



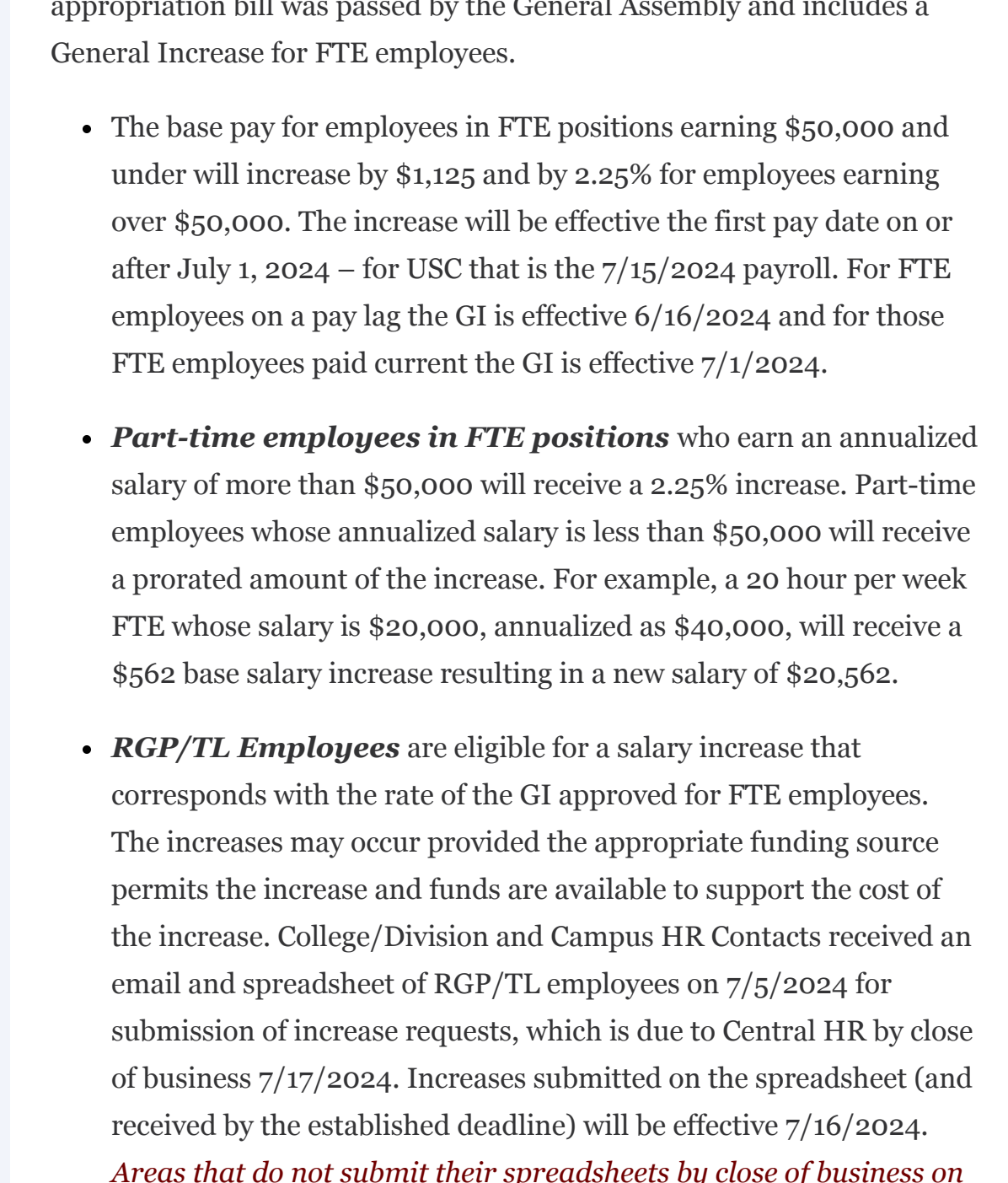
# Supervisor Newsletter: Monthly News Leaders Can Use

By HR • Jul 18, 2024

Smart Brevity™ count: 7.5 mins...1981 words

We're here to make your job easier by providing important announcements, useful resources, and answers to challenging situations while focused on fostering a strong supervisor community, ensuring employee success and enhancing our campus culture.

## Announcements and Important Dates



Don't forget to share relevant information with your employees!

★ **General Increase Has Been Approved!** The 2024 - 2025 general appropriation bill was passed by the General Assembly and includes a General Increase for FTE employees.

The base pay for employees in FTE positions earning \$50,000 and under will increase by \$1,125 and by 2.25% for employees earning over \$50,000. The increase will be effective the first pay date on or after July 1, 2024 – for USC that is the 7/15/2024 payroll. For FTE employees on a pay lag the GI is effective 6/16/2024 and for those FTE employees paid current the GI is effective 7/1/2024.

• **Part-time employees in FTE positions** who earn an annualized salary of more than \$50,000 will receive a 2.25% increase. Part-time employees whose annualized salary is less than \$50,000 will receive a prorated amount of the increase. For example, a 20 hour per week FTE whose salary is \$20,000, annualized as \$40,000, will receive a \$562 base salary increase resulting in a new salary of \$20,562.

• **RGP/TL Employees** are eligible for a salary increase that corresponds with the rate of the GI approved for FTE employees. The increases may occur provided the appropriate funding source permits the increase and funds are available to support the cost of the increase. College/Division and Campus HR Contacts received an email and spreadsheet of RGP/TL employees on 7/5/2024 for submission of increase requests, which is due to Central HR by close of business 7/17/2024. Increases submitted on the spreadsheet (and received by the established deadline) will be effective 7/16/2024. *Areas that do not submit their spreadsheets by close of business on 7/17/2024 will be required to submit individual requests via the Job Change eForm. Actions not submitted in a timely manner will not be retroactively applied.*

★ **Staff Hiring Salary Approval with General Increase:** For staff hires effective on or after 6/16/2024 you may wish to include an additional \$1,125 or 2.25%, as applicable, to the requested base salary of the general increase (GI). There are two different request process, as outlined below, depending on where the hire is in workflow. *The deadline to submit these requests is 7/19/2024.*

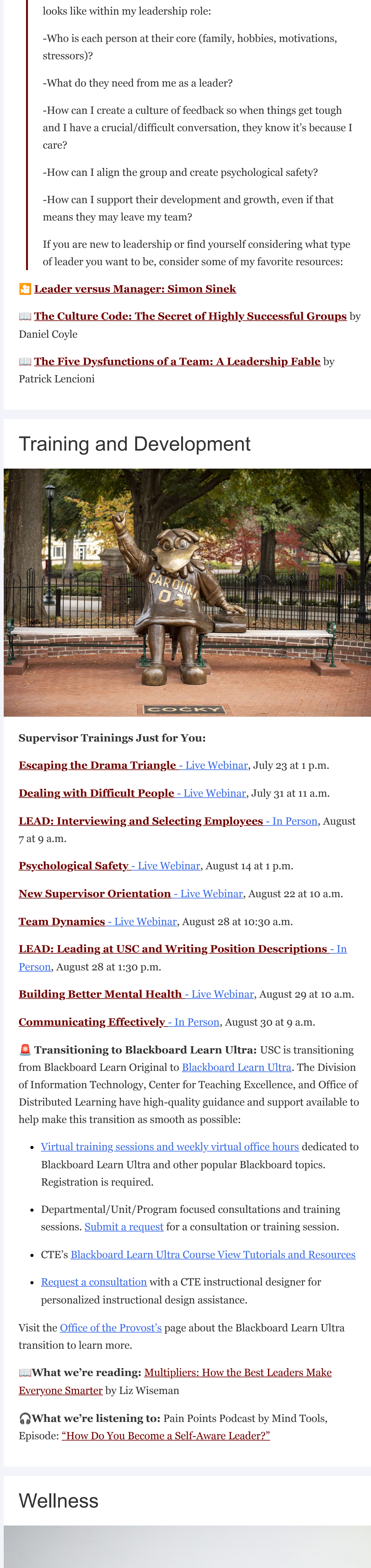
• **If you've received salary approval but the hiring proposal is still in process in PeopleAdmin** - Please resubmit the hiring proposal to the workflow of Service Team with an updated HR27 form attached notating the request to add either the \$1,125 or 2.25%, to account for the pending GI. Your Service Team will approve and route back to you. Offer letters must reflect the updated approved salary.

• **If you've received salary approval and the hiring proposal has been fully approved in PeopleAdmin (workflow state shows hire pending validation)** - Please complete an updated HR27 and email to your Service Team requesting to add either the \$1,125 or 2.25%, as applicable, to account for the GI. Your Service Team will manually update the base salary in HCM directly. An amended offer letter is required. Please email this to your Service Team for inclusion in the employee's personnel file.

💰 **Social Security Planning:** What You Need to Know to Maximize Retirement Income - Live Webinars, July 24 at **9:30 a.m. AND 2:00 p.m.**

☀️ **SC 2024 Tax Free Weekend is Friday, August 2 through Sunday August 4!**

## ☀️ Get to Know Cathy Donnelly: Your Supervisor Support Expert



**We are so excited to welcome Cathy Donnelly, our new Assistant Director of Organizational Development!** She's here to help elevate your team's potential and drive growth. She's an invaluable resource for all supervisors, providing support and guidance to ensure your success.

**Cathy comes to USC** from Domtar Paper Company in Fort Mill, SC where she most recently served as the Director of People, Talent and Culture for a combined 20,000-person workforce leading talent development, diversity & inclusion, and engagement.

She is an Associate Certified Coach through the International Coach Federation, specializing in leadership development. She is also a Certified Change Practitioner through Prosci. Cathy is already a transformative team member of OPD, and we're thrilled she'll be leading the upcoming 2024 - 2025 Emerging Leaders Program (ELP) cohort.

**We asked Cathy to share** her leadership philosophy, here's what she had to say:

"Early in my career, someone once shared with me the most important role a leader takes on, that many don't even realize: Leaders are our cultural champions. At the end of the day, when our teammates go home to their families, friends, and those within their personal circle, they often take you with them—leaders influence the dinner conversations our teammates have with those they hold dear. If an employee is struggling to connect to their leader or frustrations continue day to day, those conversations are shared anytime they are asked, "How was your day?"

I began to reflect on that as I recognized when I would share my frustrations with my family and the dinner conversation became about the negative experiences I was having at work; I started to self-reflect and examine my team and ask myself: what culture am I shaping? How am I taking care of those I am trusted to lead? While it's unrealistic to ensure every day is a great day, I can ensure that my leadership style is a steady force, and I uphold my personal values to get us through.

My goal became this: when my teammates were asked, "How was your day?" I wanted them to reflect positively on me as their leader and as a member of our team, even if things were tough that day, ultimately, they felt like we made it through or pulled together. I wanted our team culture to be contagious, where every person felt a connection to me and to each other. To accomplish this goal, I started considering the questions below when identifying my authentic leadership style, more specifically defining what "care" looks like within my leadership role:

- Who is each person at their core (family, hobbies, motivations, stressors)?
- What do they need from me as a leader?
- How can I create a culture of feedback so when things get tough and I have a crucial/difficult conversation, they know it's because I care?
- How can I align the group and create psychological safety?
- How can I support their development and growth, even if that means they may leave my team?

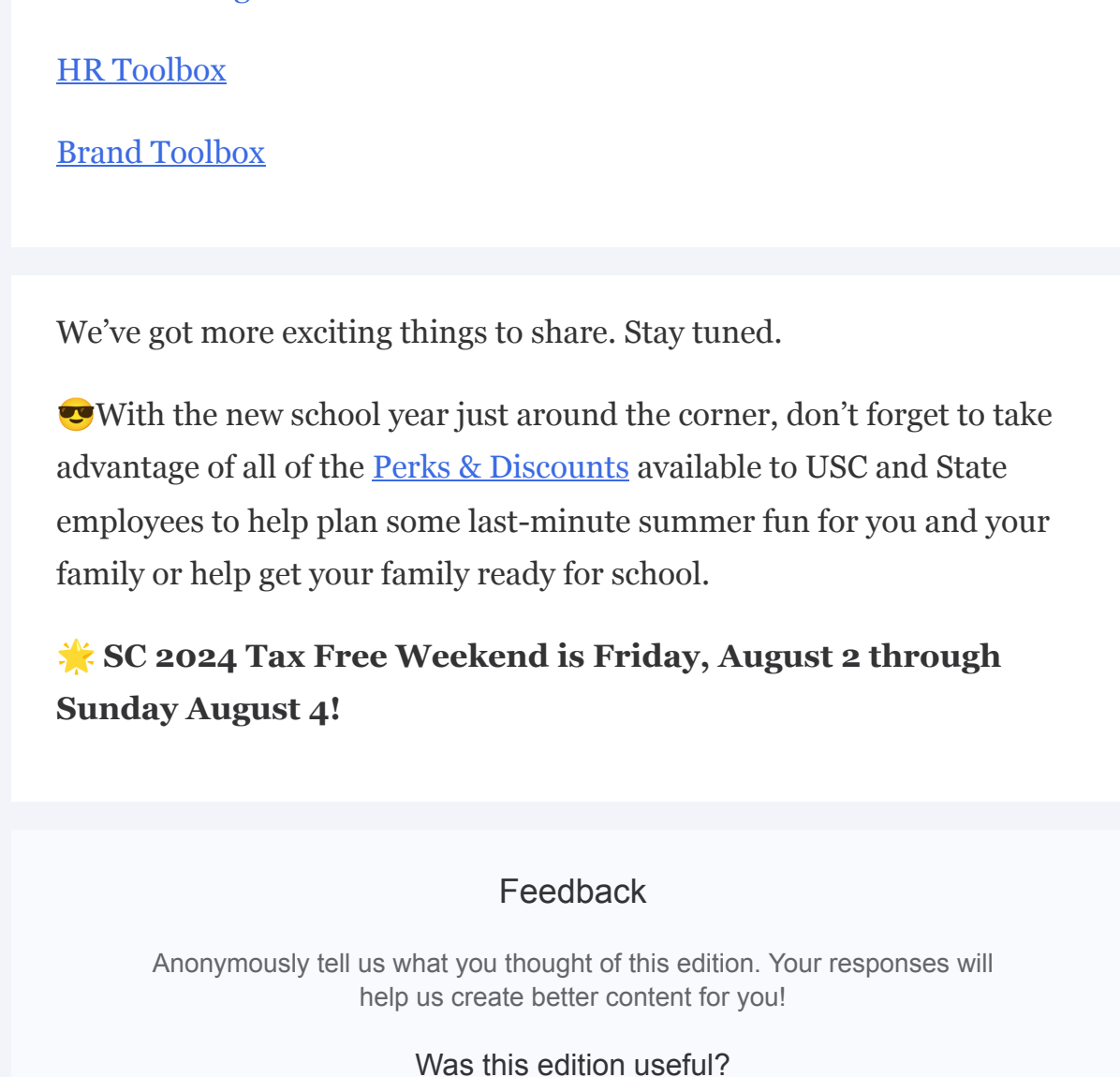
If you are new to leadership or find yourself considering what type of leader you want to be, consider some of my favorite resources:

📖 **Leader versus Manager: Simon Sinek**

📖 **The Culture Code: The Secret of Highly Successful Groups** by Daniel Coyle

📖 **The Five Dysfunctions of a Team: A Leadership Fable** by Patrick Lencioni

## Training and Development



### Supervisor Trainings Just for You:

**Escaping the Drama Triangle** - [Live Webinar](#), July 23 at 1 p.m.

**Dealing with Difficult People** - [Live Webinar](#), July 31 at 11 a.m.

**LEAD: Interviewing and Selecting Employees** - [In Person](#), August 7 at 9 a.m.

**Psychological Safety** - [Live Webinar](#), August 14 at 1 p.m.

**New Supervisor Orientation** - [Live Webinar](#), August 22 at 10 a.m.

**Team Dynamics** - [Live Webinar](#), August 28 at 10:30 a.m.

**LEAD: Leading at USC and Writing Position Descriptions** - [In Person](#), August 28 at 1:30 p.m.

**Building Better Mental Health** - [Live Webinar](#), August 29 at 10 a.m.

**Communicating Effectively** - [In Person](#), August 30 at 9 a.m.

📌 **Transitioning to Blackboard Learn Ultra:** USC is transitioning from Blackboard Learn Original to [Blackboard Learn Ultra](#). The Division of Information Technology, Center for Teaching Excellence, and Office of Distributed Learning have high-quality guidance and support available to help make this transition as smooth as possible:

- [Virtual training sessions and weekly virtual office hours](#) dedicated to Blackboard Learn Ultra and other popular Blackboard topics. Registration is required.
- Departmental/Unit/Program focused consultations and training sessions. [Submit a request](#) for a consultation or training session.
- CTE's [Blackboard Learn Ultra Course View Tutorials and Resources](#)
- [Request a consultation](#) with a CTE instructional designer for personalized instructional design assistance.

Visit the [Office of the Provost's](#) page about the Blackboard Learn Ultra transition to learn more.

📖 **What we're reading:** [Multipliers: How the Best Leaders Make Everyone Smarter](#) by Liz Wiseman

🎧 **What we're listening to:** Pain Points Podcast by Mind Tools, Episode: ["How Do You Become a Self-Aware Leader?"](#)

## Wellness



### 🧘 **A Closer Look at Resilience:** Practice Self-Compassion

"Building resilience is a popular wellness topic. Almost anything that helps you develop physical and emotional strength, and the ability to face adversity and overcome it, can be lumped into this life skill. One resilience-building skill you may have overlooked or never heard mentioned is practicing self-compassion. Self-compassion is not just avoiding being self-critical or treating yourself with kindness and understanding like you would a friend. Its purpose is more far reaching. People who practice self-compassion are less overwhelmed by negative emotions when faced with adverse events. They develop more positive reflex responses. This mindset in turn links to an ability to maintain a balanced perspective, not lose their cool, and more easily troubleshoot problems. Positive self-talk habits are patterns of reacting to what we see and hear around us, so self-compassion will be a new skill if you frequently do not engage in positive self-talk. The action step of course is to avoid berating yourself when mistakes happen and try speaking to yourself kindly. Acknowledging that everyone makes mistakes and realizing daily life frustrations are inescapable surprises we all face are key. Ironically, practicing self-compassion is essential if your initial attempts to build this new habit of personal resilience don't come quickly. Keep trying.

**Go deeper:** Check out the [July MYgroup EAP Employee Newsletter](#) for more advice and tips.

📖 **Feel Good Read: A Dose of Inspiration: Why Doctors are Prescribing Museum Visits** - At the French city of Lille's Palais des Beaux-Arts, "museum-therapy" draws on the power of art to improve health and wellbeing.



**MYgroup Website Has a New Look!** MYgroup EAP recently updated their website to be more intuitive and informative while providing users with valuable resources.

Please share the following updates with your employees on how they can access employee resources and navigate the updated site:

- Where you previously logged in at "My Portal Login," employees will now access the site at ["Current Participants"](#) then click on "Employee Resources" to access Work-Life Services
- Login credentials have remained the same: **USERNAME: use;** **PASSWORD: guest**

## Connection and Community



👉 **Volunteers Needed for Move-In 2024** at the Columbia Campus.

New Gamecocks will be arriving this August and USC Columbia Campus is calling on our amazing faculty and staff to help give a warm welcome to the class of 2028. By becoming a move-in volunteer, you'll not only play a vital role in shaping the beginning of their journey at USC you'll also earn a cool t-shirt and a meal card as a token of our appreciation.

For more information on how you can volunteer to help with move-in weekend or get involved in other volunteer opportunities, visit the [Announcements Page](#) about Volunteers Needed for 2024 Move-In.

## (Even) More Resources

[Organizational and Professional Development](#)

[Center for Teaching Excellence](#)

[Office of Access and Opportunity](#)

[University Libraries](#)

[Office of Organizational Excellence](#)

[Diversity Toolkit for Search Committees](#)

[Interfaith Calendar](#)

[Law Enforcement and Safety](#)

[Faculty Ombuds & Staff Ombuds](#)

[Campus Recreation](#)

[Environmental Health and Safety](#)

[Talent Management](#)

[HR Toolbox](#)

[Brand Toolbox](#)

We've got more exciting things to share. Stay tuned.

👓 With the new school year just around the corner, don't forget to take advantage of all of the [Perks & Discounts](#) available to USC and State employees to help plan some last-minute summer fun for you and your family or help get your family ready for school.

☀️ **SC 2024 Tax Free Weekend is Friday, August 2 through Sunday August 4!**

### Feedback

Anonymous tell us what you thought of this edition. Your responses will help us create better content for you!

Was this edition useful?



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