

# HOWDY!

## Managers' Minutes July 13, 2023

Division of Human Resources and Organizational Effectiveness

# AGENDA

## **Communication is Key**

Damon Slaydon

## **Wellness Premium Incentive & Open Enrollment Reminders**

Kourtney Bassett & Stacey Havel

## **Management Strategies: Giving Constructive Feedback**

Kim Syptak

## **Progressive Discipline**

Andy Barna

## **Group Discussion**

Brandy Kosh & Karen Hentschel

## **Giveaway**

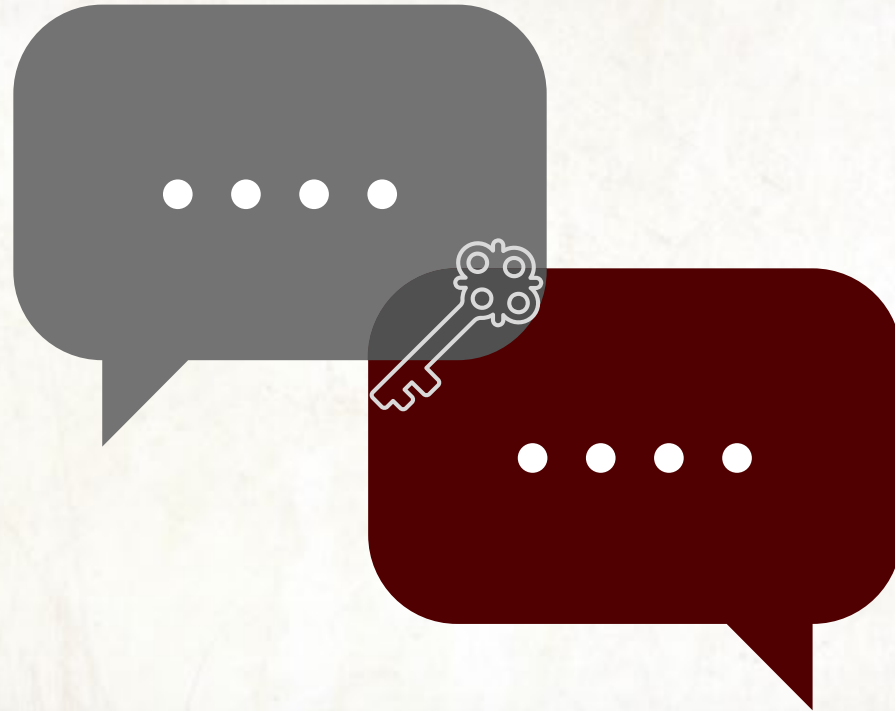
Karen Hentschel

## **Closing/Q&A**

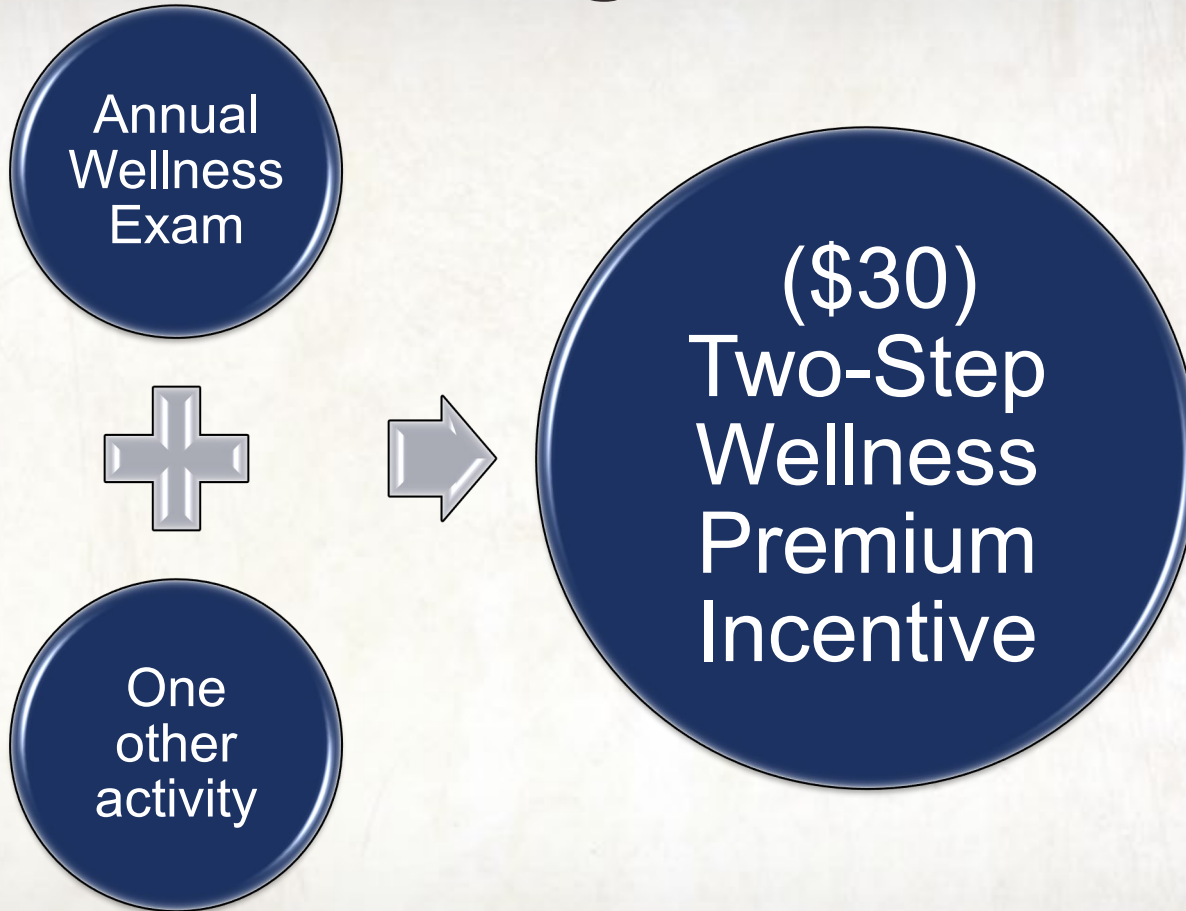
Karen Hentschel



# Communication is Key



# Living Well



Two activities must be complete within this fiscal year (by August 31<sup>st</sup>) to receive a credit for the entire 2024 fiscal year



# Open Enrollment Reminders



Open Enrollment ends July 31st



Anyone starting benefits between now and September 1<sup>st</sup> will need to complete their new hire elections **and** Open Enrollment elections



Notify your HR Generalist of any staffing actions that may change an employee's pay frequency (promotion/job changes) as a new open enrollment task may be needed

# Feedback is a GIFT

**Growth-oriented**

**Insightful**

**Focused**

**Timely**



**You can't grow if you don't know!**

# Purposes of Feedback

## Positive Reinforcement Feedback

- Encourage continued desired behavior

## Corrective Reinforcement Feedback

- Discourage undesired behavior

## Coaching Reinforcement Feedback

- Improve upon behavior from an existing foundation

Vanderburg, Amber. "Purposes of Feedback - Using Feedback to Drive Performance Video Tutorial: LinkedIn Learning, Formerly Lynda.Com." *LinkedIn*, 23 Oct. 2020, [www.linkedin.com/learning/using-feedback-to-drive-performance/purposes-of-feedback?autoSkip=true&resume=false&u=74650722](https://www.linkedin.com/learning/using-feedback-to-drive-performance/purposes-of-feedback?autoSkip=true&resume=false&u=74650722).



# Set the Stage for Productive Feedback

Block regular time in your schedule

Prepare discussion points

Be fully present

Start positive

Problem solve

Ask questions about career plans

Express gratitude

Rebecca, Knight. "How to Make Your One-on-Ones with Employees More Productive." *Harvard Business Review*, 21 Nov. 2016, [hbr.org/2016/08/how-to-make-your-one-on-ones-with-employees-more-productive](http://hbr.org/2016/08/how-to-make-your-one-on-ones-with-employees-more-productive).





# Progressive Discipline

Progressive discipline is the process to address job performance that is not meeting established standards or expectations.

The purpose of progressive discipline is not punitive, but to assist the employee in meeting the expectations of the position and correcting performance and behavioral issues.

Most terminations follow the Progressive Discipline process.



# Progressive Discipline Process



# Counseling

Counseling is a non-disciplinary method of addressing performance or behavior

## Main benefits of Counseling

- Corrective measure
- Creates a record for future discipline
- Open lines of communication

## Counseling can be written and/or verbal

- Verbal v. Written
- Generally informal

# Memorandum of Expectation (MOE)

Precursor to the formal discipline process

- Usually done following counseling
- Beginning to establish a written record

Establishes clear expectations

- Time and attendance policy
- Workplace behavior and attire
- Address performance issues

# Negative Employment Action

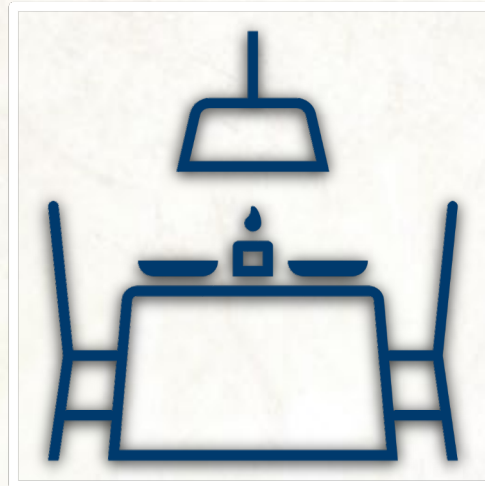
## Personal Corrective Action

- Addresses specific performance deficiencies
- Sets performance expectations
- Includes re-evaluation of performance guidelines
- Places the employee on notice that their job is in jeopardy

# Discussion Poll



# Giveaway



## RESOURCES

[Wellness Premium Incentive & MyEvive](#)

[Purposes of Feedback – LinkedIn Learning video](#)

[Using Feedback to Drive Performance – LinkedIn Learning course](#)

[How to Make Your One-on-Ones with Employees More Productive \(\*Harvard Business Review\*\)](#)

[Progressive Discipline Steps & Forms](#)





# Get Involved



Opt-in to receive updates and communications:  
[Managers' Minutes Email Distribution List](#)



Next Managers' Minutes:  
**July 27, 2023 – 8:30-9:30**  
[Register Here](#)



Give your input for future Managers' Minutes meetings:  
[Managers' Minutes Feedback](#)

Questions



# Additional Questions?

## Living Well

<https://livingwell.tamu.edu/>

## Benefits

[Website](#)  
[benefits@tamu.edu](mailto:benefits@tamu.edu)

## Employee Relations

[Website](#)  
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relations@tamu.edu](mailto:employee-relations@tamu.edu)



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