

NEWSLETTER

JANUARY 2024

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TEAM MEMBER OF THE MONTH PROGRAM AS OF JANUARY 2024.

- 5 TMOM are recognized each month. One employee per region.
- Gift includes sweater & Certificate
- Managers to hand deliver gift. Pictures required.
- Send nominations by the 20th of the month for next month's award
- QR codes and links are posted in each office
- Great opportunity for building strong relationships with employees
- Employee Recognition helps increase retention



Link: <https://bit.ly/3totWxw>

NEW HIRE EXPERIENCE SURVEYS

We are happy to announce we have started to send out new hire experience surveys.

Employees will receive notification via email & text to complete the survey within 10 days after hire date.



PAID TIME OFF POLICY

PTO became Paid Leave

- All employees are eligible
- 1 hour accrual for every 40 hours worked
- Balances accrued from 2023 to be used by 2024 anniversary
- Request 7 days in advance

Vacation

- Full time (40hrs) employees are eligible
- Available for use upon anniversary date accrual
- Expires by anniversary date (hire, rehire or change of status)



RECOGNIZING HIDDEN



HIRING

DO

- Experiment with the wording of job listings by removing adjectives closely associated with a particular gender.
- Control your personal feelings about a particular candidate by giving likability a numerical score.

DON'T

- Engage in unstructured interviews. Instead, standardize the interview process by asking candidates the same set of defined questions. (Interview Evaluation – use w/everyone)
- Neglect to set diversity goals. Be sure to track how well you're doing on them.

HIDDEN BIAS

Hidden bias, also called implicit bias, occurs when individuals make judgments about people based on certain characteristics without even realizing they're doing it. We all have implicit biases that affect the way we live and work in the world. Identifying how these biases may negatively affect workers and the bottom line is pivotal in the development of workplace equality. Bringing awareness to our unconscious biases and taking actions that cross-check our initial assumptions can help to limit such negative consequences.



EMPLOYMENT

DO

- Mentor and coach everyone equally.
- Provide opportunities for people you typically overlook.
- Identify individuals or groups who may feel excluded in your workplace and take action to address the circumstances.

DON'T

- Overlook people who are less extroverted or have had fewer opportunities to demonstrate their capabilities.
- Overlook the value of professional affinity groups and events that can help you grow your understanding of diversity.
- Underestimate the value of feedback from trusted colleagues and peers regarding your actions and behaviors in the workplace.