

HR Department Update - Q2 2024

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

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
Total	48	348

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

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.

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.

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

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

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)

Quick Links

Resource	Link
Workday	workday.novatech.com
Benefits Portal	benefits.novatech.com
HR Policies	wiki.novatech.com/hr-policies
L&D Catalog	workday.novatech.com/learning
EAP	1-800-XXX-XXXX

Contact HR

- **General:** hr@novatech.com
- **Benefits:** benefits@novatech.com
- **Payroll:** payroll@novatech.com
- **Slack:** #ask-hr

Next HR Update: October 2024