



STAY CONNECTED

FLORIDA STATE UNIVERSITY HUMAN RESOURCES NEWSLETTER

March 2020

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Prioritizing Work-life Balance

Establishing a healthy work-life balance is an ongoing challenge for both employees and employers. As valuable as workplace contributions are, employees must honor the line between their personal and professional lives, and employers should prioritize measures that help them do so.

Giving Space

Many employers have policies that give employees space and allow them to integrate personal time with on-the-clock time. From two 15-minute breaks to a 1-hour lunch break on an 8-hour shift, routinely giving employees space to recharge and momentarily relieve their minds goes a long way.

Honoring Boundaries

In an era where technology facilitates communication at any time from any place, it is vital that employees unplug while off the clock. The need to stay in touch increasingly challenges work-life balance,

and both employees and employers should do their part to honor boundaries.

Employees can honor work-life boundaries by not checking work emails after work hours, and employers can honor work-life boundaries by not emailing employees when they are out of the office, unless the matter is urgent.

Avoiding Burnout

While the job is important, it should not be the employee's entire life, and those who have healthy work-life balance tend to deliver the most consistent results. When an employee is overworked, it can lead to burnout, in which both the employee and employer suffer. Needless to say, there is such a thing as working too hard, and employees must learn when to lay down their badge and embrace who they are outside of their job description.

What does the scale of your work-life balance look like? What steps will you take to improve it this month?

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QUOTE OF THE MONTH

"I am convinced that nothing we do is more important than hiring and developing people. At the end of the day, you bet on people, not on strategies."

— Lawrence Bossidy



Max Carraway Employee of the Year: Nominations Have Begun!

Each year, Florida State recognizes one outstanding USPS or A&P employee who embodies the values of the University with the Max Carraway Employee of the Year Award. If you know a deserving USPS or A&P employee, you may nominate them by submitting a [nomination form](#) and a statement of 250 words or fewer describing how the employee has met or exceeded the award criteria:

- Provides consistent service excellence to FSU customers (students, faculty, and staff);
- Displays a continuous attitude of service excellence;
- Provides customer excellence that results in positive policy changes; and
- Exemplifies a caring and sharing attitude.

The winner receives a reserved parking space for one year, a \$1,000 stipend, and two seats in the President's Box for one football game! Nominations are due by April 15, 2020, at 5:00 p.m. via email or campus mail to:

Office of Human Resources
Attn: Shelley Lopez
Mail Code: 2410
Email: s.lopez@fsu.edu

We look forward to reviewing your nominations!

Faculty Relations: Who We Are and What We Do

Faculty Relations is 1 of 12 sections in the FSU Office of Human Resources. Managed by Associate Director Rebecca Peterson, this section is responsible for building, administering, and maintaining harmonious faculty labor/management relations to foster a productive FSU workforce and academic environment. Faculty Relations is responsible for negotiating and administering the collective bargaining agreements with United Faculty of Florida (UFF), for both our faculty unit and our graduate assistant unit.

"Faculty Relations is the section in HR that manages all matters concerning FSU faculty employment. From our world-class professors to our invaluable Graduate Assistants, we are committed to accommodating the educators that help move this institution forward."

- Rebecca Peterson, Associate Director

Beyond bargaining, background checks, contracts, and appointments, Faculty Relations provides a variety of services to assist in employment-related conflict, dispute, and complaint resolution. The section also facilitates the interpretation and application of applicable policies and procedures in an independent and neutral environment. For more information about these resources and all that Faculty Relations has to offer, visit the Faculty Relations [web page](#) on the HR website.



Words from Renisha



It seems like just yesterday we were kicking off the football season, and now we are halfway through the spring 2020 semester. Faculty and staff, it has been our pleasure to work with you this academic year, and I am excited to share our third quarter's accomplishments:

- In January, the Office of Human Resources
- Diversity & Inclusion has.....
- Thanks to the Attendance & Leave team,
- Over 200 employees have been able to

Our office continues to....., and we appreciate all you do to move FSU forward.

Regards,

Renisha Gibbs

Associate Vice President of Human Resources/Finance & Administration Chief of Staff

Up Next

Retirement Planning Seminar - March 11

Retirement is closer than you think! It doesn't have to mean the same thing to everyone, but everyone should prepare.

Join us as representatives from the Florida Division of Retirement and the State Board of Administration share valuable information to assist you with making important decisions about life after FSU.

When: March 11, 2020, 2:00 p.m. - 4:00 p.m.

Where: FSU College of Medicine Auditorium

Department Representative Meeting - March 13

The Office of Human Resources invites you to the Spring 2020 Department Representative Meeting!

When: March 13, 2020, 8:30 a.m. - 11:00 a.m. (light refreshments at 8 a.m.)

Where: College of Medicine Auditorium, Room 1400

Parking: Spirit Way Garage 3, 1122 Spirit Way

To watch via live webcast, please request the link from s.lopez@fsu.edu by March 11, 2020.

Florida TaxWatch Productivity Awards Nominations - Due May 1

Nominations must be submitted through the Florida TaxWatch Productivity Awards website and are **due by 5:00 p.m. on May 1, 2020.**

Please note that cost saving estimates and FTE reductions will be verified by Florida TaxWatch staff. Remember to submit any appropriate supporting documentation.