Supervisor Training Opportunities:

**Friday, December 7 @ 9:00 and 10:30 am**
Memorial Union, Room of Nations

9:00 am—Using the Responsibility Review as a Performance Management Tool
- Make performance expectations and behaviors explicitly clear.
- Hold employee accountable for performance and behavior.
- Be a consistent role model of performance standards and behaviors.
- Connect with employee throughout the year to see how it’s going.

10:30 am—How to Perform the Responsibility Review Process and Complete the Form
- What is the purpose of the review?
- What is my role as the supervisor?
- What is the process?

**Tuesday, December 11 @ 1:30 pm**
Memorial Union, Hidatsa room

Supervising in a Higher Education Environment
Supervising employees in higher education can be drastically different! This will be an informal, roundtable discussion describing the structure of higher education, policies and procedures in which supervisors must work within, and resources will be provided on how to work effectively.

*Space is limited, so please RSVP to ndsu.hr@ndsu.edu or 231-8961 as soon as possible if you are interested in attending!*
Retirement Contribution Changes - Please share with your employees!

Summary of Upcoming Changes

Beginning January 1, 2013, there will be an increase of 1% in the retirement contribution percentage by NDSU and a 1% increase in the retirement contribution made by the employee, which is withheld via pretax payroll deduction. These changes will happen automatically and will not require action on the part of the employee.

These changes will be reflected in your January 31, 2013 paycheck (for work performed January 1 through 15).

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<td>10.26%</td>
<td>11.26%</td>
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<tr>
<td>Employee</td>
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<td>2.00%</td>
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<table>
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<th>Current</th>
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<td>3-10</td>
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<tr>
<td>NDSU</td>
<td>5.5%</td>
<td>10.5%</td>
</tr>
<tr>
<td>Employee</td>
<td>1.5%</td>
<td>2.5%</td>
</tr>
</tbody>
</table>

Contact Brittnee Steckler at 701.231.8965 or Brittnee.Steckler@ndsu.edu with further questions.

Payroll Training Session
Please send employees in your area that work with Payroll!

Monday, December 10 @ 1:30 pm
Memorial Union, Room of Nations

Payroll/Budget Q&A Session
Discussion topics will include common issues with payroll forms, payroll form tips, and how to look up position and funding information. Please bring other questions you may have for discussion.

Please RSVP to ndsu.hr@ndsu.edu or 231-8961.
“Leadership is an essential skill for all supervisors and managers. Truly successful supervisors and managers don’t ‘boss’ their employees, they lead them. It’s through effective leadership that employees are motivated to perform at their best. It’s through effective leadership that goals are achieved and departments meet productivity, quality, service, and safety standards.”

Guide people to take appropriate initiative—General George Patton:
“Don’t tell people how to do things, tell them what to do and let them surprise you with their results.”

Inspire—President John Quincy Adams:
“If your actions inspire others to dream more, learn more, do more and become more, you are a leader.”

Take people where they need to be—Rosalyn Carter:
“A leader takes people where they want to go. A great leader takes people where they don’t necessarily want to go, but ought to be.”

Have a vision—former Notre Dame President Theodore Hesburgh:
“The very essence of leadership is that you have to have vision.”

Empower—Chinese philosopher Lao-Tzu:
“When a good leader’s work is done, those he or she leads will say, ‘We did this ourselves’.

‘Grow’ others—Former CEO of General Electric Jack Welch:
“Before you are a leader, success is all about growing yourself. When you become a leader, success is all about growing others.”

Lift aspirations, raise performance, build beyond limitations—Management expert Peter Drucker:
“Leadership is lifting a person’s vision to higher sights, the raising of a person’s performance to a higher standard, the building of a personality beyond its normal limitations.”