



## HR ELEMENTS®



### HR & EMPLOYEE BENEFITS NEWSLETTER

## Stay HR Savvy with HR Elements®

Welcome to the UBA Partner Firm exclusive monthly newsletter delivering insights about timely human resources and employee benefits topics.

HR Elements | January 2023

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*Dear HR Manager,*

I am delivering 2023 compensation updates to my team. In the past, I sent an email with the results and an offer to meet if they had any questions. Many seemed disappointed with their increase or needed clarification about the outcome. This year, I want to be more prepared. What is the best practice for discussing compensation changes with my staff?

*– Money Talks*

*Dear Money Talks,*

Compensation can be an uncomfortable topic to broach with direct reports. However, with the right information, you can turn this process into a chance to promote understanding and trust.

### 1. Schedule a meeting.

It's best to have the conversation in person or via a virtual call. Plan on at least 30 minutes, so you have enough time to respond to concerns, questions, or next steps.

## 2. Share the data.

Be straightforward in sharing the numbers, including their base salary increase and bonus, if applicable. Then, follow up the conversation with an email so your employee can refer to it later.

## 3. Share what it means.

This is the most crucial part of the conversation. Communicating figures alone can leave a lot to the imagination – partner with your HR team to determine what information can be shared. Remember, your employee may not have the big picture. Be ready to answer questions from your employee.

A few questions to consider:

- How does the raise compare statistically within the organization or external market?
- Was this a flat increase or based on a “pay for performance” approach?
- What factors about their job performance contributed to their compensation?

Let the data help you tell the story. Your team will appreciate your informative feedback.

*– HR Manager*

## Workplace Culture | Why Best Friends Have Benefits at Work

You likely remember your first work friend. They showed you the ropes and helped you navigate office politics. Today, research shows that work best friends are not just nice to have, but also play an [essential role](#) in employee engagement and retention.

Fostering a buddy-friendly environment can [reap benefits](#) in many ways.

### Increased job satisfaction.

Friendships contribute to employee well-being and fulfillment. A 2019 PwC study showed that friendships increased worker satisfaction by 50%. Studies also show that happy employees are more productive.

### Lower turnover.

Employees with friends at work are less likely to look for new jobs. They feel a sense of belonging that may deter them from looking elsewhere (even during the Great Resignation).

### Improved skill building.

Employees may be more comfortable asking a friend for help or understanding. This is especially helpful in a remote environment where shadowing or observation may not be possible. Work friends are a wealth of information. They function as an additional knowledge transfer outside of formal training.

## Alternative support.

Work friends offer a unique perspective. They comprehend the intricacies of your work environment that friends or family may not understand. Peer coaching naturally occurs between friends, enabling employees to reflect on their career journeys and problem-solve.

The [2022 Workforce Purpose Index](#) reported that almost half of the employees surveyed found it difficult to make friends at work. As a leader and HR partner, you can play a role in encouraging friendships on the job. First, take a sincere interest in getting to know your employees. Pair new hires with experienced staff who may offer a different vantage point. Dedicate a part of regular meetings to topics other than work. These small interactions contribute to making work fun and may cement new friendships.

## Diversity, Equity, and Inclusion | Unique Ways to Celebrate Black Heritage

February is Black History Month in the U.S. Celebrating [heritage months](#) at work lets employees know they are seen, and visibility is essential for an inclusive workspace.

Look at how your organization commemorates Black History Month to raise awareness of your employees' heritage.

Try these [unique ideas](#) to celebrate Black History Month.

- Support Black-owned businesses  
Give companies in the Black community space in your office. Order lunch from a new restaurant. Encourage staff to patronize local Black-owned stores. Publicize Black business directories like We Buy Black. Invite Black-owned companies to bid on your next RFP.
- Create a book club  
Educate colleagues through literature. Create a reading list that includes great Black authors and content. Tap local authors for a book reading or Q&A. Purchase books for schools or nonprofits to spread awareness of Black authors.
- Boost the Black artist community  
Showcase a Black History Month Spotify playlist in your office. Invite Black musicians, storytellers, or poets to the office for employee listening sessions. Schedule a visit to a museum with a Black art exhibit. Host a [Teleparty](#) for remote employees to watch a movie that features Black performers or culture.
- Celebrate year-round  
Ask employees what they would like in terms of support outside of the month's celebrations. Connect with outside experts to expand efforts throughout the year.

Encourage your leaders to participate in and promote attendance at events. Celebrating Black History Month can be a great way to begin a year focusing on the diverse heritage of your employees.

## Leadership Tip | Praise

Praise is most effective when acknowledging actions or accomplishments that the person finds meaningful. Listen to your team for clues on where to offer targeted acknowledgments.