

January 2011 Newsletter

Hello Colleagues -

I hope everyone is enjoying getting started towards their professional goals as we begin the new year. With this in mind we have included an article concerning management success in this edition of our newsletter. The character and skill of individual managers, who practice what they preach and recognize their role in coaching employees are what count. We hope you find the article and associated links beneficial.

Happy New Year!

Sherri Goins

HR Employee Relations Supervisor

In this issue:

- Interesting Reading: 7 Tips for Management Success
- FAQ: University Emergency Closings and Delays
- Upcoming Important Dates: TDL Conversion & Shared Leave Donation
- Contact Information

Interesting Reading:

The most important issue in management success is being a person that others want to follow. Every action you take during your career in an organization helps determine whether people will one day want to follow you.

"7 Tips for Management Success"

By Susan M. Heathfield

Click on the link below to read the full article:

<http://humanresources.about.com/cs/managementissues/qt/mgmtsuccess.htm?nl=1>

Related Links

Training and Development

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

Staff Development/Training

<http://www.uky.edu/HR/policies/hrpp050.html>

Performance Evaluation

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

Human Resources Policy and Procedure (HRP&P) 71.0: Emergency Closings

Frequently Asked Question(s)

Q: Do essential employees (non-UK HealthCare) working non-standard schedules receive the same Emergency Closing leave time as employees who work 8:00a.m. to 4:30 (or 5:00p.m.).

A. Generally speaking, yes. Employees scheduled to work on a day when a Plan B delay or closure occurs should receive ~~should receive~~ the same amount of leave time as an employee working a standard schedule. Consider the following example, based on a hypothetical two-hour opening delay (when the University opens at 10 a.m. instead of 8 a.m.): An employee with a normal start time of 7 a.m. may receive two hours of Emergency Closing leave time and begin work at 9 a.m. (assuming access to the work site and the likelihood

that meaningful work can be conducted during the pre-open period). Otherwise, an employee in this situation would receive two hours of Emergency Closing Leave time for the 7-9 a.m. time period and “make up” the remaining hour of work time later in the payroll period (or take one hour of vacation leave). We strongly encourage employees working non-standard schedules to check with their supervisors on department practices regarding scheduling in the event of an [emergency opening delay](#) or [early closing](#).

Q. Are UK HealthCare clinical employees (non-hospital) required to report to work on a normal schedule during delays or closures?

A. Both hospitals and ambulatory care facilities ([College of Medicine clinics](#)) operate on a normal schedule during University delays or closures: As a result, employees in these areas are considered essential and should report to work at their regular start time.

Employees in health care colleges have been designated as [either essential](#) or non-essential. Employees should check with supervisors if they have any questions about their status. Please note: With a recent policy change effective January 19, 2011, essential employees in clinical departments of the College of Medicine on the UK HealthCare payroll (1500 personnel area) will no longer receive future compensatory time off for University closing or delay.

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Related Links

Plan B - Frequently Asked Questions (FAQ) Regarding University Delays or Closures for Adverse Weather or Emergency

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

HRP&P 71.0: Emergency Closings

<http://www.uky.edu/HR/policies/hrpp071.html>

Months to Remember**April****Temporary Disability Leave (TDL) Conversion Month.**

Regular staff employees with a full-time equivalent (FTE) of 0.5 or greater and who have accrued a minimum of 66 days of temporary disability leave (TDL) have a conversion option for extra vacation leave or credit toward retirement. It is the intention of this policy to reward loyal, long-time employees who remain healthy as well as to encourage employees to use TDL only when necessary.

The conversion shall occur only in the month of April (April 1 - 30).

May**Shared Leave Donation Month**

The Staff Shared Leave Pool is a pool of donated Vacation Leave (VL) time, which can be used by a staff employee who has suffered a catastrophic illness or injury and exhausted all accrued paid leaves. Regular University of Kentucky staff employees with a 0.5 FTE (50% assignment) or greater can donate up to five days of Vacation Leave per year to the Pool.

VL issued through this program is subject to available VL balances in the Pool. If the available VL balance in the Shared Leave Pool is zero, VL from the Pool will not be awarded.

The Staff Shared Leave Pool donation period is open each year through the month of May (May 1 – 31).

Did You Know?

Employee Relations provided assistance with approximately 934 issues during the months October, November and December of 2010? (That's over 300 issues per month!)

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

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