

# HR CORNER NEWSLETTER

AUGUST 2023

Management resources for all things HR related. Stay up-to-date on company information, policies, benefits and much more! Stay informed on processes and requirements.



## Policy: Work Schedule

Each employee's work schedule depends upon the employee's specific job assignment and responsibilities. The work schedule may change if customer demand or project needs dictate.

Overextending scheduled budget hours in an assigned building without prior authorization from your supervisor or without a valid reason will result in disciplinary action, up to and including termination. Management reserves the right to determine if a reason for overextending the scheduled hours is unacceptable.

Overbudget offenders will need to go through disciplinary protocol as follows:

- First Offense: Area Manager to send text message immediately to employee reminding of budget/work schedule and expectations. Area Manager to meet employee in person to provide re-training and note to file.
- Second Offense: Area Manager to issue First Written Warning
- Third Offense: Area Manager to issue Second Written Warning
- Fourth Offense: Area Manager to issue Final Written Warning

**A Leader's Job is NOT to  
do the work for others. It's  
to help others figure out  
HOW to do it themselves.  
To get things done and to  
succeed beyond what  
they thought possible.  
-Simon Sinek**

Contact HR Department if you have any questions.



## Get Organized at Work!

Employee Assistance Network

Here are eight organizational tips that will help you reach your long-term goals at work.

- **Focus on what's important:** Remind yourself of your long-term goals and revise them when necessary. Set daily priorities to meet your goals.
- **Make lists:** Make daily, weekly and monthly to-do lists of important tasks. Review your daily priorities at the beginning of each day.
- **Manage your time well:** Schedule quiet time at work to accomplish tasks that need extra concentration. Do your most challenging work when your energy is at its highest; save less demanding work for other times. If you tend to procrastinate, focus on the sense of accomplishment you'll feel when the job is done. Use commute time to plan your day's activities.
- **Use calendars and planners:** Check your work calendar daily to review your activities and avoid conflicts. Write down all commitments in pencil rather than trusting your memory. Use planning and scheduling forms and software to help you map out long-term projects.
- **Delegate tasks:** Assign tasks to others when the task is not on your level of expertise. Provide adequate training and feedback on assigned projects.
- **Manage your mail and phone calls:** Sort incoming mail into categories by priority or action. Use voice mail to screen phone calls.
- **Reduce clutter:** Clear your workspace. Keep only the most critical items and information you need daily on the top of your desk. Archive resource materials you rarely use. Toss out duplicate information and materials that will soon be outdated.
- **Stay organized:** Spend 15 minutes at the end of each day clearing your desk (email) and 15 minutes the next morning (day) planning for your day's activities. Review items one through seven on this list.

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