NEWSLETTER

HUMANRESOURCES@BEELINESUPPORT.COM

BEE LINE

☰ GET A QUOTE

Management Resources

Management Resources

We strive to provide you with tools and resources for your role.

- **Manager Resource Page** : You will find articles, videos and previous HR Newsletters.
- **HR Newsletter**: Newsletters are emailed monthly with snapshots of policies and/or "how-to's"
- **OPS Management Procedure Manual -One Drive** : You will find "how-to's" from setting your out of office responder to sample responses when addressing certain HR situations with employees.
- **Quarterly Management Meetings to review Safety and HR topics.**

Please review these resources and utilize them to enhance your managerial skills, stay updated on company policies and procedures, and effectively navigate HR situations. Your commitment to leveraging these resources not only benefits you but also contributes to the overall success of our team.

OVERTIME

Employees must have all overtime approved in advance by their supervisor. Working unauthorized overtime may lead to disciplinary action up to and including termination.
Only hours worked count toward determining if overtime pay is due. Paid time off do not count towards hours worked.

OVER TIME

WEEKLY TIME SHEET
Week Start: Saturday, December 13,
Rate per hour: $70.00

| Date | Time In | Time Out | Time In 2 | Time Out 2 |
| 12/13/14 | | | | |
Saturday 12/14/14
Sunday   12/15/14

TIME OFF REQUESTS IN ADP

We are thrilled that employees are now able to request time off directly through the ADP mobile app!
REMINDER: Employees must receive notice of approval before taking the time off. While every effort will be made to grant all requests, proper staffing levels must be maintained, and work priorities may result in requests being denied or delayed.

TIME OFF REQUEST
First Name:
Last Name:
Number:
Department:

THE 4 TYPES OF COMMUNICATION

Project Management Academy

Nonverbal communication utilizes body language, gestures, and facial expressions to convey information and emotions, facilitating understanding between individuals. Being mindful of one's own nonverbal cues is crucial to avoid sending unintended messages. Particularly in interactions with subordinates, maintaining eye contact, smiling, and nodding indicate active listening, fostering trust and a sense of value among employees.

Written communication involves conveying information through writing, typing, or printing, which has become increasingly prevalent with the rise of technology like social media and email. To be a good writer, you should keep your language simple, concise, and clear. Also, you should always review your written communications before sending or presenting them. Writing that includes typos and grammatical errors can seem unprofessional and less authoritative.
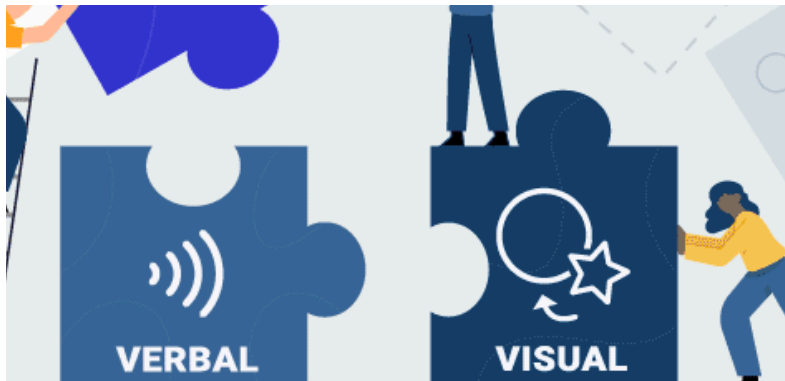
Verbal communication, primarily through speaking, is crucial in professional settings, especially for managers. It takes place in various forms like meetings, and one-on-one talks. Enhancing verbal communication involves cultivating a robust speaking voice, clear enunciation, and minimizing filler words like "um" or "like." **Visual communication** employs imagery like photographs, graphics, charts, and graphs to convey information effectively.