

# HOWDY!

## Managers' Minutes August 24, 2023

Division of Human Resources and Organizational Effectiveness

# AGENDA

**“New Year Success: Reset and Refresh for the New Fiscal Year”**

Damon Slaydon

**Student Job Fair**

Sarah Franke

**Living Well – Work/Life Balance vs. Work/Life Integration**

Kourtney Bassett

**FMLA Recertification Process**

Karol Patrick

**Management Strategy – Setting Clear Expectations**

Karen Hentschel

**Giveaway**

Karen Hentschel

**Closing/Q&A**

Karen Hentschel



# **New Year Success: Reset & Refresh for the New Fiscal Year**



# On-Campus Part-Time Student Job Fair

## ON-CAMPUS PART-TIME STUDENT JOB FAIR




**AUGUST 28**

**9:00 AM - 4:00 PM**

**GENERAL SERVICES COMPLEX, 101-A**



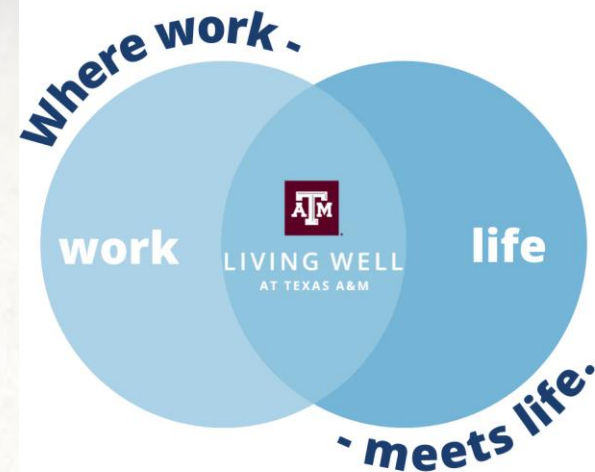
Register & learn more at  
[JobsForAggies.tamu.edu](https://JobsForAggies.tamu.edu)

 | Division of Human Resources  
& Organizational Effectiveness



# Work-Life Integration vs. Work-Life Balance

Work-life integration and work-life balance are two distinct ways to think about the boundaries (or lack thereof) between personal and professional lives.



Work-life  
Balance

- Focused on keeping your work life and your personal life separate, but equal

Work-life  
Integration

- Centered on the belief that there is no distinction between the two and that both must coexist in harmony

# Employer/Supervisor support for work-life integration or balance

## Communication is Key

- Emphasis on creating a dialog that fosters a work environment that makes sense for your team/office environment

## Building Capacity – Selfless Service

- Promotion, utilization, and support of organizational perks

## Boundaries – Respect

- Boundaries set a basic guideline of how you want to be treated
- You teach people how to treat you

Hirsch, Arlene S. "From Work/Life Balance to Work/Life Integration." *SHRM*, SHRM, 5 May 2023, [www.shrm.org/resourcesandtools/hr-topics/employee-relations/pages/from-worklife-balance-to-worklife-integration.aspx](http://www.shrm.org/resourcesandtools/hr-topics/employee-relations/pages/from-worklife-balance-to-worklife-integration.aspx).



# FMLA Recertification Process

|       |  |
|-------|--|
| Who?  | HR Generalists in the HUB are responsible for initiating the recertification process in September and October 2023                       |
| What? | Employees whose FMLA-leave intermittent absences will carry into the next fiscal year  |
| When? | Eligibility period should begin with the <b>first</b> FMLA-related absence of the new fiscal year  |
| How?  | <ol style="list-style-type: none"><li>1. Eligibility Notice for The New Fiscal year Form</li><li>2. Medical Certification Form</li></ol> |

Detailed FMLA Recertification procedures and examples can be found by visiting:  
<https://employees.tamu.edu/employee-relations/fmla/recertification.html>



# Responsibilities of the Manager

Communicate with your HR Generalists in the HUB when you think an employee may have an FMLA condition.

Maintain confidentiality regarding employee's condition.

Ensure employees enter FMLA and leave in Workday in a timely manner. If the employee is not entering their leave, reach out to your HR Generalist to ensure it.

Employer (TAMU) responsibilities concerning FMLA:

- Provide 12 weeks of **unpaid, job protected** leave per fiscal year (September 1 – August 31)





# Give Yourself a Leadership “Wellness Check-up”

Assess your leadership health before problems arise and gain a greater sense of control to shape your future.










## Ask for feedback

- What's working?
- What's not?

## Set expectations

- For yourself
- For your employees

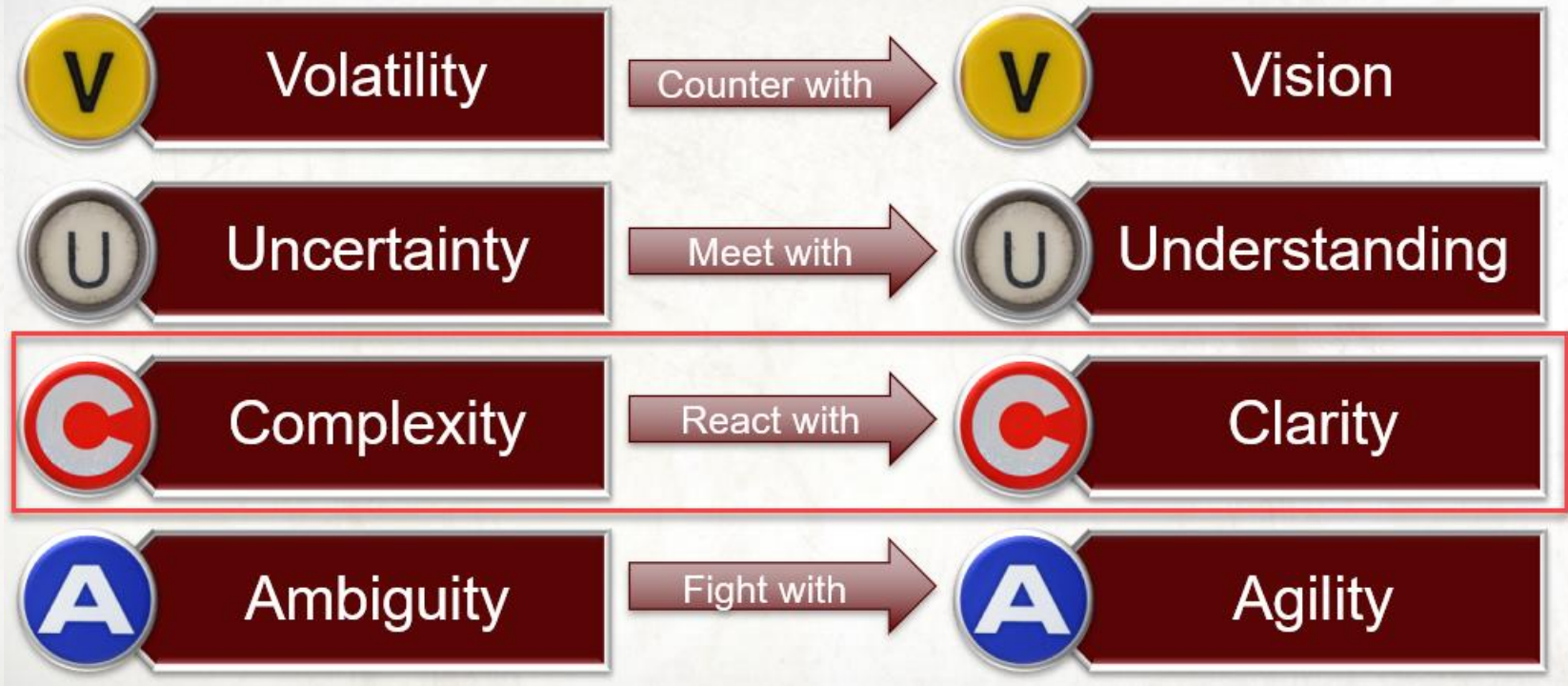
# Setting Clear Expectations

-  Be clear yourself, first
-  Decide where you need to set expectations
-  Understand why - connect back to the purpose
-  Meet and discuss the new standards with employees
-  Make them mutual
-  Write them down
-  Gain agreement and commitment

Eikenberry, Kevin, director. *LinkedIn*, 6 Nov. 2020, <https://www.linkedin.com/learning/managing-for-results-4/set-clear-expectations-with-individuals?u=74650722>. Accessed 14 Aug. 2023.



# Setting Expectations Provides Clarity to Combat Complexity



**Let's Play a Game!**



# Giveaway



# RESOURCES

[Work-Life Integration Is the New Work-Life Balance. Is Your Team Ready?](#)

[From Work/Life Balance to Work/Life Integration](#)

[FMLA Training for Supervisors](#)

## **FMLA Documents:**

[FMLA Administration Manual](#)

[Recertification: Eligibility Notice for New Fiscal Year](#)

[System Regulations 31.03.05 Family Medical Leave](#)

[LinkedIn Learning Video: Managing for Results](#)

[Seven Steps to Setting Clear Expectations](#)



# Get Involved



**Opt-in** to receive updates and communications:

[Managers' Minutes Email Distribution List](#)



Next Managers' Minutes:

**September 7, 2023 – 8:30-9:30**

[Register Here](#)



Give your input for future Managers' Minutes meetings:

[Managers' Minutes Feedback](#)

Questions





## Additional Questions?

**Living Well**

[Website](#)

[Contact Us](#)

**Employee Relations**

[Contact Us](#)

979-862-4027



Division of Human Resources  
& Organizational Effectiveness