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Retaining Good Employees

Traditionally, companies reward long-term employees with pay increases, prestigious titles, and awards. Businesses now realize that *training, recognition, and flex time* are also prized benefits which help retain their brightest and best.

- 1) The HornGroup, a PR firm, once titled the "Best U.S. Employer" from *Working Woman* magazine, allots money for "**personal development**" classes: time management seminars, writing courses, etc.
- 2) A&G Merchandising Co. in Delaware provides their leaders with **thank you cards** to recognize outstanding staff.
- 3) Lucent Technologies has a goal of training each employee 15 days each year. With the HR department, the worker designs his or her own **skills learning plan**.
- 4) Among Hewlett Packard business tips, they advise how to retain senior citizen employees. a.) Be sure you understand the income earning limitations of people on Social Security. b) **Offer flexible, part-time schedules** c) Give them the same **training opportunities** as other staff.
- 5) An interactive media firm TechTarget (Mass.) has a **loose leave policy** with quarterly performance goals and deadlines. Employees can set their own work hours and take as many sick, personal, or vacation days they need. Not only are the employees committed to the company, TechTarget had a 30% revenue spike last year.
- 6.) Whirlpool executives **travel abroad** with manufacturing line people to visit facilities and gather their perspective on production and labor issues.

A survey by Mercer Human Resources Consulting polled 1600 employees. Workers **kept up-to-date** about important work issues are highly likely to stay on the job. Thanks to *employee Recruitment and Retention*.

Altruism and Better Health Drives Patients to Clinical Trials

Reuters Health Information featured an article from the December 2005 Journal of Rheumatology. The opportunity to help others and the possibility of improved health were the most mentioned aspects motivating 191 rheumatoid arthritis patients to participate in clinical trials. Additional factors in the decision-making process included: early access to new therapy; the availability of free treatments; unknown side effects of the trial drug; and the need to stop current therapy.

Handling a Lay-off

Mergers, retirements, business slowdowns – any of these may result in having to release personnel. If you happen to be responsible for doing the lay-off process, you must be prepared to handle the initial shock and dismay. Be truthful.

- 1) Have the final paycheck and severance pay ready.
- 2) If benefit forms need to be completed, have the Cobra health insurance and 401K fund transfer papers.
- 3) Advise that in Colorado the employee can file for Unemployment insurance by calling 1-800-388-5515 or going on-line at www.coworkforce.com, then to "File a Claim".
- 4) Provide a reference letter describing the job responsibilities, dates of employment and any recommendations.

While removing personal items from the desk, be thoughtful. Someday, this former employee could be *your* manager.

Free Downloadable Business Forms

Office Depot has a handy collection of business forms to download and customize for yourself. Topics include Asset Protection, Business Finance, Compensation and Benefits, Employee Management, Firing and Termination, Government Contracting, Marketing, Recruiting and Hiring, Starting a Business, Vehicles and Equipment, OSHA, and IRS Tax Forms. They can be found on the website: www.officedepot.com/businesscenter.do.



Happy Memorial Day Marilyn von Savant in Parade Magazine said: "What is the essence of America? Finding and maintaining that perfect balance between the freedom "to" and the freedom "from." "