



# TOWNtalk

A newsletter for Town of Chapel Hill employees

January 20, 2011

Special Issue

[www.townofchapelhill.org](http://www.townofchapelhill.org)

## New Year, Shared Values Coming

from Town Manager Roger L. Stancil

The New Year is a time to reflect on changes we want or need to make. We have been working to strengthen our organization with a commonly held set of values that define who we are and how we accomplish our mission and objectives.

Why is this important? Every decision we make is based on our values. They are the basis for our choices. They are reflected in our behavior. When we can clearly define our values, the decisions we make and our behavior make more sense to others in our group. This is true whether the group is our family, our place of worship, our civic club... or our workplace. Our ability to work together with respect is enhanced when we can state our shared values and when we have safe places and means by which we can discuss those occasions when our decisions or behavior do not reflect our shared values.

The Senior Management Team adopted a set of values in November 2007. They were a commitment among the members of that team to each other and the people we work with that our decisions and behaviors would reflect those values. Sometimes we have done that well; sometimes not so well. The adopted values are Ethics, Social Equity, Professionalism, Respect, Innovation and Teamwork. These appear in frames displayed in Senior Management Team offices and frequently are published in employee newsletter articles.

I approached the Employee Forum in October 2009 to solicit their input. According to Chair Kay McDaniel: "The Forum was originally asked by the Town Manager to look at the original values constructed by the SMT and to get with employees and see how they felt about them to see if they could get on board with them, and if not come up with something employees felt they could get behind and that they felt represented them."

The Senior Management Team and the Employee Forum met together first on Sept. 30, 2010, to discuss a set of values presented by the Employee Forum after their review of the management team values. On Dec. 9, 2010, the Employee Forum and the Senior Management Team voted to use the new set of values and "tweak" them as necessary. The draft statement of new Town Values is as follows

(please see back for the full descriptions of each value):

**Our decisions, actions and relationships are based on principles of R.E.S.P.E.C.T.**

- Responsibility
- Equality
- Safety
- Professionalism
- Ethics
- Communication
- Teamwork

The groups agreed to the next steps to put the values in place. Three work teams of members from both groups will meet to accomplish the following:

**Communications Team:** Modify statements as appropriate and develop a plan for getting the statement of shared values out to all employees to review and comment. (Sabrina Oliver, Dwight Bassett, J.B. Culpepper, Stacey Graves, Mike West, Ross Tompkins, Lance Norris)

**Performance Management Team:** Review the performance management evaluation system and see how the values are represented in evaluations. (Kendal Brown, Frances Russell, Chris Blue, Butch Kisiah, Melissa Holland, Graeme McCulloch, Mike Riggsbee)

**Employee Management Review Team:** This group will review systems that will help us focus on our values and relationships in our work every day. Job descriptions may be crafted with some notion of incorporating the values as they relate to the duties of the given position. (Kristi McClellan, Kay McDaniel, Lynne Wade, Buck Johnson, Dan Jones, Steve Spade, John Bjurman)

These three groups will report back to a third joint meeting of the Employee Forum and the Senior Management Team.

To read more from discussions about Town Values, please visit the Intranet at <https://intranet> and link to Employee Forum. Contact your Employee Forum representative to provide input and help make these a shared statement of values among us all at the Town of Chapel Hill.

# Organizational Values of Town Employees

Proposed Town Values are being developed by the Employee Forum and the Senior Management Team. Our decisions, actions and relationships are based on principles of R.E.S.P.E.C.T. Shared values improve our workplace and help us to understand each other and work together with respect.



**DRAFT**

**R  
E  
S  
P  
E  
C  
T**

## **Responsibility**

---

We acknowledge that our duties impact the jobs of many other employees. We take ownership over our roles within the organization as a way to demonstrate our consideration for the time and efforts of our fellow employees as well as pride in our own work.

## **Equality**

---

Although we each hold a different place in the hierarchy of the organization, we all work toward the common goal of serving the Town's citizens and customers. Therefore, we seek policies and actions that are administered similarly and fairly to everyone regardless of rank, tenure or personal background.

## **Safety**

---

We strive to maintain our own mental and physical well-being and the well-being of those around us. We are dedicated to a work environment that minimizes risk of injury or accident. We are also dedicated to an environment that provides for honest and courteous discussion of workplace issues without fear of repercussion.

## **Professionalism**

---

We are committed to the excellence of our own performance as well as the performance of the organization. We carry out our jobs efficiently and effectively, are open to feedback about our performance and show a willingness to learn.

## **Ethics**

---

We conduct ourselves in a way that is consistent with and deserving of the level of trust that has been placed in us by the community members of Chapel Hill.

## **Communication**

---

We take part in constructive dialogues and set clear goals and expectations so we may better understand our roles in the workplace. Our organizational values serve as a common language when discussing each other's decisions and actions.

## **Teamwork**

---

We participate in a cooperative work environment in order to support each other in our service to the community.