

February 2018

February 2018							March 2018						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4				1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28					26	27	28	29	30	31	

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Jan 29	30	31	Feb 1 Post Calendar 10:00am BOEC FLSA Cycle (Columbia Bldg.) 11:30am Bureau 5:00pm Women Bureau	2 8:00am Bob/Lisa (BOEC) - Cozzie, Bob 1:00pm R Wheaton/J Anthony (my office) 2:00pm Follow-up GATR	3	4
5 Deadline for ECS interest 10:00am TBC discussion 10:30am scheduling - 12:30pm Priority 1:30pm Operations	6 1:00pm Meet w/Lisa St. Helen (Meet in lobby of Columbia Square bldg.) - Nunes, Elisabeth	7 Pay Period Cut Off 11:30am Data Review/Prep for GATR 1:00pm Meeting RE 3:30pm Budget	8 10:00am GATR follow up (Mayor's Ceremonial) 11:00am budget response prep 4:00pm budget	9 9:30am Disaster Policy Council Meeting (City Hall - Rose Room) - Merlo, Carmen	10	11
12 10:00am TBC discussion (Mt. Jefferson Conference Room - 1:30pm Operations Check in (Lisa's	13 10:00am TIM Coalition @1030 (TBS)	14 9:30am Union /Mgmt Bi-weekly Meeting (Lisa's office) - St. 10:00am Kickoff: 311 Customer Svc &	15 8:30am BOEC FLSA Cycle 9:30am BOEC FLSA OT 11:00am LMC Meeting 1:30pm BOEC- Staff 3:00pm GATR prep	16 11:45am 911 Telephone System Discussion (BOEC) - Baer, Jeff	17	18
19 10:00am TBC discussion (Mt. Jefferson Conference Room - BOEC) - Tanner, Mark	20 10:00am Training: Employee Self-Service 1:00pm PDCC --SEE UPDATE and 3:30pm Operations	21 Pay Period Cut Off 7:30am Disaster Policy 8:30am Skype phone for 10:30am Discuss 11:00am 911 Phone	22 9:00am CrewSense scheduling web 10:30am Standard of 1:00pm Lunch w/Brenda 2:30pm 1st Quarterly	23 12:00pm FLSA (Rev Bur Rivers Conf Rm (20)) - Schneider, Tom 2:30pm Employee Issue (Lisa's Office) - Lane,	24	25
26 10:00am TBC discussion 10:30am Review Busn 12:30pm GATR PREP 12:30pm GATR prep 2:00pm Operations	27 11:00am Meet the Centurylink Account 2:30pm Lisa and Heidi to meet (Heidi's office) - 4:00pm Lisa/Tom	28 9:30am Union /Mgmt Bi-weekly Meeting 2:00pm FLSA (Columbia 2:00pm FLSA (Columbia 7:00pm ECS Meeting PM	Mar 1	2	3	4