



April 29, 2015



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The next scheduled HRO meeting will be on Thursday, April 30, 2015, from 10a.m.-12p.m. in Training Room 3 at the DOHR office, 1st Floor.

The first thing anyone can do, about any issue, is get informed. ---Adora Svitak

DOHR Innovation Box & Customer Service Survey

DOHR is pleased to announce the implementation of the DOHR Innovation Box, a two way communication tool for human resource officers to share innovative ideas, process improvement suggestions or recommendations. Please submit ideas and suggestions at <http://www.tn.gov/dohr/> and click on DOHR Innovation Box on the right side of the page. The box will be managed by the DOHR Organizational Performance Division.

Likewise, DOHR continues its focus on continuous improvement and customer focus. We ask that you complete a short survey to help us better improve our delivery of services. The survey will be open until Friday, May 8th. Please click this link to access the survey: [DOHR Customer Service Survey - 2015](#).

Legislative Update

The legislature passed the Compensation Enhancement Act in the final days of session and we wanted to provide you with an update of the final bill. The bill, in its final form, grandfathers in all current executive branch employees so there are no changes in the format of the longevity payments nor in accrual. The bill only impacts newly hired executive branch employees. Anyone hired after June 30, 2015, would no longer receive longevity. The bill does not impact the legislative or judicial branches, the constitutional officers, the attorney general, district attorneys or public defenders. Likewise, the legislation does not impact higher education or local schools. Neither are TACIR, THDA, and TRICOR impacted.

While not specifically addressed in the legislation, the legislature put a great deal of focus on P4P, which will form the basis of state employee raises this year.

If you have any questions, please contact Ashley Fuqua at Ashley.N.Fuqua@tn.gov.

Voluntary Buyout Program Update

The Voluntary Buyout Program timeline has been extended and we wanted to keep you apprised of upcoming dates. Currently, agency plans are being reviewed and will be approved in early May. After all plans have been approved, they will be posted on the DOHR VBP website. Employees will be notified of eligibility to participate in late May. Eligible employees wishing to participate in the buyout must submit applications by July 17, 2015. Applicants will be notified of acceptance in late July and the voluntary separation for most eligible employees will be July 31st.

For more information regarding the Voluntary Buyout Program, please visit www.tn.gov/dohr and click on the Voluntary Buyout Program link. Please direct questions to 615-770-1973 or Voluntary.Buyout@tn.gov.

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Performance Management

Remember back in February when we mentioned some anticipated changes to the current workforce due to the voluntary buyout and other legislation? Some changes are currently in effect and we wanted to ensure everyone was aware of those changes. The change to the July 31st deadline for Interim Review 2 remains as planned. This date change is also reflected in Edison in the Audit History for all documents on the standard Performance Management (PM) cycle. Keep in mind that although the deadline for Interim Review 2 has been extended, the Annual Review due date is right around the corner. We urge you to be proactive and not wait until July 31st to begin notifying your agency's raters and reviewers about completing interim reviews. Are you wondering why this is so important? Well, you want to ensure you give everyone in the PM process ample time to perform their roles. Also, if you wait too late, you run the risk of not having the appropriate amount of time required for observation and final ratings due in September.

We have received several inquiries about remaining on the May 31st deadline for Interim Review 2. Although we strongly recommend completing interim reviews prior to the July 31st deadline, we are not opposed to maintaining the standard deadline and completing the reviews early. The only requirement is that you remain fair and consistent across the board.

If you have questions or need assistance, please contact the DOHR Employee Relations Division at 615-741-1646.

Learning and Development

The Tennessee Department of Human Resources is committed to partnering with other state agencies to shape the best workforce for state government. DOHR's commitment to learning and development continues with the introduction of two new professional development initiatives in April. These development sessions introduce the foundations for success in state government and reinforce the cultural transformation that has taken place since the inception of the T.E.A.M. Act. These resources ensure attraction and retention of a talented and committed workforce.

On-Boarding

On-Boarding will help acclimate and assimilate all new employees to Tennessee state government. Proactive on-boarding is a strategic process of integrating employees in the organization or new job role by providing the tools, resources, and knowledge needed to become a successful and productive employee. Supervisors will learn the definition of proactive on-boarding, the 5 C's of on-boarding and benefits and importance of on-boarding new employees and employees in new roles. Participants will learn the on-boarding process – timelines, roles, and responsibilities. This learning module will provide the tools and resources for supervisors to develop an effective on-boarding program in their agency.

Navigating Practices and Policies

Navigating Practices and Policies will educate supervisors in human resource management functions and provide a detailed overview of the Department of Human Resources' policies, practices, and state rules. The course provides an in-depth discussion of leave, performance management, discipline and appeals, attendance, employment and hiring processes. The course will assist supervisors in creating best practices for effective management, while operating in the scope of applicable laws, rules and policies.

Supervisors may enroll now for both of these classes through the Edison Learning Module (ELM). Other employees who wish to further their knowledge or prepare for future leadership roles are also welcome to enroll.

Please contact the Strategic Learning Solutions division at 615-741-3673 if you have any questions.

Regional Trainings

DOHR's regional trainings for managers and supervisors on Discipline, Appeals, and Mediation has proven to be a very successful program. In February, 70 Memphis supervisors representing nine agencies were trained on rules, polices, and procedures in these areas. The Nashville session hosted over nine agencies and 69 supervisors.

Please encourage supervisors in your agency to sign up for the remaining session in Knoxville (June 26th) by emailing Brigitte Tubbs-Jones, Director of Legal Services, at Brigitte.Tubbs-Jones@tn.gov.

[Click here to visit DOHR's Website](#)

[Click here to complete the DOHR Newsletter Feedback Survey](#)