Shippensburg University

HR Update

Annual PASSHE HR Conference

Shippensburg University Human Resources Department hosted an annual PASSHE HR Conference on June 11-June 13, 2013. There were 95 attendances representing all 14 PASSHE universities. 29 Presenters, 15 workshops and 15 exhibitors. The Keynote speakers included Jacqueline Matthews, Associate Vice President for Human Resources from Lehigh University; Gregg Holgate, Vice President ING: Susan Basso, Vice President and Chief Human Resources Officer from Penn State University; and Dr. Alison Dagnes, Associate Professor, Political Science from Shippensburg University. The topics included Faculty-Staff Relations; HR Leadership; HR Metrics in Higher Education: Aligning HR Initiatives with Key Institutional Objectives; Understanding the Influence of Unconscious Bias in the Hiring Process; Transforming Human Resources: Challenges Create Opportunities; PACE Personality Assessment and more. The conference was very informative and gave attendees a great opportunity to learn and network.



















Inside this Issue

Falls of Any Kind 2

How can Liveandworkwell.com help me?

Benefits of Being Positive 3

Welcome New Members 3

Workplace Accountability: 4
Pointing a Finger



islockoholo

The door to safety swings on the hinges of common sense. ~Author Unknown~

Slips, Trips and Falls: Falls of Any Kind

One in eight Workers' Compensation cases results from slipping and falling. We fall for a variety of reasons:

- Unguarded wet floors
- ♦ Loss of balance
- Tripping over an object on the floor, such as trash, unused materials, electrical cords, tools or anything else left in the way. At home this can include pets, children and toys
- Falling from an elevated position, such as a ladder or stairs
- Foreign substances such as water, food, grease, oil or debris
- Slippery floors, which may be caused by weather when rainwater or snow is tracked inside.

To avoid becoming an unwitting victim, pick up things that you see out of place and put them away. Don't wait for someone else to do it—they may be the one to trip or fall. If it is materials that belong to a maintenance or business, let them know right away they have a safety hazard.

Other things that you can do to stay safe:

 Walk in designated areas only. shortcuts may contain an unexpected hazard

- ♦ Concentrate on what you're doing
- ♦ Hold onto handrails when using the stairs
- If you are carrying a heavy load, use the elevator

The worst falls are from elevated position, such as ladders. They can result in serious injury or death.

Ladder Safety—Positioning a ladder:

- The proper length for a ladder positioned against a wall is three rungs above the highest point
- The proper angle for climbing a ladder is one foot away from the wall for every four feet of height. If you don't have that, be sure to tie the ladder securely to something.
- When climbing or descending a ladder, place both hands on the side rails. NEVER climb a ladder with your hands full. Climb as high as you need to and hoist any tools or materials up with a rope.
- Once you're at the necessary height, don't overreach. Your body and legs should be within the ladder side rails. Extend only your arms.

Stay safe—practice safety daily

Dr. Isabel Perry, "The Safety Doctor"

How can Liveandworkwell.com help me?

SEAP

Call toll-free (800) 692-7459 (800) 824-4306 TDD or log on to

www.liveandworkwell.com access code: Pennsylvania Liveandworkwell.com is an interactive website with resources and tools to help you enhance your work, health and life. Simply log on to www.liveandworkwell.com and enter "*Pennsylvania*" to:

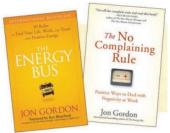
- Check your SEAP benefits information and request services online
- Search for clinicians, eldercare services and other resources
- Look up health facts and read articles on work/life issues
- ♦ Utilize a host of financial calculators and other interactive tools
- Join interactive discussions, chats and message boards on a variety of health and wellness topics

Benefits of Being Positive

The research is clear. It really does pay to be positive and the benefits include enhanced health and longevity, happiness, career advancement, athletic performance, team building and financial success. Being positive is not just a nice way to live. It's the way to live. In this spirit here are 11 benefits of being positive.

- 1. Positive People Live Longer In a study of nuns, those that regularly expressed positive emotions lived on average 10 years longer. (*The Nun Study*)
- 2. Positive work environments outperform negative work environments. (Daniel Goleman)
- Positive, optimistic sales people sell more than pessimistic sales people. (Martin Seligman)
- 4. Positive leaders are able to make better decisions under pressure. (Heartmath.org)
- 5. Marriages are much more likely to succeed when the couple experiences a 5 to 1 ratio of positive to negative interactions whereas when the ratio approaches 1 to 1, marriages are more likely to end in divorce. (John Gottman)
- 6. Positive people who regularly express positive emotions are more resilient when facing stress, challenges and adversity. (Several Studies)
- 7. Positive people are able to maintain a broader perspective and see the big picture which helps them identify solutions where as negative people maintain a narrower perspective and tend to focus on problems. (Barbara Fredrickson)
- 8. Positive thoughts and emotions counter the negative effects of stress. For example, you can't be thankful and stressed at the same time. (Several Studies)
- 9. Positive emotions such as gratitude and appreciation help athletes perform at a higher level. (*Heartmath.org*)
- 10. Positive people have more friends which is a key factor of happiness and longevity. (Robert D. Putnam)
- Positive and popular leaders are more likely to garner the support of others and receive pay raises and promotions and achieve greater success in the workplace. (*Tim Sanders*)

By John Gordon www.JonGordon.com





"Success is not final, failure is not fatal: it is the courage to continue that counts."

Welcome new employees

Suzanne Casella—Health Services

Shawn Fraker—Public Safety

Sarah McDowell— Dean of Students

Tanya Miller—Athletics

Pavan Purswani—Dean of Students

Cindy Ryder—Marketing and Publications
William Sommers—Enrollment Management
Crystal Stitely—Duplicating Services
Keyana Tally—Dean of Students
Benjamin Wiens—CTC



Workplace Accountability: Pointing a Finger

When confronted with problems, we occasionally stubbornly sit in a stalled position, refusing to take action. Like the fourth grader who jumps higher and higher in desperate attempt to prove the laws of gravity don't bind him to the Earth, we ignore the forces of interpersonal gravity. Rather than acknowledging we control no one but ourselves, we insist the other person needs to fix his part of the situation first.

We pretend our private conclusion that "it's his fault" means something. We stew about the *problem*. We waste energy making a case with those already on our side rather than having a challenging but necessary conversation with the person with whom we have the issue. We indulge ourselves with "I was right, he was wrong" thoughts and occasionally fire off caustic e-mails.

In truth, we shout into the wind when we point fingers at others. If we want to fix problems we need to start with ourselves.

This requires completely honestly, beginning with a dismantling of treasured *myths*. You might believe you're just bull-headed and that others take you the wrong way when your blunt comments hurt their feelings. You thus absolve yourself of responsibility. Similarly, for years I've maintained, "I'm just a wuss" as if that excused the fact that I don't stand up for myself and let others walk all over me.

What do you gain by maintaining that others need to *toughen* up so you don't need to learn tact? No more than I achieve with my insistence that those who take unfair advantage of my trusting nature own the full blame.

We need to face the *truth*. You're not "just" bull -headed any more than I'm a wuss; you and I simply choose the easy way out, and it costs us. We can point fault at those who dislike or use our vulnerabilities, or we can shape up.



Next, we have to come to terms with the fact that we don't see the whole and true picture when we relentlessly focus on our side of the story. Consider what happens when a killer workload stresses you out, a co-worker asks you a question at the wrong moment and you blow up. You may not mean what you say but your rudeness offends your co-worker and she retaliates by telling your supervisor.

You might resent her *complaining*, particularly if you've overlooked your co-worker's past misdeeds. Often, the more you think about her involving your supervisor, the angrier you become, forgetting the simple fact that you started this chain of events by barking at your coworker. As you rationalize how the work overload pushed you past your breaking point, you define yourself as the blameless victim and your co-worker as the transgressor.

Regrettably, we pay a heavy price when we overlook our personal responsibility and cast blame on others. Not only do we give away the power to fix problems to others, we open ourselves to continued reoccurrence of the same problems because we refuse to look at how we need to *change*.

What could we do instead? We could recognize that we see only half the situation and need to learn how we appear to others. We could realize that when we dish out blame, we do so based on distorted perceptions. Instead of advocating for our side, we could start a two-way discussion with the person who most irritates us and listen to what we don't want to hear

Finally, we could work hard to find a **solution** that works for the other person as well as ourselves. If we do so, we might find something that helps us become better tomorrow than we were yesterday. What a victory.