



The TEEEX Leader Behaviors

I am sensitive to employees' needs for work/life balance.

- I take my employees' personal needs into account when making operational decisions.
- I assign work to my employees in a fair and equitable manner.
- I monitor my employees' workload to avoid burnout.
- I encourage and support my employees' participation in wellness opportunities.

I communicate in a clear and timely manner.

- I communicate information that my employees need to perform their job duties effectively.
- I explain the "why" behind decisions that affect my employees.
- I consistently and clearly communicate performance expectations.
- I communicate with employees and customers in a respectful manner.

I hold myself and others personally accountable for work-related behaviors and performance.

- I foster a positive and safe work environment.
- I wisely manage the human, natural, and material resources for which I am responsible.
- I make decisions and take appropriate action to resolve problems and improve processes.
- I accept responsibility for my decisions and actions as a leader.
- I take responsibility as a leader for my team's performance.
- I model appropriate behavior in alignment with the agency's mission, vision, and values.
- I hold myself to the same high standards that I hold my team.
- I am available, visible, and willing to assist in operations as needed.

I recognize and reward my employees for doing a good job.

- I give credit where credit is due.
- I take into account employee preferences when showing appreciation and recognizing individual contributions.
- I reward hard work and employee contributions in an appropriate manner.

I empower my employees to successfully perform their job duties and better themselves professionally.

- I trust and allow employees to perform their job duties.
- I allow my employees to make decisions and solve problems in alignment with the agency's mission, vision, and values.
- I ask and consider input from my employees on decisions that will affect them.
- I encourage and support employee creativity and innovation.
- I promote professional development, support career growth, and mentor employees.

Employee's Signature

Employee's Printed Name

Date