

HUMAN RESOURCES VISION STATEMENT

Human Resources is uniquely placed in the organization of the University. It is a very special circumstance in which we work. Where else does a department interact with staff and faculty during such important moments as:

- ✂ New employees entering the Pepperdine community for the first time;
- ✂ Current employees making important decisions regarding family leaves, medical leaves, benefit choices that could affect the care they and their families receive;
- ✂ Retirement fund decisions that will affect employees' future in the decades to come;
- ✂ Stressful, difficult situations when employees and supervisors may not be functioning together as a team in a healthful, proactive and positive manner;
- ✂ Decisions regarding hiring the right individual for a position; maybe the most important decisions made at Pepperdine;
- ✂ Difficult situations that may involve terminating an individual for the good of the institution, the department and even the terminated employee;

None of these situations or decisions is inconsequential. They have far-reaching impacts on numerous people—like a ripple effect—possibly changing circumstances of our employees and their dependents in ways we may never know. What a monumental responsibility. But we believe this is God's work and He has a calling for Human Resources at Pepperdine University and it is our job to strive to align ourselves with that vision.

For those new employees who come and spend some of their first hours at the University in our midst, what a wonderful opportunity to help them see what Pepperdine is and what a privilege it is to work here. By helping shape their first impressions of the institution, we may be helping to put them on a positive path for the duration of the time they are here. By giving accurate and helpful information in a timely way to our employees regarding their benefits, we are serving them and helping them make decisions that are crucial to them and their families. By encouraging others and helping them to see how important it is to put the maximum amount of money away now for their retirement funds, it may have drastic quality-of-life consequences years from now that they are not able to foresee. When we help employees and their supervisors work through difficult employee relations issues, we are serving those departments to move quickly from times of chaos back into functional, healthy, productive atmospheres in their offices and departments. Aside from being a quality-of-life issue for those employees involved, the institution is owed faculty and staff who are furthering our mission and performing their jobs efficiently. By counseling hiring supervisors to move through the hiring process prudently and thoughtfully, we may be able to help them find the perfect person to add to their team or avoid negative and costly circumstances down the road with the wrong individual for a position. It is also our responsibility to help support departments and supervisors and protect the institution when unfortunate circumstances arise and employees must be terminated. Those are tough and often sad, disconcerting situations. But part of being a Christian institution is holding others accountable in their behavior all the while offering grace, forgiveness, and encouragement to them.

We are given the gift of only one life-time, why would anyone want to spend 40+ hours per week in a place that is negative, discouraging, or unproductive? Part of our jobs is to help offices stay on a positive, functioning course. That is one of our duties to the institution.

Human Resources should be a shining reflection of all that is good at Pepperdine. We reflect Pepperdine by our actions, words, tone, timeliness, attitude, articulation, physical space and physical appearance. Other departments should look to Human Resources as an example of professionalism in all the areas referenced above. When employees come to Human Resources, they should be treated as the most important part of our jobs. New employees should come away from the new employee orientation inspired and honored by the way they are treated by us and the way we represent Pepperdine to them.