

# HUMAN RESOURCES UPDATES

Superintendent's Conference  
November 14, 2011

# Worker's Compensation

- ▣ Form 19 packets have improved
- ▣ Limited calls requesting additional information
- ▣ Return to Work(RTW) Forms
- ▣ PASU are following up with HR Reps regarding WC employees, follow-up visits, restrictions, etc
- ▣ First Aid Injuries: submit complete packet if slip, trip or fall or supervisor feel the injury could turn into a WC claim

# Supervisor Training

## Mandatory Training for New Supervisors

- ▣ Intro to Organizational Excellence
- ▣ Aids
- ▣ Blood Borne Pathogen
- ▣ Unlawful Workplace Harassment
- ▣ Performance Management
- ▣ EEOI
- ▣ Disciplinary Action Guidelines

# Seasonal Hiring

- ▣ Positions approved on bi-annual basis
- ▣ Do not promise employment at the end of the season
- ▣ Seasonal EEs must re-apply for positions
- ▣ Treat seasonal EEs and permanent EEs the same

# Seasonal Hiring

- ▣ Discuss hours of work during orientation
- ▣ Discuss duration of assignment
- ▣ Separation procedures (Separation letter, update mailing address for sending W2 Form)
- ▣ Notify OA of all New Hires, Reinstatements, and Separations

# Seasonal – Employee Relations

- ▣ Identify disciplinary issues
- ▣ Discuss concern with the employee
- ▣ Implement corrective action
- ▣ Discuss consequences
- ▣ Document the discussion (written)
- ▣ Set timeline for corrective action
- ▣ Follow-up with employee on corrective action



# Seasonal – Employee Relations

- ▣ Although not permanent employee, information is very helpful if complaints are filed by employee
- ▣ EEO Claim, Unemployment Claim, Unemployment Hearing, etc.

# Seasonal Separations

- ▣ Complete Separation Letters in detail
- ▣ Verify and approve final hours worked
- ▣ Comments are used for Beacon Actions, Unemployment Claims, EEO Claims, etc.
- ▣ Supervisor to attend Unemployment Hearings if appeal is filed for denial of unemployment benefits
- ▣ Contact HRM if you have questions prior to terminating a seasonal employee



# Seasonal Separations

- ▣ All complaints must be investigated
- ▣ Investigations are very time consuming
- ▣ Seasonal employees – no Appeal Rights
- ▣ May involve Supervisor, PASU, EEO Officer, DENR General Counsel, Attorney General's Office, etc.
- ▣ Most investigations may be avoided if proper procedures are followed and decisions are properly documented

# Seasonal Hiring

- ▣ Retroactive actions greater than 30 days must be sent to the Office of State Personnel for processing...no longer 60 days
- ▣ Delays processing of actions
- ▣ Additional justification required for all retroactive actions
- ▣ Quarterly Report – captures all retroactive actions and is sent to DENR HR Office

# Recommendation Packages

- ▣ Shorten comments on Interview Evaluation
- ▣ Be specific, but not lengthy
- ▣ Focus comments on essential functions of the position
- ▣ Omit personal opinions/comments
- ▣ Applicants may view comments, if requested

# Recommendation Packages

- ▣ Additional justification is submitted to DENR HR and OSP on Recommendation Packages recommending seasonal employees if the recommended salary is more than a 10% increase above the seasonal hourly rate
- ▣ Includes current seasonal EEs and seasonal EEs who have not been separated at least one year from July 1, 2011
- ▣ OSP Approvals may take one-three weeks for salary recommendations greater than 10%

# Recommendation Packages Cont'd (RIF Applicants)

- ▣ Legislative Changes to House Bill (HB) 22, Section 59.(b) effective July 1, 2011
- ▣ Must consider the following two statutes, administrative codes, and policies based on effective date of legislation:
  - June 30, 2011 and prior to
  - July 1, 2011 and after
  - Determine priority based on official written notification of RIF



# Recommendation Packages

- ▣ Recommend interviewing all applicants with a priority
- ▣ Easier to defend if your selection decision is challenged
- ▣ If not interviewed, provide specific lack of skill in the justification
- ▣ Contact HR if questions regarding Priority Applicants



# Conditional Offers (LEO)

- ▣ Conditional Offers are not the approval to hire
- ▣ Once offer is accepted by candidate, requires background investigation
- ▣ Bryan Dowdy, Chief Ranger, sends final approval email approving background investigation
- ▣ Hiring Manager may offer Start Date
- ▣ **IMPORTANT:** Candidate should not terminate employment with current employer based on “conditional offer”

# Competency Assessments

- ▣ Competency Assessments are conducted every three years unless significant change in competency level or business need
- ▣ Next Assessment is 2013 unless significant change
- ▣ When applying for internal vacancy, the current supervisor should not conduct a competency assessment on the employee
- ▣ Hiring Manager will conduct the initial assessment for the vacant position

# Competency Assessments

- ▣ Applicant may bring 2010 assessment to interview
- ▣ Employee must complete all tasks associated with a key functional competency prior to granting credit, i.e. 6E/(6) 3D/(1)
- ▣ Employee must complete all of Contributing and at least 2 Journey Level competencies to be considered Journey Level

# Competency Assessments

- ▣ Contributing Employees: Leave the Competency Level blank if all tasks are not complete, i.e. C-2, J-0, A-0

# Conclusion

- ▣ Fill as many positions possible prior to end of year
- ▣ Non-law enforcement positions could be subject to a freeze by the Governor
- ▣ Recommended Training??
- ▣ Questions