

EMPLOYEE PHILOSOPHY STATEMENT

The most valued and important resource of the Utah State Office of Education (USOE) is its employees. It is the commitment of the USOE staff and administration to respect each person's worth and dignity, to recognize each person's capacity to contribute, and to work together as a team.

This commitment

will be realized through the following efforts:

- ▶ Communicate frequently and regularly through various venues between employees and management, as well as peer to peer.
- ▶ Treat all employees with appropriate empathy, understanding, dignity, respect, and trust.
- ▶ Express sincere appreciation and recognition to employees for work well done.
- ▶ Provide regular feedback concerning expectations, clarification, and measurement to help employees:
 - Achieve meaningful work.
 - Contribute to creating a productive workplace.
 - Provide excellent customer service to both internal and external customers.
 - Be accountable for personal performance.
- ▶ Allow employees the freedom to make decisions within their areas of expertise. Honest mistakes won't evoke criticism or cost them their job. The USOE has a culture where mistakes are treated as opportunities to learn and improve.
- ▶ Promote the USOE as a great place to work.
- ▶ Embrace the philosophy of continuous improvement.
- ▶ Provide opportunities for all employees to develop skills and enhance career development.

>> The following list gives examples of

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to accomplish these efforts:

- Provide feedback and guidance.
- Make real time to discuss problems.
- Seek ideas and input from everyone.
- Provide the resources to solve problems or to do a job well.
- Give real recognition and/or reward.
- Provide opportunities for people to develop their potential.
- Provide opportunities for social interaction.
- Train people on how to resolve interpersonal conflicts.
- Promote joy and appropriate humor within the office.
- Be flexible; help people to actively balance work and home responsibilities.
- Treat people the way you want them to act.

