

# HOWDY!

## Managers' Minutes October 19, 2023

Division of Human Resources and Organizational Effectiveness

# AGENDA

## **“Building Trust and Advocating for Your Employees”**

Brandy Kosh

## **Management Strategy: Building Trust**

June Vieira

## **Emergency Leave**

Karol Patrick

## **Psychological Safety**

Belle Stixrood

## **Discussion Poll**

June Vieira

## **Giveaway**

Karen Hentschel

## **Managers' Minutes Schedule – 2023/2024**

Karen Hentschel



# Building Trust & Advocating for Your Employees



“Trust is like the air we breathe – when it’s present, nobody really notices; when it’s absent, everybody notices.”

*Warren Buffett*

"Trust takes years to build, seconds to break, and forever to repair"

*Dinesh D'Souza*

"Trust but verify"

*Russian Proverb*



# Agenda

- Examine three unexpected aspects of toxicity in the workplace leading to broken trust.
- Meet three fundamental needs to effectively build trust.



**Hope that someone will  
cause you no harm**

A hand is shown turning a white letter block from 'T' to 'H'. The other letter blocks in the row are 'T', 'R', 'U', and 'S'. The background is a soft, out-of-focus green and yellow light.

**T R U S H**

**What experiences have you had with broken trust from leaders in the workplace?**



# Unexpected Toxicity



- Toxic Productivity
- Toxic Loyalty
- Toxic Positivity
  - *How can positivity become toxic?*

Davis, K. (2023). Work Smarter: Red flags that you are in a toxic workplace.





# Three Fundamental Needs

- To feel competent
- To have choices
- To experience meaningful connections



Eurich, T. (2023). Three fundamental needs for a good life.



# Emergency Leave: Death of a Family Member

- Up to 5 days (40 hours) for death of immediate family members\*
- Not required to be consecutive days, but must be taken within 6 months of the death
- Department Head approval
- Immediate family members are:
  - ***Employee's spouse***
  - ***Employee's or spouse's:***
    - Children
    - Parents
    - Siblings
    - Grandchildren
    - Grandparents
    - Great grandparents



# Death of a Family Member:

## \*More than 40 hours requested

Due to travel or other  
justified reason

Vice President or Dean  
approval required  
(must have delegation  
of authority if anyone  
other is approving)

Approval should be  
noted in the comments  
when entering the  
leave request in  
Workday

# Justified Emergency Leave: Other Circumstances

- Used for reason not listed in the regulation **if** the employee shows good cause for the leave **and** has exhausted **all** accumulated vacation and compensatory time
- Vice President (CEO) or designee (must have a delegation of authority if anyone other is approving)



## Other Emergencies: Severe Personal Crisis or Catastrophic Situation

- Vice President approval required for up to five working days of leave with pay
- President approval required for more than five days
- Encompass unexpected events such as:
  - *Natural disasters*
  - *House fire*
  - *Evacuation orders*

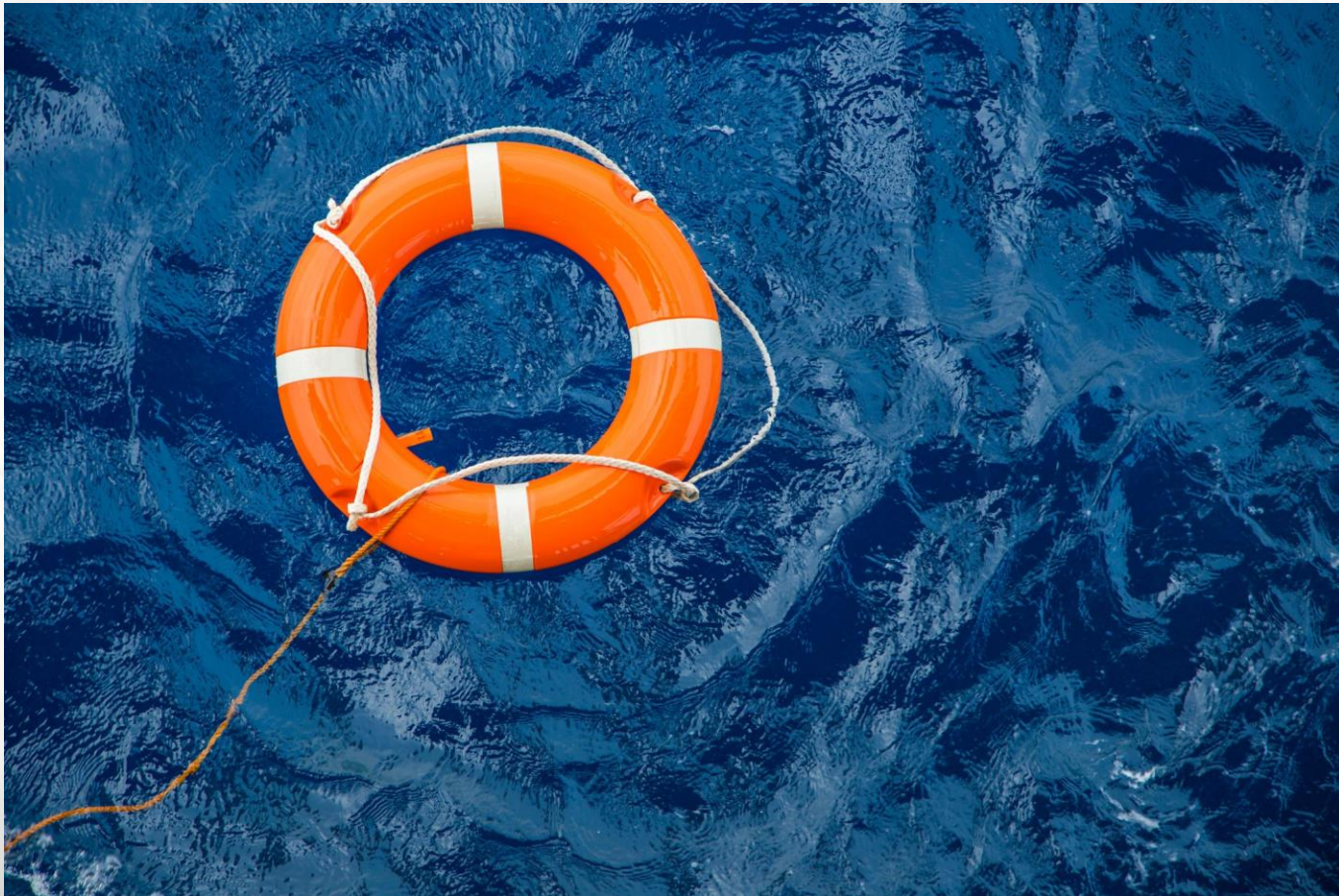


# Reminder

Compliance with Texas Government Code, Section 661.902, State of Texas Agencies and institutions of higher education are required to report emergency leave granted to employees exceeding 32 hours per fiscal year.



# Psychological Safety



# Poll





# Giveaway



# October 26<sup>th</sup> Deep Dive Change Management: Navigating the Stress Cycle



## Remaining 2023 Schedule

October	Deep Dive – 10/26
November	Managers' Minutes – 11/2 only No Deep Dive
December	Managers' Minutes – 12/7 only No Deep Dive

**Normal schedule resumes in January 2024**

## RESOURCES

[LinkedIn Learning Video: Building Trust with Your Employees](#)

[Template for Memo – Death of a Family Member](#)

[Template for Memo – Leave Under Other Circumstances](#)

[Leave of Absence with Pay – Guidance Document](#)

[Systems Regulation 31.03.03 - Leaves of Absence with Pay](#)

[Deep Dive Registration - "Change Management: Managing the Stress Cycle" - October 26](#)



# Get Involved



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[Managers' Minutes Email Distribution List](#)



Next Managers' Minutes:  
**November 2, 2023 – 8:30-9:30**  
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## Additional Questions?

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