessatwork.org](http://www.uncwellnessatwork.org) and choose Tobacco Use Assessment from the left side menu bar.

For more information or to enroll if you do not have internet access, contact Tobacco Treatment Specialist Barbara Silver at 919-445-5358.

*The HRA race continues! If you have insurance with Blue Cross/Blue Shield, you can participate. Make an appointment through the Wellness at Work portal: [www.uncwellnessatwork.org](http://www.uncwellnessatwork.org)*



## Employees to Complete HRA