

E-Brief 2023



Excellence.....

Innovation.....

Teamwork

Integrity

.....Action-Oriented

Friday, October 13, 2023

Happy Friday, Team!

Please consider joining the Mentorship Program as a mentor or mentee! Applications for the 2024 Mentorship Program are being accepted in HR or can be emailed to mentorship@franklintn.gov until November 3rd.

- Do you want to find more information, including applications for the program? Click here: [Mentorship Program](#)
- Watch a quick video that explains the program by clicking here: <https://www.youtube.com/watch?v=RnkCQgnbtw>
- Do you have more questions? Email: mentorship@franklintn.gov

Information from our Human Resources Department:

BREAST CANCER
Awareness

As a tribute to you or your loved one's battle, we ask that you provide us with a picture.

This will be incorporated into the October 20th Walk with the Mayor slideshow.

Send photos to leah.kelley@franklintn.gov

The **Human Resources Department** is asking for employee **breast cancer survivors to participate as they recognize the warriors of breast cancer!** As a tribute to you or a family member they are asking you to send in a photo to be incorporated into a slide show. They also have pink ribbons in the Human Resources Department that are available for you to come by and put a name on to hang in the hallway to show our support! Send photos to leah.kelley@franklintn.gov

On **October 17th**, St. Thomas Health will host a **women's health lunch and learn from 11:30 – 12:30p in the City Hall Training Room**. We will be providing lunch for attendees. Register here: <https://www.signupgenius.com/go/10C094FA9A92EA4F5C52-45011069-womens>

On **October 20th**, please join us for a **Walk with the Mayor** in support of **Breast Cancer Awareness** from 10:30am – 11:30am at City Hall.

The **Health & Safety Fair** will be Thursday, **October 26th**, from **9am-1pm** at **Rolling Hills Community Church!** There will be over 25 vendors, flu shots, biometric screenings, and Jeopardy!!! Be on the lookout for the sign-up link for the biometric screenings. Lunch will be provided!

The annual **Halloween Party** is scheduled for **Monday, October 30th**. There will be costume contests for individuals, groups, and pets. Also, a pumpkin carving contest will be held. Join in on the fun with food, prizes, and more! See the attached for more details.



HR has announced that the **Vacation Buyback Program is open for employee requests!** Employees who have a minimum available balance of 160 vacation hours (216 for Fire shift personnel) AND 5 years of continuous full-time City service as of October 1 are eligible to buy back up to 1 week or 40 hours (54 for Fire shift) of vacation to receive pay for the time accrued instead of rolling over or using their balance. **Employees must remain above the minimum hours requirement on the payout date in order to receive the buyback.** Please see Article XVII, Section B in the HR Manual for full details of the program. Employees will be notified of approval/denial of their request based on the eligibility criteria. Approved employees will receive their payment from the vacation buyback program on the second paycheck in December. If you are eligible and would like to request vacation buyback, please email vacationbuyback@franklintn.gov with how many hours you would like to request to buyback. You can review your balance in UKG on your timecard under Accruals or on your homepage under the My Time Off widget. Your department's timekeeper can also help review balances.

This week's *Williamson Herald* included a letter to the editor from JT Thompson of the Lotz House Museum thanking **Shelly Anderson from Revenue Management** and **Brad Furline from Water Management** for their excellent work stating, "Their customer service was some of the best I have ever had." **Great job and outstanding team work, Shelly and Brad!** Here is the link to the letter:

https://www.williamsonherald.com/opinion/letters_to_editor/letter-to-the-editor-city-of-franklin-employees-demonstrate-exemplary-customer-service/article_ab146f6a-6886-11ee-b16d-7b82a3ff957e.html

Franklin Mayor Dr. Ken Moore proclaimed October 8-14, 2023, Fire Prevention Week in Franklin. He reinforced this year's theme, by telling residents, "**Cooking safety starts with YOU. Pay attention to fire prevention.**" Nearly half of all fires in Franklin and across the country are caused by unattended cooking. The **Franklin Fire Department** has several activities for children planned throughout the month of October to mark the occasion:

- **Poster Contest K-12:** Entries should illustrate the Fire Prevention Week theme. One winner in each grade level will be awarded a \$50 Visa gift card, courtesy of Atmos Energy, and advance to the state competition sponsored by the TN State Fire Marshal's Office. Posters may be any size but must be square or rectangular. Entries must be submitted as a file upload through the online entry form by October 22, 2023. Find complete guidelines and a link to the entry form here: <https://bit.ly/3DBFvkB>.
- **Cool Springs Galleria Education Booth:** Firefighters from Franklin and Brentwood will be at the Cool Springs Galleria, October 9-13, from 10 AM to 6 PM each day to answer questions, and distribute free, fun, educational giveaways for children and adults. Stop by the booth on the lower level of the mall by Belk and the indoor play area.
- **Family Safety House:** The Franklin Fire Department's Family Safety House, a Franklin tradition, since 2005, will be visiting Franklin-area schools to educate first-grade students. The Family Safety House is an interactive, educational trailer where children learn fire safety and survival skills. Take a virtual video tour and see what children will be learning at www.franklintn.gov/FamilySafetyHouse.

Yesterday's **Leadership Team** meeting included a visit from **Williamson County Mayor Rogers Anderson**. We had what we are calling "**a conversation on leadership**" with Mayor Anderson. He shared his leadership lessons and perspective gained from over 37 years as an elected leader in Williamson County. This was the first of these conversations between our City Leadership Team and various community leaders. The Leadership Team also had a review and discussion on the City's capital asset standards and reporting. Our outside auditors are expected to wrap up their on site work today. They will present the final audit report in early December.

That's it for now. Thanks for *all* you do and enjoy your weekend!



Website: www.franklintn.gov

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