



Supervisor Connection

September 2016



If your actions Inspire others to dream more, learn more, do more and become more, you are a leader. ~ John Quincy Adams

DO YOU HAVE AN EMPLOYEE THAT IS LEAVING?

In April the Board of Commissioners voted to approve an **Employee Separation Procedure** that is to be followed anytime an employee separates from Genesee County employment. The procedure consists of a “checklist” that is to be filled out by the immediate supervisor just prior to the employees departure. It lists things that must be done immediately such as collecting the employee’s keys/laptop/equipment, contacting IT to deactivate the employees computer login and email, sending the employee to HR to turn in their parking and access cards, contacting retirement, etc. The second part of the separation procedure is an exit interview that is performed by HR. The exit interview is important because it helps HR know what they can do to help a departments individual needs. It also helps to identify reasons that employees leave Genesee County. **Please contact HR prior to an employee leaving so an exit interview appointment can be set up ahead of time!** We like to meet with them on their last physical day at work to do the exit interview and collect their park/access cards as necessary.

The Separation Checklist is located on the HR Website (www.gc4me.com) on the Supervisor Tab. Click on the Forms link, then the Administrative Forms link.

If you have any questions please contact Amy Alexander at aalexander@co.genesee.mi.us.

KRONOS

If you find yourself struggling to understand Kronos, the following supervisors have graciously offered to help. Give them a call!

Angela Westfall	768-7093	awestfall@co.genesee.mi.us	Circuit Courthouse
Cindy Grossbauer	768-7933	cgrossbauer@co.genesee.mi.us	Circuit Courthouse
Jim Bauer	424-4426	jbauer@co.genesee.mi.us	Circuit Courthouse
Sara Santini	424-4390	ssantini@co.genesee.mi.us	McCree South
Anita Galajda	424-4365	agalajda@co.genesee.mi.us	Administration Building
Chris Durgan	766-6549	cdurgan@co.genesee.mi.us	Administration Building

Genesee County Human Resources
www.gc4me.com



DID YOU KNOW?

Did you know that Employees almost always blame poor morale on the one in charge? According to a February 2016 Frontline Supervisor article, some of the most common behavioral complaints voiced by employees include, “a supervisor that exercises too much control, is a micromanager, has a lousy disposition, rejects ideas from subordinates, creates fear among employees and plays favorites when handing out assignments. There are many more examples, but almost always, the underlying cause of low morale is explained by the supervisor’s behaviors.”

We all have ways we can improve as supervisors. Take time to evaluate if some of your supervising styles are leading to low office morale, and if so, do something to change it! There are many helpful articles online, and numerous trainings offered through Oakland County. Watch your email for trainings or go on the HR Website under the supervisor tab and click the **Training** link.

TRAINING OPPORTUNITIES

Supervisors who have attended Oakland County trainings over the last few months have given me great feedback on the classes. These trainings are inexpensive and many are only for half days. Below are the trainings that are offered especially for supervisors through the end of the year:

09/8/16	Effective Communication Skills for Supervisors	8:30-12:30	\$40
09/14/16	No Cost/Low Cost Ways to Increase Employee Satisfaction	1:00-5:00	\$40
09/27/16	Planning and Organizing for Supervisors	8:30-3:00	\$75
10/25/16	Promoting Optimal Employee Performance for Supervisors	8:30-2:00	\$75

OTHER CLASSES THAT ARE NOT ONLY FOR SUPERVISORS, BUT MIGHT BE HELPFUL ARE:

09/20/16	Leading Productive Meetings	1:00-5:00	\$40
10/05/16	Exploring Diversity and Individual Differences	8:30-3:30	\$75
11/01/16	Managing Conflict and Working Relationships Effectively	1:00-5:00	\$40
11/03/16	Effective Communication Skills	8:30-12:30	\$40
11/15/16	Write On! Effective Email, Letters and Reports	8:30-3:30	\$75

**To register for any of these classes, or if you feel you need help in an area not listed above, contact Amy Alexander at:
(810) 766-6578 or aalexander@co.genesee.mi.us**



New Supervisors!

Dave Stamm, Emergency Manager * Rochelle Brown, Office Manager/Prosecutor's