



Supervisor Connection

March 2016



Leaders become great not by their power, but by their ability to empower others ~ John Maxwell

How to retain your top achievers

Rewarding employees in an environment with limited funding can be tricky. To avoid losing the people you need most, you should make an effort to find out what your employees need from you. Discuss their long-term and short-term career goals; annual appraisals are a great time to do this. Below are some ideas to open the lines of communication:

- Find out if there is training they would be interested in. Contact the HR Development Coordinator to help locate the desired training.
- If their long-term goals include furthering their education, remind them of the educational reimbursement language in their contract.
- Give your employees an opportunity to discuss their interests and values. This can help you to delegate work to the right people.
- Ask for thoughts and suggestions. Employees want to feel that their input is important. Many times their suggestions can vastly improve the efficiency of a department.

By making an effort to address your employee needs, you are investing in them. This increases employee satisfaction and morale, and may help your department retain good workers.

Does FMLA run concurrently with sick leave?

Yes, and it is the employer's obligation to designate leave as FMLA qualifying whenever it becomes aware of an FMLA qualifying event. An employee that is out of work for three consecutive days under a doctor's care could be a qualifying event. Employees do not have the right to choose when they take FMLA leave. The employee can use personal and vacation time when on FMLA, however it needs to be designated as FMLA vacation and FMLA personal in Kronos.

Please email Jennifer Draheim at HR with any FMLA questions.

PAYING FOR CONFERENCES

Don't procrastinate! Remember that all travel, even travel that does not require County contribution, **MUST** be preapproved. Be sure to check the Board calendar so you allot enough time for the request to go through your parent committee **and** the Board of Commissioners meeting. In some instances this could take three weeks due to scheduling. The deadline for a parent committee request is 4:00 p.m. the Tuesday before it meets. Additionally, the Controllers Office will not cut a check until the request has been approved by the Board.

Genesee County Human Resources

www.gc4me.com

Feeling overwhelmed with work and home??



EAP HelpNet can help!

Have you tried logging onto the HelpNet site? If not, **DO IT!** I am constantly amazed at the helpful articles for both personal and work life.

This month I challenge you to read something from the *Effective Manager* tab. Get there by following these steps:

- WWW. Helpneteap.com
- Click: Work Life Login (next to "request a quote")
- User: gencounty
- Password: employee
- Working
- Effective Manager

New Supervisor!

Anthony Pavone, Environmental Supervisor

Welcome Anthony!



Launching of the Supervisor Handbook

In the future, when a supervisor is hired or promoted they will attend a supervisor orientation. At the orientation we will go over the newly created handbook which will familiarize the supervisor with important information such as: policies, the hiring process, contract language, evaluations, FMLA, workers comp, short term disability, and discipline. The purpose of the handbook is to equip supervisors with tools for issues that may arise in the course of their job. If you would like a copy of the Supervisor Handbook it is posted on the Human Resource tab at GC4ME.com. A CD or hardcopy book is available by request.

TRAINING OPPORTUNITIES

In an effort to promote intergovernmental cooperation, Oakland County Human Resources offers both instructor-led and computer-based trainings specifically designed for supervisors for a very low cost. The March/April/May 2016 instructor-led offerings are:

March

- 16th Promoting Optimal Employee performance for Supervisors
- 17th Leading Productive Meetings
- 23rd Effectively Leading Change Initiatives
- 24th Effective Communication Skills for Supervisors

April

- 6th Managing Conflict and Working Relationships Effectively
- 7th Assisting the Difficult Client
- 12th Exploring Diversity and Individual Differences
- 26th Understanding Personality Type in the Workplace

May

- 3rd Customer Service Excellence for Diverse Populations
- 3rd Effective Communication Skills
- 12th Planning and Organizing for Supervisors
- 25th Write on! Effective Email, Letters and Reports

Interested in one of the trainings listed above?

Contact Amy Alexander at:

(810) 766-6578 or aalexander@co.genesees.mi.us

(Oakland County also has training for your employees)