



THE HR UPDATE



October 2009

Remember when you were little and you knocked on doors and eagerly and expectantly held open your sack to receive candy? Just think how sad and disappointed you would have been if the person had told you to go away or had given you a rock instead of a Snicker!! Well, that is what it is like when we make promises we can't or don't deliver. Are you someone who makes a commitment to do something and then at the last minute changes your mind and begs off or worse yet, just doesn't show up?

Lack of genuine commitment is probably one of the number one reasons that people fail to meet goals or make progress. Most people think that their lack of commitment has no real impact on the state of the world. Think back to the trick or treater, what are the results if one child is disappointed? On the surface, not much, just like your absence in the work place seems like no big deal. But it IS a big deal- when you call in sick or blow off a shift, it results in unscheduled overtime, inconvenience with someone else having to change their plans and undermines the quality of care provided our clients.

When you were hired you started out with enthusiasm and energy but as time went by, you may have ceased to consider work a priority. You may think that we can get by but the truth is we need everyone to be successful. Home of Hope doesn't have the luxury of adopting an "oh well" attitude. When we pay out unnecessary overtime, it limits what other things we can pay for. Author Pat Riley said, "There are only two options regarding commitment. You're either in or out. There's no such things as a life in-between." So, -trick or treat?

PTO Pay Out- The November payout for personal time off balances will be distributed on November 20, 2009 based upon accruals reflected on your paystub of 10-30-2009. Your supervisor has until November 5th to submit the requests for cash out to Payroll. Employees wishing to cash out hours are limited to minimum of 8 hours and a maximum of 96 hours. As stated in the employee letter dated October 16th, this will be the last cash out in which employees may cash 96 hours. Beginning January 2010, cash-outs will be limited to 48 hours annually.



Trivia time- How much do you know about the traditions of Halloween? This time of year, people like to go on hayrides and have bonfires. The word "bonfire" comes from a word that means:

- (a) Happy and bright fire
- (b) The tradition of cooking meat on open fires during the Samhain ceremony.
- (c) The act of throwing animal bones onto the fire to ward off evil spirits

Trick-or-Treating Safety

Even when you plan to trick-or-treat in a group that is supervised by adults, kids often run from house to house, sometimes leaving their supervisors behind. A plan for trick-or-treating can help to avoid any safety hazards and can help to make sure your kids follow the rules, including:

- planning a safe area to trick-or-treat
- staying in the group they started with and walking to each house together
- only going to house that has a light on
- walking on the sidewalk and not cutting across lawns, alleys, etc.
- crossing streets at crosswalks
- not entering a house without supervision

It can also be helpful to have a plan in place in case your child does get separated while trick-or-treating, including a 'safe house' where he can go, making sure he knows your cell phone number, or carrying walkie-talkies.

Candy safety

- Instruct your children to bring all candy home before eating it so that you can carefully inspect it for tampering. Children shouldn't snack while they're out trick-or-treating, before parents have a chance to inspect the goodies. To help prevent children from munching, give them a snack or light meal before they go -- don't send them out on an empty stomach.
- Tell children not to accept -- and, especially, not to eat--anything that isn't commercially wrapped.
- Throw out candy or treats that are homemade, unwrapped or if they appear to have been tampered with (pinholes in wrappers, torn wrappers, etc.)
- Parents of young children should remove any choking hazards such as gum, peanuts, hard candies or small toys.
- Wash all fresh fruit thoroughly, inspect it for holes, including small punctures, and cut it open before allowing children to eat it.



Don't forget to change your clocks this Saturday night before going to bed. Daylight Saving Time officially ends at 2 am. Many fire departments encourage people to change the batteries in their smoke detectors when they change their clocks because Daylight Saving Time provides a convenient reminder. "A working smoke detector more than doubles a person's chances of surviving a home fire," says William McNabb of the Troy Fire Department in Michigan. More than 90 percent of homes in the United States have smoke detectors, but one-third is estimated to have dead or missing batteries.

