

# HR Department Update - Q2 2024

**Update Type:** Quarterly Department Update **Date:** July 15, 2024 **From:** Lisa Park, Chief People Officer **Distribution:** All Employees

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## Q2 Highlights

### Headcount & Growth

We grew significantly in Q2, welcoming 48 new team members across the organization:

Department	New Hires	Current Headcount
Engineering	18	145
Sales	10	68
Customer Success	9	52
Marketing	4	31
G&A	7	52
<b>Total</b>	<b>48</b>	<b>348</b>

Welcome to all our new teammates!

### Key Accomplishments

1. **Parental Leave Enhancement** - Increased to 20 weeks for primary caregivers
  2. **Mental Health Days** - Launched 3 additional mental health days
  3. **Mentorship Program** - 120 participants enrolled
  4. **Manager Training** - New manager program completed by 85%
  5. **Benefits Portal Redesign** - Improved user experience
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## Benefits Updates

### Parental Leave Enhancement

Effective July 1, 2024: - **Primary caregiver:** 20 weeks paid (was 16) - **Secondary caregiver:** 8 weeks paid (was 6) - **Gradual return option:** 4 weeks at 75% schedule - **Applies to:** Birth, adoption, foster placement

## Mental Health Benefits

New this quarter: - **Mental Health Days:** 3 additional days (separate from PTO) - **Therapy Reimbursement:** Increased to \$3,000/year - **Headspace:** 100% company-paid subscription - **EAP Enhancement:** More counseling sessions available

## Open Enrollment Reminder

Annual benefits enrollment is **October 15-31:** - Review current selections - Make changes for next year - New plan options to be announced in September

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## Learning & Development

### Training Completion

Training	Completion Rate
Security Awareness	97%
Anti-Harassment	96%
Manager Fundamentals	85%
Code of Conduct	98%

**Thank you** to everyone who completed training on time!

### L&D Budget Reminder

Your **\$2,500 annual L&D budget** is available: - Online courses and certifications - Conferences (registration) - Books and learning materials - Professional memberships

Use through Ramp with category “Learning & Development.”

### Upcoming Programs

Program	Date	Audience
Leadership Academy Cohort 3	September	Selected managers
Technical Writing Workshop	August 15	All employees

Program	Date	Audience
Public Speaking Course	August 22	Interested employees

Sign up via Workday Learning.

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## Culture & Engagement

### Engagement Survey Results

Q2 survey highlights:

Metric	Q2 Score	Change
Overall Engagement	78	+3
Manager Effectiveness	81	+2
Work-Life Balance	72	+5
Career Development	68	-1
eNPS	45	+3

**Focus Areas:** - Career development (addressed with new career framework) - Meeting culture (piloting no-meeting days)

### Employee Resource Groups

ERG highlights this quarter: - **Women@NovaTech:** Mentorship circles launched - **Pride@NovaTech:** Pride Month celebrations - **Black@NovaTech:** Juneteenth education events - **Parents@NovaTech:** Parental leave advocacy (succeeded!)

**Join an ERG:** See #erg-central on Slack

### Company Events

Upcoming events: - **Engineering Summit:** September 10-11 (Austin) - **All-Company Gathering:** November (location TBD) - **Holiday Party:** December (details coming)

## Policy Updates

### Remote Work

- International remote work extended to **4 weeks/year** (was 2)
- Home office stipend now **\$500 annual** (was one-time)
- Core hours now **team-defined** (not company-wide)

### Time Off

- Mental health days added (**3 per year**)
- Parental leave enhanced (see above)
- Sabbatical at 10 years: **6 weeks** (was 4)

### Full Policy Updates

All updated policies available in Confluence under HR Policies.

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## Career Framework Update

### Coming Q3: New Career Framework

We're launching a comprehensive career framework: - Clear levels (L1-L6) for all functions - Defined competencies per level - Transparent promotion criteria - Published salary bands

**Timeline:** - August: Manager preview and training - September: All-employee rollout - October: Integration with performance reviews

### Promotion Process

Q3 promotion cycle: - **Nominations open:** August 15 - **Calibration:** September 1-15 - **Announcements:** October 1 - **Effective date:** October 1

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## Performance Management

### Mid-Year Check-ins

Complete by **July 31:** - Review H1 goals progress - Set/adjust H2 goals - Discuss development needs - Document in Workday

## Performance Review Cycle

Annual review timeline: - **Self-assessment:** November - **Manager assessment:** December - **Calibration:** January - **Delivery:** February - **Compensation changes:** April

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## HR Team Updates

### New HR Team Members

Welcome to our new colleagues: - **Sarah Williams** - HR Business Partner (Engineering) - **Michael Chen** - Talent Acquisition Lead - **Jennifer Lopez** - Benefits Specialist

### HR Office Hours

Drop-in sessions every Thursday 2-3 PM PT: - Benefits questions - Policy clarifications - General HR support - Via Zoom (link in #ask-hr)

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## Quick Links

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Resource	Link
Workday	<a href="https://workday.novatech.com">workday.novatech.com</a>
Benefits Portal	<a href="https://benefits.novatech.com">benefits.novatech.com</a>
HR Policies	<a href="https://wiki.novatech.com/hr-policies">wiki.novatech.com/hr-policies</a>
L&D Catalog	<a href="https://workday.novatech.com/learning">workday.novatech.com/learning</a>
EAP	1-800-XXX-XXXX

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## Contact HR

- **General:** [hr@novatech.com](mailto:hr@novatech.com)
- **Benefits:** [benefits@novatech.com](mailto:benefits@novatech.com)
- **Payroll:** [payroll@novatech.com](mailto:payroll@novatech.com)
- **Slack:** #ask-hr

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*Next HR Update: October 2024*