

# MONTHLY HRO NEWSLETTER

## Gathering Information Concerning Workplace Harassment

As part of the commitment of ensuring fair and equal employment opportunities, DOHR is requesting that each agency provide information pertaining to workplace discrimination and harassment complaints for the period of February 1, 2015 through July 31, 2015. Click the links to find the [memorandum](#) and [summary sheet](#) for the information required for this analysis. The agency summary sheet(s) should be submitted by **Friday, September 18, 2015** to [Lesley.T.Farmer@tn.gov](mailto:Lesley.T.Farmer@tn.gov).

Please contact Lesley Farmer at (615) 253-7685 or [Lesley.T.Farmer@tn.gov](mailto:Lesley.T.Farmer@tn.gov) for any questions or concerns.

## Performance Management

What a year! We have had the VBP, transfers, promotions, cycle date changes...

What more needs to be done to finalize this Performance Management (PM) cycle?

With the pending implementation of pay for performance, it is important to ensure that all eligible PM documents are complete and adhere to DOHR Rule 1120-05 and DOHR Policy 12-064. To help guide you through this end of cycle process, we have compiled a list of questions below:

- o Does each employee have a PM document, either in Edison or on paper?
- o Did the supervisor complete the two interim review discussions?
- o Are there at least 30 days between the discussions of each procedural step (Individual Performance Plan, Interim Review 1, Interim Review 2 and Annual Review)?
- o Are there any attachments? If so, do they have the appropriate signatures and dates?

Is this a paper document? If so, was it completed on the approved [Performance Management Program forms](#)?

o Is the overall rating "outstanding" or "unacceptable"? Does it have the required approval of the Appointing Authority?

o Does the overall rating justification support the overall rating?

Remember, if you know in advance that an employee will be promoted or transferred prior to the end of the PM cycle, it is important for the current supervisor to complete the PM cycle if there has been at least 30 days since the last interim review and all other steps are complete. Further information, resources and tools are available on the [Performance Management webpage](#).

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

**PM Tip of the Month:** As the PM cycle ends, you should run the following report weekly to ensure you remain up to date on the completion of annual reviews: *TN\_HR501\_PM\_ANNUAL\_STATUS*.

## Getting S.M.A.R.T.er

Strategic Learning Solutions is pleased to announce that 97% of supervisors in Cabinet level agencies have completed the Get S.M.A.R.T.er: Coaching for Higher Performance workshop! The success of this massive rollout is attributed to tremendous collaboration with agencies across the state. Representatives from DIDD, Safety and Homeland Security, Finance and Administration, Transportation, Agriculture, Commerce and Insurance, TDEC and Military teamed up with SLS facilitators to blanket the state with this curriculum. In a little over three months, 7,700 supervisors learned how to coach their employees towards higher performance.

The overall goals for Get S.M.A.R.T.er are to enable an agency to execute strategy, develop an effective workforce, provide a mechanism to identify high performers and create a standard for performance excellence. Get S.M.A.R.T.er is the third phase in Tennessee's performance management system. The implementation of Performance Management and S.M.A.R.T. performance planning are the first two phases in developing a comprehensive approach to performance management. S.M.A.R.T. offers supervisors the knowledge and skills needed to develop individual performance plans and establish a baseline of accountability while the online Performance Management Module teaches supervisors the essentials of the program itself. All managers and supervisors are required to complete Performance Management (online), S.M.A.R.T. Performance Planning and Get S.M.A.R.T.er: Coaching for Higher Performance.

We appreciate agencies partnering with us to make Tennessee better. Tennessee is well on the way towards more effective and efficient government.

## Investigations: Discrimination and Harassment Claims

The Department of Human Resources will be offering a workshop on October 1, 2015, to assist individuals who are designated to investigate workplace discrimination and harassment complaints. The workshop will be held at the DOHR office from 8:30 a.m. to 4:30 p.m. in Training Room 3 – 1<sup>st</sup> Floor.

For registration information please click the following [link](#). All questions or concerns should be forwarded to [Lesley.T.Farmer@tn.gov](mailto:Lesley.T.Farmer@tn.gov) or (615) 253-7685.

## DOHR Innovation Box

The DOHR Innovation Box was created to support the mission of providing strategic human resources leadership while partnering with customers for innovative solutions. The DOHR Innovation Box is a two way communication tool for state human resource professionals to share innovative ideas, process improvement suggestions, or recommendations.

Please submit suggestions via DOHR's website. Visit <http://www.tn.gov/hr/topic/dohr-innovation-box>.

## Recruitment Needs

Recruiting Management Services would like to remind you we are available to help your agency find the best candidates for any position.

Questions about how Recruiting Management Services can help you attract the best and brightest candidates should be directed to Sharon Moidja at (615) 741-6277 or [Sharon.Moidja@tn.gov](mailto:Sharon.Moidja@tn.gov).