



June 2008

HR Highlights-“KEEPING YOU IN THE KNOW”

YORK TECHNICAL COLLEGE
452 South Anderson Rd. Rock Hill, SC 29730

Volume 1, Issue 3

Special points of interest:

- Communication vs. Compensation
- IMPORTANT MAILROOM MESSAGE!
- New & Promoted FT Employees at YTC
- Leave Benefits—How much do you know?
- Dual Employment? What is it and How does it Work?

WELCOME and Congratulations! New/Promoted FT Employees MAY 2008

There are three new/promoted full-time employees hired at York Tech during the month of May.

Kim Henderson, Grants Accountant, has worked more than 15 years in the professional accounting field including Royal and SunAlliance and The Herald. She is currently working on her Bachelor degree in accounting.



Teffiany Fields, Teacher Assistant, at the Child Development Center worked as a floater with the CDC since 2005. Teffiany is currently working on her degree in Early Childhood Education.

Jack Bagwell, Associate Vice President, BCAS, has worked at YTC since 1993 in various roles such as Biology Instructor, Instructional Specialist for the Education Technology Center, Associate Dean for Learning Technologies and Dean of Learning Resources



Loyalty Is Built on Communication, Not Compensation

Money isn't the primary driver of employee loyalty and retention.

Recent studies suggest that Open communication, employee recognition and involvement in decision-making top the list, according to the 2008 Management Action Programs Inc. (MAP) Quarterly CEO Survey, conducted by Vantage Research.

“This latest MAP survey shows that the number-one business practice “open communication between management and employees” - was mentioned nearly twice as frequently as receiving raises.

Lee Froschheiser, president and CEO of MAP, a business-consulting firm, said “For example, creating a workplace culture that recognizes employees for their professional contribution helps keep ‘A’ players from jumping ship.“Clearly, communicating the company’s vision and mission, as well as making employees feel they’re playing an important role in the business’ oval success, are among these CEO’s top employee-retention strategies.”

Regular communication isn't just a feel-good strategy to keep employees happy. It might also pay off in measurable business results. Companies described as top performers are 10 times more likely to invite such employee feedback. The study identified six practices of high-performing companies:

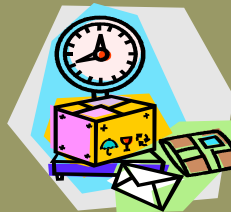
- Focusing managers & other employees on customer needs
- Engaging employees in running the business
- Helping managers communicate effectively
- Leveraging the talents of internal communicators to manage change effectively
- Measuring the impact of employee communication
- Branding the employee experience

Studies found that two-thirds of workers feel undervalued by not hearing the words “thank you” often enough. Seventy-two percent of respondents believe it is very important to be acknowledged in the workplace but only a quarter of workers believe they receive enough praise. Analysis shows that acknowledging staff achievements properly has the equivalent perceived value of a 1 percent pay raise.

It is well known that the real cost of replacing someone is nearly 50 percent of their salary. Compare this to the minimal time it takes to make an employee feel valued, and you soon realize that by learning to say ‘thank you’ this country could save billions.

[Article excerpts from Rebecca R. Hastings, SPHR, Editor/Manager, SHRM’s Employee Relations Focus Area.](#)

GOT MAIL?



Please assist us in getting your mail out without delays.

MAILROOM PROCESSING HOURS ARE

Monday thru Thursday
Drop-off time: 2:00 pm

Friday Early Release Days (May 16 to Aug. 8) -
Drop-off time: 1:00 pm

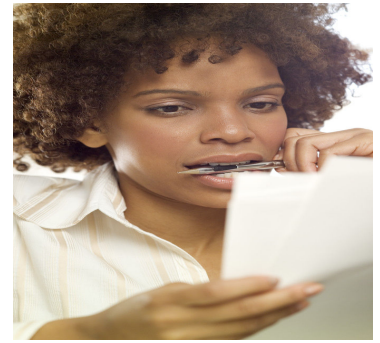
Please remember: Any mail dropped off after the new hours will be processed and mailed the next Business Day. **BULK MAILOUTS:** Call ext. 8037 or 8009 one (1) day prior to delivering your bulk mail. Provide your account number when you call. This will help expedite the process and make sure your **BULK MAIL** can be processed correctly and sent as soon as possible.

Mailroom Quote: “A regularly delivered letter costs 42 cents..... Getting it to our customers: Priceless!”



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452 South Anderson Rd.
Rock Hill, SC 29730
803-327-8009

We're on the Web
www.yorktech.com/hr



Policies & Procedures UPDATE

POLICY SPOTLIGHT: WHAT is DUAL EMPLOYMENT and HOW DOES IT WORK!

Dual Enrollment is regulated by the South Carolina Human Resources Regulation 19-713.

SCOPE AND PURPOSE: This Regulation governs how employees in full-time equivalent (FTE) positions may accept additional temporary, part-time employment with the same or another agency. (SC. Code Ann. 8-11-230)

General provisions may include, but not limited to:

1. Dual employment shall be limited in duration to the specific timeframe approved which cannot exceed 12 months.
2. The practice of dual employment should not be used to provide higher continuing salaries than those approved by the Budget and Control Board. An employee engaged in dual employment shall satisfy the requirements of the established hours of work for the employing agency.

Approval of Dual Employment

1. The agency heads or their designees of the employing and requesting agencies, or the agency head or his designee when the dual employment is in the same agency, are responsible for approving dual employment requests prior to the beginning of the dual employment relationship.
2. Because the requesting agency is responsible for coordinating dual employment arrangements, the requesting agency will coordinate the approval and any modifications of the dual employment request with the employing agency
3. The employing agency should process dual employment requests in a timely manner.

Scheduling Dual Employment Within An Agency

An employee who performs services during other than normally scheduled hours or work for his employing agency may be considered to be performing dual employment and be paid additional compensation, if such services constitute independent, additional job duties from those of the employee's primary duties within the agency. No employee shall receive any additional compensation from the employing agency while in a leave with pay status to include all designated State Holidays, annual leave and compensatory time. The agency head should only approve dual employment within the same agency when extraordinary circumstances exist based on the agency's business needs.

Compensation for Dual Employment

1. No compensation for dual employment shall be paid to an employee prior to the approval of a dual employment agreement.
2. Both the employing agency and the requesting agency must comply with the provisions of the Fair Labor Standards Act (FLSA) for non-exempt employees.
3. Compensation for dual employment will be determined by the requesting agency; however; the maximum compensation that an employee will be authorized to receive for dual employment in a fiscal year shall not exceed 30% of the employee's annualized salary with the employing agency for that fiscal year. The employing agency is responsible for ensuring that dual employment payments made to its employees within one fiscal year do not exceed the 30% limitation. The Office of Human Resources (OHR) is authorized to approve exceptions to the 30% limitation based on written justification submitted by the agency.
4. Payment of dual employment compensation shall be made in a timely manner. The secondary agency must make payment of funds approved for an earned under dual employment within forty-five days of the beginning of the employment. (SC Code Ann.8-11-170(B).)
5. No employee shall be eligible for any additional fringe benefits as a result of dual employment, including but not limited to annual leave, sick leave, military leave, State insurance, and holidays. However, dual employment compensation shall be subject to such tax and retirement deductions as required.

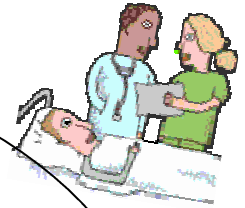
SOURCE: <http://www.ohr.sc.gov/OHR/regs01/713.htm>

We're on the Web
www.yorktech.com/hr



Employee Benefits Update

Human Resources ..your connection to employee assistance & benefits.We're here to serve YOU!!



IMPORTANT REMINDERS ABOUT TIME & ATTENDANCE:

- **All non-exempt employees** (service, maintenance, administrative support (clerical, secretarial paraprofessionals and certain computer related positions) are required to complete an official York Technical College time sheet to record actual hours worked.
- **Non-exempt employees** should list the exact times for starting and ending work. Also, if an employee leaves and returns during the normal work schedule, this should also be recorded. That means, if you report to work at 7:28 am, you should list 7:28 am as the time you reported to work.
- Supervisors/Managers are responsible for ensuring record of hours worked are completed accurately.
- **STILL GOT Questions?...ASK US!!**



Understanding Your Leave Benefits

Eligibility for leave types:

All eligible employees assigned to regular or FTE positions regardless of classification are offered the following leave benefit types: annual, sick, dependent care leave, FMLA, funeral, court, military, blood drive, leave without pay, administrative, and leave pool.

Leave Benefits for Classified Staff and Unclassified Non-Teaching Personnel

The following leave benefit types apply only to unclassified non-teaching personnel and classified staff: annual and compensatory time for non-exempt employees only* Exempt employees **are not eligible** for compensatory time leave.

**Non-exempt employees are those only assigned to administrative support, service, maintenance, trades, and certain computer related positions. The non-exempt status is determined by the position, not the person.*

HOW DO I FIND OUT MY LEAVE BALANCES OR ELIGIBILITY?

1. VIEW "LIVE" LEAVE DATA ON WEB ADVISOR 24/7
2. REVIEW SUPERVISORY/MANAGEMENT MONTHLY LEAVE REPORTS
3. CONTACT HUMAN RESOURCES FOR INFORMATION & ELIGIBILITY FOR LEAVE TYPES AT EXT. 8009, 7183 OR 7162 OR EMAIL HR@YORKTECH.COM

4. REVIEW INFORMATION FOUND IN FACULTY/STAFF HANDBOOK AT WWW.YORKTECH.COM/HR
5. VISIT THE OFFICE OF HUMAN RESOURCES FOR LEAVE BENEFIT INFORMATION AND FAQ'S AT WWW.OHR.STATE.SC.US

HELPFUL TIPS FOR USING LEAVE BENEFITS

- Review your leave benefits and ask questions to fully understand guidelines and eligibility
- Contact HR if you are unclear or unsure what type of leave is the right option
- Plan time off in advance when possible
- Be prepared to provide medical certification for sick leave taken for three or more consecutive days or upon request by supervisor/manager
- Monitor leave balances to ensure you have not exceeded the maximum hours permitted per year.
- Consider donating leave if your balances exceed the maximum allowable for carry-over
- All leave earnings are based on a 40 hour work week, so leave must be taken based on a 40 hour work week.
- 24 of your annual leave hrs. must be banked for the Christmas Holiday break.
- HR Contact for Leave Benefits is Candee Brakefield, Benefits Manager @ 981-7183.



We're on the Web
www.yorktech.com/HR

"It is our choices.....that show what we truly are, far more than our abilities."
J.K. Rowling "Harry Potter & The Chamber of Secrets." ..1999



The EARCA REPORT



Your EARCA Staff:
Edwina, Ann, Roslyn,
Candee and Anne

READERS: Each month HR plans on doing an employee survey of topics ...some silly...some serious! We are asking your opinions on these topics. Without using names or departments, please call or e-mail your short quotes/opinions. We won't print derogatory, obscene, or slanderous quotes, but we want your input! **Best quote for that month will receive a free coffee certificate from the College Snack Bar.**

QUESTION/TOPIC FOR THE MONTH OF MAY was

"If you could change the Holiday Schedule to name your own York Technical College Holiday, what would it be?"

Debbie Jones, Librarian, Annie Springs Close Library, won the free coffee certificate from the College Snack Bar. Her suggestion was:

Personal holiday for each employee on his/her birthday!

OTHER SUGGESTIONS:

Cinco de Mayo— May 5th holiday



***"Dr. Greg Rutherford - Employment Day"
February 1 Holiday***

Woodstock Reunion Day— August 17 Holiday



QUESTION/TOPIC FOR THE MONTH OF JUNE

Would you be interested in an Employee Recognition Program that might include: Employee of the Month; Special Parking Designation; Recognition in HR Newsletter or Gift Card?

Call 981-7295 and leave your name and suggestion or e-mail acaastro@yorktech.com



EARCA LISTENS AND TALKS ABOUT.....



THE MICROSOFT SUITE 2007 EMPLOYEE TRAINING

If you have not attended one of the Microsoft Suite 2007 classes made available by our IT instructors, you have missed a chance to have updated training for Microsoft 2007 Word, Excel, Access, and Presentations. The on-hands training assisted even the most "un-experienced" with preparation for our computer updates for future utilization. Thanks to the IT Instructors for taking time out of their teaching schedule to train YTC employees. Thanks for their patience and help in preparing us for the challenge to implement this system for our daily needs!
Ready or not.....here it comes!