

NEWS TO USE

DUTCHESS BOCES Human Resources
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A Happy Workplace



Happy workplaces are innovative, attract the best employees, have lower absenteeism and employee turnover rates. But how do you create a happy workplace? We believe some of the answers are found in positive psychology – a fascinating field.

Here are the five findings from positive psychology that we believe are the most relevant in the workplace.

1: Positive emotions have many beneficial effects on us and on our job performance

Studies have shown that experiencing positive emotions makes us:

- More productive
- Healthier
- More resilient
- More creative
- Less stressed

Simply put, happy people not only feel better and thrive more, they also do better work.

2: Emotions are contagious

It turns out that how people around you feel rubs off on you and vice versa. Being around others involves taking on some of their emotions and transferring some of yours to them. Being around happy people makes us a little happier. This is highly relevant in the workplace because it shows we don't exist in isolation. Happiness is a social phenomenon and each of us influence, and in turn are influenced by, the people around us.

3: Small actions can have a large effect on our happiness

Simple interventions are surprisingly effective. Here are some examples of proven happiness interventions:

- Write a gratitude letter to a person who has helped you
- Make a list of 3 good things that happened to you today/this week
- Perform a random act of kindness for someone else
- Receive positive feedback

In the workplace, this means that while organizational factors like strategies, vision, values and processes do matter, it also matters how we work together and interact in our teams on a day-to-day basis.

4: Unexpected things make us happy

According to research, we become happier when good things happen to us but the effect is even bigger when good things happen to us unexpectedly. According to this research, a small well-meant surprising gesture towards an employee or a team may make them much happier.

5: Making others happy makes us happy

It's been shown consistently that doing things to make yourself happier has a small effect on your happiness but more. This means that one of the most reliable paths to happiness at work is to focus less on your own happiness and more on making others happier.

The upshot - Happy employees are healthier.

These findings from positive psychology help point the way on how to do it.

MARCH

ANNUAL EMPLOYEE RECOGNITION AWARDS PROGRAM GUIDELINES 2015-2016

PURPOSE

The Dutchess BOCES has established the Employee Recognition Awards Program to recognize exemplary performance of staff members that represents a level of service significantly over and above their specific job responsibilities.

ELIGIBILITY

In order to be eligible, the employee must have completed at least one year of service to Dutchess BOCES and be a member of one of the following groups on a full-time or part-time REGULAR basis:

- 1 Teachers (certificated teachers, adult education instructors, social workers, speech therapists, etc.)
- 2 Teaching Assistants, Teacher Aides, C.I.W., Interpreters, and RNs
- 3 All office/clerical including confidential/managerial
- 4 Support staff (maintenance, custodial, cafeteria, bus driver, learning technology, print shop, etc.)
- 5 Administrators (includes Groups A, B and C)

No member of the Employee Recognition Committee is eligible.

CRITERIA

Recognition for the award will be based on an individual's commitment in terms of performance, responsibility and accomplishment in fulfilling the requirements of the job description for the position held, and evidence of service above and beyond the normal expectations of that position.

GUIDELINES & FORM LINK

http://www.dcboces.org/sites/default/files/dcboces/forms/Annual_Employee_Recognition_Awards_Program_Guidelines_and_Form2015.pdf