

## January 2010 Newsletter (next edition April 2010)

### In this issue:

- **A Must-Read: Five Signs You May Be a Bad Coworker (or Boss)**
- **FAQ : University Delays/Closures (Plan B) and Working from Home**
- **Upcoming Important Dates** – Holiday Absence Codes, PEs, TDL Conversion & Shared Leave Pool
- **Did You Know?**
- **Contact Information**

Well, we've made it past the stressful holiday season and it's the beginning of a new year. Along with personal resolutions, this is also a good time to take stock of our "professional selves" and recommit ourselves to being the best co-workers or supervisors we can be. We all have strengths and weaknesses, and that means we all have opportunities to improve in some way. With that in mind, this month's feature links to a *US News & World Report* article highlighting five negative (but not uncommon) behaviors that can make work environments less than productive. We can all make a positive change in the new year by resolving to address these behaviors in a proactive way. Let us know if we can help.

### 5 Signs You May Be a Bad Coworker (or Boss)

A recent posting on the career blogs section of *US News & World Report* online neatly sums up five of the most counter-productive workplace habits. From failing to delegate in a timely way to acting defensive, this posting offers some tips on recognizing and avoiding (or improving) these behaviors. [Click here](#) to read the full article.

#### Related Links

Human Resources Policy and Procedure (HRP&P) 61.0: Performance Management

<http://www.uky.edu/HR/policies/hrpp061.html>

HRP&P 12.0: Separation from Employment

<http://www.uky.edu/HR/policies/hrpp012.html>

HRP&P 62.0: Corrective Action

<http://www.uky.edu/HR/policies/hrpp062.html>

Human Resources Training and Development

<http://hr.uky.edu/TandD/welcome.php>

### Frequently Asked Policy Question

#### HRP&P 71.0: University Delays/Closures and Working from Home

How does weather- or emergency-related delays/closings affect employees who work from home?

One of the following two scenarios should apply (employees who work from home should check with their supervisors to confirm which applies to them):

1. Employee working from home whose work depends on other employees or departments to complete work -- the employee would fall under the Emergency Closing hours (employee would not work until University re-opening) and receive Emergency Closing compensatory time or pay for hours of emergency closure (absence code 7407).
2. Employee working from home whose work does not depend upon other employees or departments -- the employee would work as normal (their working from home is not impacted by Emergency Closing) and not receive Emergency Closing hours as compensatory time or pay.

Related Link

<http://www.uky.edu/HR/PlanBFAQ.html>

## Upcoming Important Dates

### Official Holidays:

Martin Luther King, Jr. Day is Monday January 18, 2010 (Absence Code 7158)

Memorial Day is Monday May 31, 2010 (Absence Code 7159)

Performance Evaluations due for Campus (01/01/2009 – 12/31/09): Friday, February 26, 2010

Conversion of Temporary Disability Leave (TDL): April 1, 2010 through April 31, 2010

\*please remember to have the TDL Conversion form completed and delivered to the Human Resources Office of Employee Relations (213 Scovell Hal, 0064) by April 31<sup>st</sup> 2010.

Shared Leave Pool Donation Period: May1, 2010 through May 31 2010

Expiration of Unused Vacation Leave: Unused VL will expire 6-30-10

\*please start planning now if you or your employees have any unused VL that will expire!

### Related Links

Official Holiday Announcement

<http://www.uky.edu/HR/HolidayAnnouncement.html>

HRP&P 87.0: Conversion of Unused Vacation Leave

<http://www.uky.edu/HR/policies/hrpp087.html>

Staff Shared Leave Pool Program

<http://www.uky.edu/HR/emprel/SharedLeavePoolOverview.html>

HRP&P 8-0.0: Vacation Leave

<http://www.uky.edu/HR/policies/hrpp080.html>

## Did You Know?

Employee Relations provided assistance with 895 issues during the months of October, November and December 2009?

We can provide guidance a on a wide variety of employees relations issues. Please contact us!

## Contact Information:

Donna Cornett  
Administrative Support Associate  
257-8758

Whitney Cunningham  
Employee Relations Specialist/FMLA Administrator UKHC  
323-0256

Mike Gay  
Employee Relations Specialist Senior  
257-9196

Michele Bailey  
Employee Relations Specialist Senior  
257-9194

Sherri Murphy-Goins  
Employee Relations Supervisor  
257-9187

<http://www.uky.edu/HR/emprel/contact.html>