

HR Connect

Together, WE WILL



Competencies At Work

Our annual year end performance reviews are well under way. At this time you should have completed your self-evaluation in Workday. Employees should expect to meet with their supervisors this month to discuss their self evaluation and manager’s evaluation. To guide these conversations, OHRM has developed 11 core competencies that are applicable to all staff members, regardless of role. We will continue to highlight these competencies until the year-end performance review cycles ends. A full list of competencies and their descriptions can be found here.

Functional Knowledge

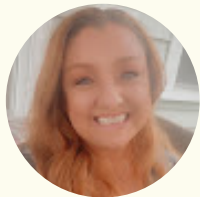
Description: Employee demonstrates relevant skills and understanding appropriate to the position. Identifies, recommends and applies knowledge to best practices, current trends, issues and compliance requirements



This competency at work: Emergency Dispatcher **Brian Cobb** has stepped up and assumed the LEADS TAC (Law Enforcement Automated Data System, Terminal Agency Coordinator) position while displaying high levels of professionalism and dedication. The knowledge and leadership required for the LEADS TAC role are imperative to the success of our dispatch team, and Brian has consistently demonstrated his ability to lead in this capacity. He remains proactive in monitoring certification and training requirements, regularly reminding personnel of upcoming expiration dates and ensuring certifications remain current. His attention to detail, initiative, and commitment to supporting the team have made him a valuable asset in maintaining dispatch operations, and an excellent example of how to exceed expectations with the Functional Knowledge Competency.

Leadership

Description: Inspires others by collaborating on innovative ideas. Exhibits integrity and honesty by providing transparent, effective communication and maintaining high ethical standards. Able to solve problems and analyze issues by being objective. Devises appropriate solutions to complex challenges. Promotes teamwork and collaboration by showing mutual respect for others’ ideas. Builds relationships by establishing a network across campus.



This competency at work: Every other Monday, the OHRM Employment Team works together to review bi-weekly payroll and correct any discrepancies to ensure accurate and timely payments for our staff. **Krista Clinebell**, a Senior HR Generalist since 2022, is in “the driver’s seat” for these meetings after volunteering to lead this five person group. Clinebell keeps the team focused and organized, handling up hundreds of transactions with efficiency and accuracy.

TUITION FEE WAIVER

The Tuition Fee Waiver for the 2026-2027 academic year is available now. Bills for the Fall semester will be available on July 9, 2026, so submit yours now!

Benefits and Wellness Learning Series - Medicare and Retirement

Join us for the next installment of the **Benefits & Wellness Learning Series**. This virtual session will cover the **basics of Medicare**, including Parts A, B, C, and D, common myths, when to apply, what to know when turning 65, Medicare Advantage vs. Medicare Supplement plans, and how Medicare works with Health Savings Accounts (HSAs). Whether you are preparing for Medicare soon or planning ahead, this session will provide helpful information to support your next steps. The session will take place on **Tuesday, June 30 at 3:00 p.m.** Sign up via **Workday Learning**.

Classified Personal Leave Conversion

As a reminder, one of the many benefits of working at Miami University, Classified staff are able to **convert sick time into personal leave** to be able to use it when they need it! Individuals employed as of the first day of the first pay period of the fiscal year (July 1-June 30), are eligible for accrued sick leave hours to be converted to personal leave hours (see chart).

Personal leave hours are determined each year at the beginning of the payroll period that includes July 1. These converted personal leave hours are available for one year, and then they revert back to sick leave time. **You never lose the hours**—you just get to use them more freely for a year. The other accrued sick leave hours remain as sick leave. This is an automatic conversion in Workday that will happen on the bi-weekly pay period of **June 20 through July 3, 2026**.

Accrued Sick Leave Hours	Hours Eligible for Conversion to Personal Leave
0-79	0
80-359	10
360-719	14
720-959	18
960-1,119	22
1,200+	26