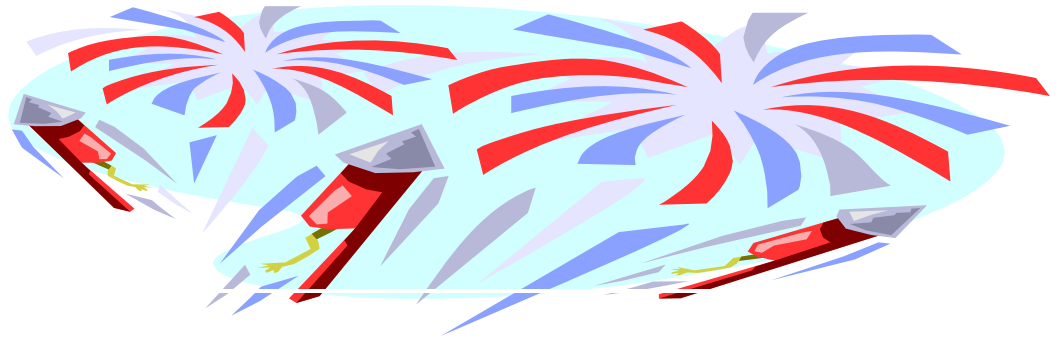




July 2008



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Please notify  
 Kristi Hays  
 of corrections to this  
 newsletter.  
 I welcome your  
 comments, ideas and  
 suggestions!

Gary Hardman from Hardman Benefit Plans, Inc. will be discussing worksite wellness programs and value based benefit plans.

By implementing these together, you can significantly impact your total healthcare cost.

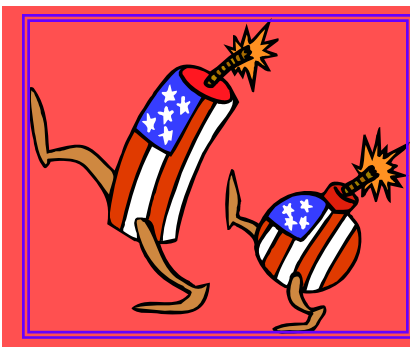
Gary Hardman was born and raised in Salina, Kansas and graduated from Salina Central in 1973 and Ft. Hays State University in 1977. He is a past president of the Wichita Association of Health Underwriters and is involved with several civic organizations. Gary has been married since 1978, has two grown children and enjoys playing golf and being at the lake.



As a successful independent business, Hardman Benefit Plans shares and understands your business challenges as well as your employee benefit needs.

The Wichita Business Journal lists HBP as the second largest independent insurance agency in Wichita. Hardman Benefit Plans has the experience and expertise to provide real solutions.

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# *Recognizing Employee Value*

*Judi Jones, SPHR "Compensation Today"*

In the world of work, what is "adding value"? And, as an HR or compensation practitioner, why should I care? How does recognizing employee value help me do my job better?

Adding value is about out-performing normal expectations through an exceptional attitude or work product, outside the scope of one's regular assignments. It is unanticipated and goes beyond what is typically considered in evaluating employee performance. Some describe it as giving 110% effort.

Adding value can mean the simplest of things, such as determination when a project isn't moving forward. Some ask, "Isn't adding value just doing one's job?" The answer is "no," unless, of course, their job is public relations! Adding value is a special quality that ought to be identified and rewarded regularly.

## *Traditional vs. Non-Traditional Examples of Employee Value in the Workplace*

**Do you fret over losing your top employees?** Feel confident you're paying and managing them better than anyone else in your industry?

In the most traditional sense, an employee who adds value is someone who does the following:

- makes their workplace better by taking initiative
- uses good judgment to improve personal productivity on the job
- saves company money
- increases revenues or wins repeat business

But, in a less traditional sense, the employee who offers suggestions that solve tricky problems, brings optimism and creates more positive attitudes in the workplace, particularly when that is not the norm, is also adding value.

## *Make a Practice of Recognizing Added Value in Your World*

You don't have to limit identifying when and how you identify how someone adds value. You can get in the habit at home or in your everyday life. Recognizing value allows you to see the better side of life and to differentiate between those that should be recognized for their contributions and those that should not. This distinction is much easier to see when you actually benefit from someone's extra effort and you take that knowledge into the workplace.

In my personal life, I look for and recognize things that add value to my experience at the restaurant, hardware store and even the ball game. It is the driver that I let in traffic that waves 'thank you' or the waiter that brought me out a taste of that funky-sounding soup du jour. This gives me the benefit of savoring some courtesy and civility in an often too hectic, too loud and information-overloaded world.

In my work life, I make an effort to recognize added value to my experience from a colleague, vendor representative and internal service staff. Some examples are:

- the help desk person that explains the problem and fix rather than barking instructions
- the team member that volunteers to compile data (or perform another tedious task)
- even the union representative that steps back to identifying our interests when discussions become too positional

What is in it for me? I get collegiality, collaboration and support in an often too competitive, antagonistic and

fast-paced work environment.

### *Recognize and Reward Employees Who Add Value*

What you want is an organization filled with people who add value everyday. But, what is the motivation for employees to act this way? Are you making it worth their while to go above and beyond their regular duties?

Maybe the employee should expect no more for their efforts than a regular paycheck and a less-hassled and stressed worklife, as well as the intrinsic rewards that productivity reaps – happiness, better health, satisfaction and so forth. Plus, if the employee is a personal service person, they will undoubtedly get bigger gratuities and referrals. In other cases, a good word to a manager who values customer feedback may result in kudos and bonuses.

But, why not make it worth every employee's while to go above and beyond? That brings us back to what identifying how an employee adds value does for you as an HR professional. Recognizing that others add value to the workplace gives you a tool in your arsenal so that you encourage employees to add even more value to your company.

By recognizing how and when employees add value, you learn useful ways to influence your company's growth, such as:

- information about what makes a difference and is needed at your organization
- knowledge that is valuable in coaching and employee training
- ways to differentiate between exemplary employees and ones that need training
- a basis for creating or spinning recognition and employee reward programs
- a “heads up” and an ability to maybe intervene in grievances or discipline

Plus, it improves your own worklife to look for and recognize the good rather than always dealing with the challenges presented to the HR professional.

So, I suggest that you make a practice of recognizing employee value everyday. And, may you always be the recipient of added value and pay it forward to those in your life!



# Salina Area Business Advisory Council

You are invited to join the Salina Area Business Advisory Council (BAC) in partnership with North Central Kansas Workforce Solutions. The BAC's mission is to develop and promote employment opportunities and resources for area employees through partnering with area businesses.

The BAC promotes employment as a means to economic self-sufficiency and personal responsibility. Membership in BAC is comprised of local businesses and representatives from various employment and training programs within and outside the Salina area.

Members enjoy many benefits:

- \* Access to a diverse, often untapped pool of potential employees
- \* An opportunity to network with other business representatives
- \* Education regarding services available through local, state, and federal governments
- \* A forum for business representatives to identify workforce needs and solutions
- \* An opportunity to contribute to the community through outreach such as job skills workshops

## **When:**

Wednesday, July 29  
11:30 a.m.

## **Where:**

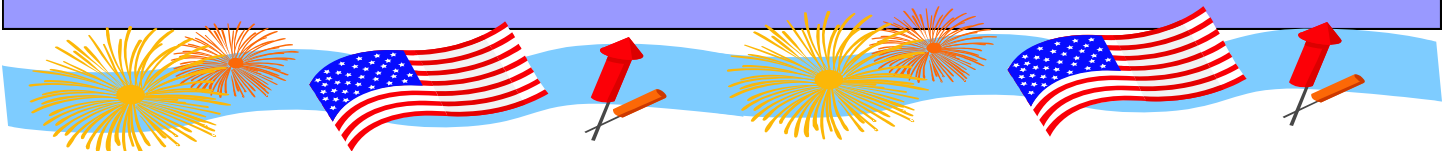
Salina Elks Club  
1800 S. Marymount

## **RSVP to:**

Aneta Willson [awillson@occk.com](mailto:awillson@occk.com)

or

Laura Robertson [lrobertson@occk.com](mailto:lrobertson@occk.com)  
(785) 827-9383



## *The hidden dangers of the working lunch* July 9, 2009 by Bill Meltzer (HRmorning.com)

Many folks take a working lunch at their desks once in awhile. We all need to get our work done, right?

But evidence suggests that eating at work stations is only a short-term productivity booster and can do more harm than good if it's a regular habit.

One report found that people who routinely eat meals at their desks at work are twice as likely to be exposed to germs that can cause serious illnesses. Long-term result: Higher absenteeism costs.

Roughly 70% of Americans with desk jobs say they take working lunches at least three days a week. Most employees – and their supervisors – mistakenly believe that eating at their desks makes people more productive during the work day. In the short term, it may. But in the long run, the behavior often leads to higher absenteeism and lower productivity via preventable illnesses.

### **Unappetizing facts**

A study conducted in 2006 found that the typical office workspace contains 400 times more germs than a toilet seat. The biggest bacteria colonies are usually found on telephones, computer keyboards and desktop surfaces.

In the real-life workplace, it's a losing battle to try to convince most supervisors and employees not to eat at their desks. But the study says employers have seen lower absenteeism/presenteeism by taking three simple steps:

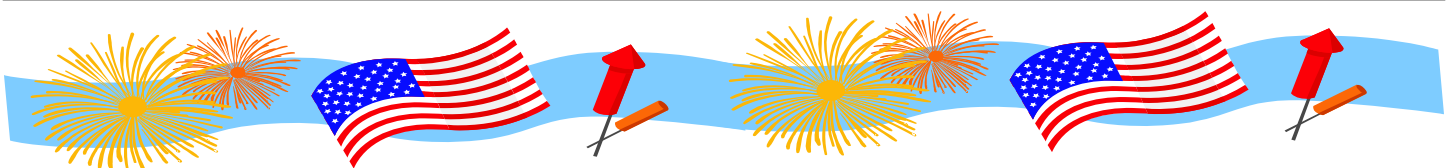
1. Give employees mini-bottles of instant hand sanitizer to keep at their desks.
2. Provide people sanitizing wipes for their work spaces (damp napkins and cloths just spread the germs around the surface).
3. Educate employees about the need for frequent hand washing with warm water – not hot or cold. Even in healthcare settings, this message often takes awhile to set in and requires frequent repetition. But the end results are worth it.

### **Increased obesity risk**

There's a second hidden danger that can affect your company's costs: higher risks of overweight and obese employees.

People who frequently eat at their desks are less likely to be careful about the portions they consume, less likely to choose healthy foods and somewhat less likely to exercise during the day.

Wellness programs can help employers cut these risks, but it all starts with workplace culture and employee education.



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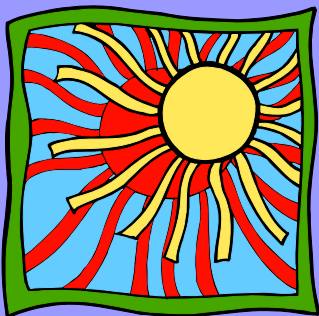
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