



February 26, 2015



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The next scheduled HRO meeting will be on Thursday, February 26, 2015, from 10a.m.-12p.m. in Training Room 3 at the DOHR office, 1st Floor.

Policy Revisions

Just a reminder that DOHR has instituted a new process regarding policy revisions. The new process was discussed at the January HRO meeting and gives agencies time for input before any revisions are finalized. As discussed at the meeting and later sent by email, several policies have been updated. These updated policies have been placed on the DOHR website.

These policies include:

- Policy 12-021: Employees Assigned Duties of a Higher Level Classification
- Policy 12-022: Employment Lists
- Policy 12-058: Personal Use of Social Media
- Policy 12-061: Reduction in Force Procedures
- Policy 14-001: Telework
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When answering questions, please make sure you are accessing the most updated policy. Please direct employees to these new policies should they have any questions.

If you have any questions or concerns regarding the new process, please contact the Office of General Counsel at 615-741-2958.

First Round Interview Process

Does your agency have questions concerning the new practice of DOHR conducting all first round interviews? Recruiting Management Services will be hosting a teleconference training on the new business process for first round interviews on Friday, February 27, 2015, at 2 p.m. Interested agencies may access the conference line at 1-800-860-9613 then enter 7004 to join the call.

If you have any question regarding this teleconference or any other RMS matters, please contact Sharon Moidja at Sharon.Moidja@tn.gov or 615-741-6277.

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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 August 1, 2013 through January 31, 2014. Click the links to find the [memorandum](#) and [summary sheet](#) for the information required for this analysis. The agency summary sheet should be submitted by March 28, 2014.

Please contact Lesley Farmer at Lesley.T.Farmer@tn.gov for any questions or concerns.

Performance Management

Change is inevitable. Here in Employee Relations, we are dedicated to helping each agency facilitate change. Due to the recently announced voluntary buyout and other legislation, we have anticipated some changes to the current workforce. Therefore, as mentioned in the last meeting with human resources officers, the due date for Interim Review 2 in the performance management cycle has changed to July 31, 2015. You can view the new key dates and procedural steps for 2014-2015 available on our website at <http://www.tn.gov/dohr/ogc-er/performance/perform.shtml>.

As we embark on this journey of change, let's remember the story of "That's Not My Job". This is a story about four people named Everybody, Somebody, Anybody and Nobody. There was an important job to be done and Everybody was sure that Somebody would do it. Anybody could have done it, but Nobody did it. Somebody got angry about that, because it was Everybody's job. Everybody thought Anybody could do it, but Nobody realized that Everybody wouldn't do it. It ended up that Everybody blamed Somebody when Nobody did what Anybody could have. Let's work together to embrace change!

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

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