



## Office of Human Resources

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TO: Deans and Directors

FROM: Brad Lobland, Human Resources Director 

DATE: April 28, 2016

RE: Tools for supervisors and managers to support employees

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Our university leadership understands the challenges of uncertain times, and it can be difficult to continue to engage our employees at a time when many departments are facing severe budget cuts and even layoffs.

Many of you are both colleagues and friends of those who may receive personnel actions such as layoff notices, non-renewals and contract reductions. The stress to the supervisor is very real too; the action is not just a number or an entry in a data sheet, these are difficult decisions driven by our fiscal crisis.

In light of this, we are hoping that the following will be useful tools to you and your employees as you move through the process. Please share this memo, as appropriate, with all supervisors and managers in your departments.

These resources are available for all employees:

- Human Resources consultants at 474-7700.
- Employee Assistance Program. Use link for contact information and company ID — <http://www.alaska.edu/benefits/employee-assistance-progr/>

Possible suggestions for minimizing impacts to all employees:

- Supervisors should review the workloads for all employees; evaluate and stop all non-critical work to lower stress and heavy work assignments
- Reassign critical work to those who are best able to carry heavier work loads
- Understand the unique needs of employees; find creative ways to encourage and engage them
- Stay readily available and keep lines of communication open
- Generously and frequently thank employees
- Host events to help pull teams back together
- Invite your Human Resource consultant to a department meeting
- Talk to your staff about potential career development, growth opportunities and goals for your department.

Please encourage your employees to share the Employee Assistance Program widely. Our employees are our critical to our success as we move forward. Please contact UAF Human Resources or your consultant for additional assistance.

cc: Faculty Senate  
Staff Council

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