

**CABINET ROUNDTABLE ITEMS**  
**HUMAN RESOURCES**  
**December 14, 2011**

**DISCUSSION ITEM**

**EMPLOYMENT**

As of the end of October, 2011, there were 21 hourly employees who, if they can continue to work at the same pace, will exceed the fiscal year limit of 1,000 hours by May of 2012. Eight of the 21 are on track to exceed the limit much earlier, in March or April of 2012. Last fiscal year, several employees were converted from a status of Hourly to a status Part Time Temporary at the request of several departments for employees who reached the 1,000 hour limit. Their requests were based upon the need to ensure continuity of work without having to re-train a new hourly worker.

Unless temporary and unique circumstances occur, hourly workers should never be scheduled to work an average of more than 20 hours per week so that the 1000 hour limit is not exceeded. Converting employees from hourly to PT temporary for a few months at the end of a fiscal year is not a good practice. We recommend in departments where this situation has occurred and/or appears to be imminent, the supervisor should notify the hourly employee now that employment will be cut off at the 1000 hour limit and other hourly employees should be hired in the interim to share the hours and learn the work so they are ready to step in when needed to fill the gap left when the 1000 limit is reached.

**INFORMATION ITEM**

**In support of Matrix item: III. Empower One Brookdale**  
**D. Diversity in all dimensions**

December is the holiday season and there are many religious observances that occur during this month. Brookdale like many other workplaces has a diverse spectrum of belief systems and keeping the peace while celebrating the differences has become an art form.

How can the members of your staff celebrate the season without alienating anyone? According to *The Minute Manager* there are a few simple rules for keeping everyone happy.

1. **If you are planning a holiday party, steer clear of religious themes.** Use winter themes, snowmen, snowflakes and other symbols. Check to see if anyone is uncomfortable with the motif.
2. **Don't shuffle the work off to others.** Be mindful of the assignments that you have made to the staff and don't allow them to dump their work onto someone else just because they are celebrating a holiday. Encourage teamwork to get the jobs accomplished in a timely manner.
3. **Be inclusive.** Consider the diversity of your team and be sure to allow the opportunity to include their voices in your plans. People are often willing to share if encouraged. So take the lead in letting all the voices be heard.

4. **Be mindful of others' holidays.** Christmas is important to Christians, however, the supervisor should be aware that December hosts a number of other dates significant to other religions and cultures. For example other December holidays include:

5 <sup>th</sup>	Ashura	Sunni Muslims
6 <sup>th</sup>	Feast of St. Nicholas	Greek Orthodox
8 <sup>th</sup>	Bodhi Day	Buddists
	Feast of the Immaculate Conception	Roman Catholics
12 <sup>th</sup>	Feast of Our Lady of Guadalupe	Catholics/Hispanic
20 <sup>th</sup>	Festival of Chanukkah	Jewish
21 <sup>st</sup>	Yalda – Winter Solstice	Zoroastrian
22 <sup>nd</sup>	Yule	Wiccan
23 <sup>rd</sup>	Festivus – for the rest of us	Non-denominational
25 <sup>th</sup>	Christmas	Christians
26 <sup>th</sup>	Kwanzaa	African-Americans / Pan-Africans
	Zoroaster	Zoroastrian

5. **Create an environment of fun.** Enjoy the season. Keep the workplace harmonious by not throwing the celebrations in anyone's face. Focus on the fun.

Keep these simple rules in mind and your team will be in a position to celebrate diversity avoiding any of the pitfalls. Have a wonderful holiday season!!!

### **PERFORMANCE RECOGNITION**

**In support of Matrix Item**

**III Empower one Brookdale**

December 7<sup>th</sup> was the deadline for applicants to deliver their Performance Recognition packets to the Human Resources Office. Of the 23 employees who submitted an application, 16 submitted packets. The percentage of packets to applications exceeded that of previous years.

Below is a breakdown of the packets received by band:

	<u>Packets</u>
<b>N1/2</b>	<b>1</b>
<b>N3</b>	<b>3</b>
<b>N4</b>	<b>6</b>
<b>N5</b>	<b>6</b>

### **PRESIDENTIAL SEARCH**

The Interview Committee met last Thursday, December 8. Nine candidates have been invited for interviews, scheduled to take place on January 7 and January 8.

## HR UPDATES

The HR portion of the annual IPEDs report has been completed and sent to Planning and Research. For the first time in several years, the Regular Full-time and Part-time headcount numbers are down. This is not a surprise as the attrition for 2011 was higher than previous years and replacements have been carefully controlled. Attached is a chart that shows the growth of both the Regular and Temporary (Adjunct- Hourly) workforce from 1999 to 2010, and the downward movement in 2011.

