

Hrm 531 memorandum



**ASSIGN
BUSTER**

MEMORANDUM DATE: Wednesday, December 13, 2008 TO: First-Level

Managers FROM: Manager RE: InterClean??“ EnviroTech Merger Manager

Behavior In response to the merger of InterClean and EnviroTech, it is imperative to be aware that our behaviors will affect our staff. In order to promote efficiency, we must show behavior of sound leadership, trust and enthusiasm which will create a work environment conducive to high productivity.

You are the key part of the merger??™s success as your behaviors and attitudes will be contagious to our employees. If you respond negatively, subordinate productivity and creativity may drop and employee turn-over will rise, thus costing the company time, money and resources. However, if your attitudes and behaviors are positive and genuine, our employees will ensure trust in the organization and its management.

This trust will transcend into a rise in employee self-confidence and job security that will flow over to an increase in productivity. According to McNeese-Smith (1993), ??? if managers want productive employees, they must set a good example, establish high standards and values, and then practice what they preach.??? Employment Laws You may feel overwhelmed with court rulings, laws and regulatory agency assertions. Nevertheless, employment laws are necessary to protect our employees as well as the organization from legal ramifications. The Equal Employment Opportunity Commission (EEOC) and the Office of Federal Contract Compliance Programs (OFCCP) are the two major federal regulatory agencies in charge of enforcing nondiscrimination laws (Cascio, 2006). We must be vigilant not to violate an

employment act, such as the Civil Rights Act, Equal Pay Act, Americans with Disabilities Act and Age Discrimination in Employment Act.

You must be familiar with all employee acts in order to keep from breaching laws that could put the company at risk. Encourage staff to stay with the company by sharing our seniority benefits. Do not, however, make promotion, demotion or salary judgments on an employer??™s race, age, sex, sexual orientation, disability or pregnant state. Diversity Practices Workforces are evolving. ??? More than half the U. S. workforce now consists of racial and ethnic minorities, immigrants, and women??? (Cascio, 2006). The merger with EnviroTech will create a diverse working environment not just with talent and skill levels but also with employee cultures, ages, etc.

It is crucial that we embrace the diversity of our employees by focusing on individual talents, establishing mentoring programs, and developing career planning. It is imperative to maintain a safe and unbiased working environment for all employees at all times. Practices to adopt for dealing with a diverse workforce are: be open to different work styles, praise employees for their unique qualities and skills, and encourage ideas and creativity.

By possessing a positive behavior, your employees will find comfort in your leadership and will be more willing to share their thoughts and ideas.