

Agency Director Human Resources Training

June 2018



Welcome!



Background

A hand is shown pointing to the word "INFORMATION" which is written in blue, uppercase letters on a white background. A blue horizontal line is drawn below the word. The entire scene is framed within a white, rounded rectangular shape with a drop shadow.

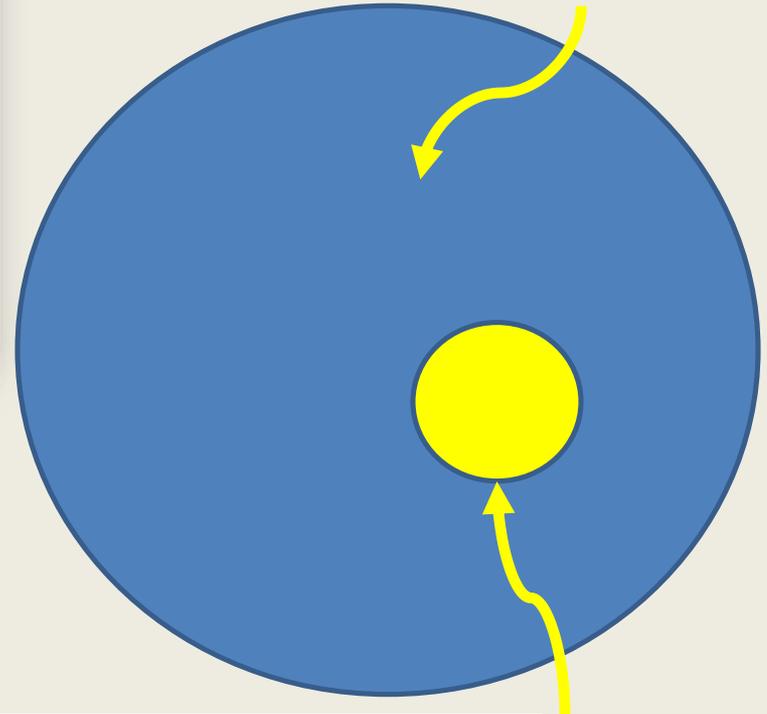
INFORMATION

- [§ 2.2-1209 Code of Virginia](#)
 - DHRM to develop and administer training:
 - Human Resource Policies
 - Compensation Management
 - Benefits Administration
 - Employee Training
 - DHRM Resources
 - Agency Director and Human Resources Director: attend within 6 months of appointment
 - Agency HR Director: subsequent training on agency HR companion policies

“An investment in knowledge always pays the best interest.” – Benjamin Franklin



All the information we could share



What we think you really need to know

A white rounded rectangular box with a blue border containing the text "Human Resource Policies".

Human Resource
Policies

A white rounded rectangular box with a blue border containing the text "Employee Training & Development".

Employee Training
& Development

A white rounded rectangular box with a blue border containing the text "Workforce & Succession Planning".

Workforce &
Succession
Planning

A white rounded rectangular box with a blue border containing the text "DHRM Resources".

DHRM
Resources

Authority & Responsibilities

Governor	Chief of Staff	Cabinet Secretary	DHRM	Agency Director	Agency HRD
Chief Personnel Officer	Deputy Chief Personnel Officer	Agency Director Accountability	Support the Governor, Cabinet, state agencies, and General Assembly	Hiring authorities for respective agencies	Delegated agency HR responsibility
§ 2.2-103 B Code of Virginia § 2.2-2900 Virginia Personnel Act	Executive Order	Admin, Human Resources, Fiscal & Program actions	Statewide human resource program and infrastructure	Agency HR admin consistent with state policy	Agency HR Programs in compliance with state policy, agency policy, and law

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DHRM
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Categories of Employment

Salaried

classified, faculty,
appointees, other
branches

Classified

FT, PT, or Q status

Faculty

teaching, research,
admin, professional
faculty

Appointee

Gubernatorial, At-Will,
salaried, wage

Probationary

12 months following
hire

Wage

Hourly

Non-Restricted

Continuous or
recurring funding
sources

Restricted

10%+ funding from
non-continuous
funding sources

Contractor

Independent,
employment agency,
contractor or sub-
contractor

Hiring & Interviews

Topic	Permissible	Non-Permissible
Race		✓
Color		✓
National Origin		✓
Religion		✓
Age		✓
Knowledge, skills, & abilities	May ask job-related questions to assess KSAs.	
Disability	Ability to perform job duties	Disability status
Gender	Days and hours available to work	Marital status, number of children, child care arrangements, pregnancy status or plans, sexual orientation, gender identity, gender expression
Political Affiliation	Ability to support policies and programs	Political party affiliation
Veteran's Status	Military service, service period, rank at discharge, training, experience	Type of discharge

Employee Benefits

Paid time Off &
Holidays

Health Benefits

Retirement

Deferred
Compensation &
Cash Match

Long & Short-
Term Disability

Group Life
Insurance

Flexible Spending
Accounts

EAP

Wellness

Voluntary Long-
Term Care *

Optional Life
Insurance *

Educational
Assistance *

Telework *

* = Optional Benefits

Employee Compensation

Statewide Salary Adjustments

- DHRM: communicate authorizations, publish salary structures, issue agency instructions, implement adjustments
- Agency: confirm employees' tenure & performance eligibility, validate

Agency Salary Administration Plans (ASAP)

- DHRM: policy requirement, reference for agency compensation activities
- Agency: foundation for and determine how to manage employee pay equitably and consistently across the agency

Pay Actions

- DHRM: define pay factors & parameters, provide guidance & support with pay action tools, conduct review of agency action for compliance
- Agency: administer adjustments within limits & funding, fully document action using PAW

Policy Exceptions

- DHRM: review agency documentation & requests, consider statewide impact or precedence, communicate decision
- Agency: submit documentation for exceeding criteria normally applied by policy and ASAP

Emergency Closings

TYPES OF EMERGENCIES	SCOPE/IMPACT	AUTHORITY	PROCESS
<p>Major Weather Event</p> <p>Emergency Declarations</p> <p>More than one agency impacted</p>	<p>Richmond Metro (administrative agencies)</p>	<p>Governor</p>	<p>DHRM:</p> <ul style="list-style-type: none"> • Monitor & consult with VDEM, VDOT, VSP • Recommendation to SOA & COS • Notification to Cabinet, Agency Directors, HR Directors, media, local/private partners • Post to DHRM website

Emergency Closings

TYPES OF EMERGENCIES	SCOPE/IMPACT	AUTHORITY	PROCESS
<p>Major Weather Event</p> <p>Emergency Declarations</p> <p>More than one agency impacted</p>	<p>Regional/Outside Richmond Metro Area</p>	<p>Agency Directors outside Richmond Metro</p> <p>College & University Presidents for their institutions</p>	<p>Agencies outside Richmond Metro Area and Institutions of Higher Education monitor local conditions and communicate decisions to their employees.</p>
	<p>Statewide</p>	<p>Governor</p> <p>Governors have made rare closing decisions outside Richmond Metro Area for particularly dangerous situations, e.g., hurricanes.</p>	
<p>Localized: Utility failures, fire, forced evacuations.</p>	<p>Single Agency or Co-located Agencies</p>	<p>Agency Director or DGS</p>	<p>Agency or DGS advise Cabinet Secretary, COS, & DHRM and communicate closing to employees.</p>

Standards of Conduct & Ethics

Expectations

- Report to work as scheduled.
- Perform assigned duties & responsibilities.
- Maintain requirements for position.
- Demonstrate respect for others.
- Use time, equipment, & resources appropriately.
- Support safety and healthy work environment.
- Utilize leave appropriately.
- Meet or exceed performance expectations.
- Comply with policies, procedures, Conflict of Interest Act, and laws & regulations.
- Report concerns to management.
- Work cooperatively to achieve goals.
- Conduct in manner that supports agency mission.
- Approval for working overtime.



Workplace Violence

May Include

- Physical, verbal, or psychological abuse
- Physical assault
- Intentional property damage
- Threatening personal injury or property damage
- Stalking
- Shouting/swearing to create fear of injury
- Possessing, brandishing, or using a weapon not required by position
- Suicide/Attempted Suicide
- Harassment (of any kind)
- Any behavior creating reasonable fear of injury to another person
- Retaliating against any employee who reports an act of workplace violence

A graphic with a dark grey background. The word "Responsibility" is written in a white, sans-serif font. A large, white, semi-transparent sphere is positioned behind the letter "i", partially overlapping the text and creating a 3D effect.

Responsibility

Agency Responsibility

- Agency Procedure
- Communicate Procedure
- Implement Procedure
- Threat Assessment
- Educate & Train Employees
- Provide Response Services
- Provide Information – Domestic Violence & Workplace

Workplace Harassment

Quid Pro Quo

Agency

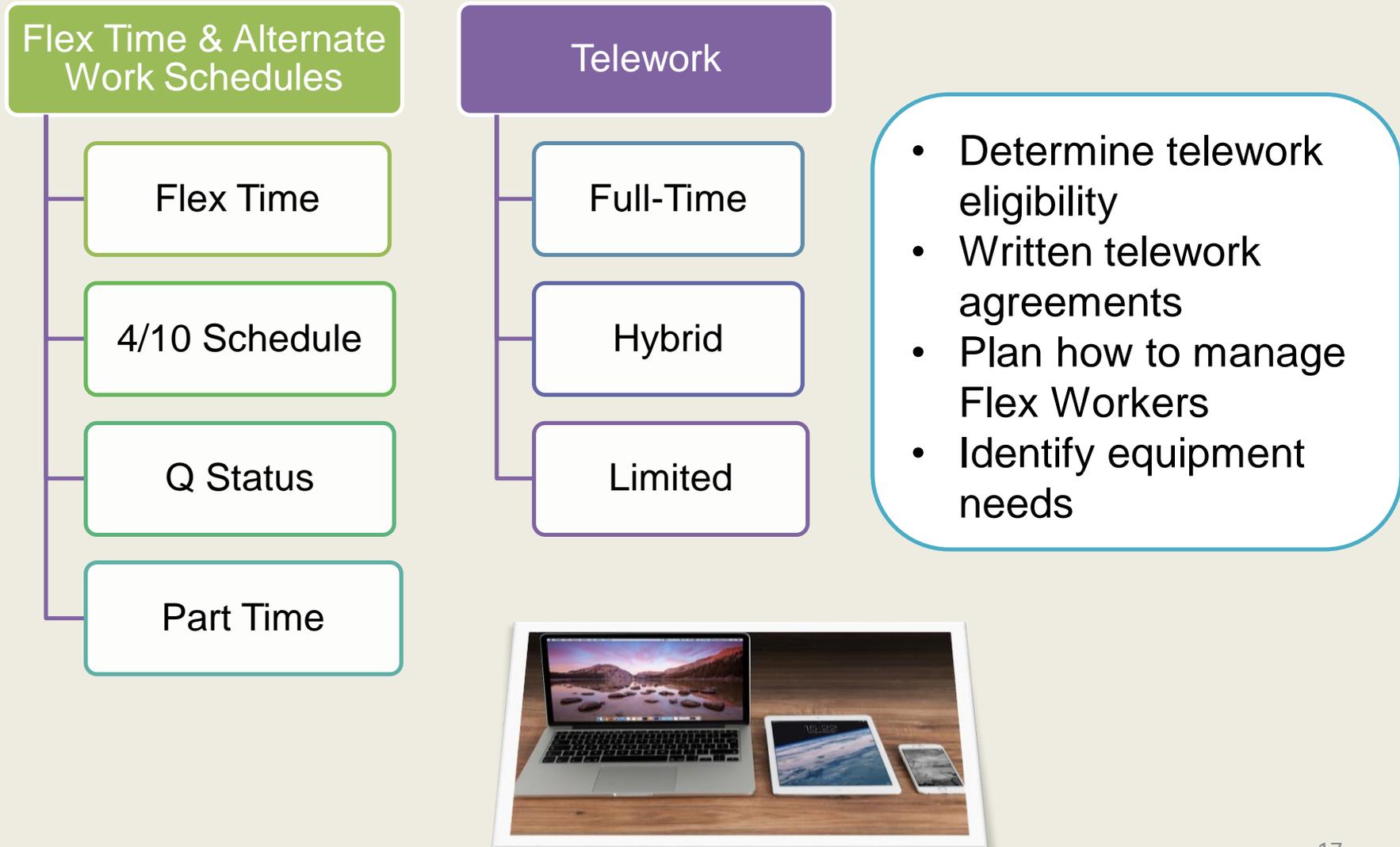
- Communicate & educate about behavior that may be considered harassment
- Establish & explain procedures for filing complaints

Hostile Environment

Managers & Supervisors

- Communicate - not tolerated
- Stop harassment
- Intervene when observe inappropriate behavior
- Immediately take action for investigating complaints
- Ensure there is no retaliation

Flex Work



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DHRM
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Training



COVLC

Commonwealth of Virginia Learning Center

Welcome to the COVLC

If you are new to the system please view the overview by selecting the word Overview located on the next line

OVERVIEW

[Log In](#)

or

[Need an account?](#)

Development

AGENCY HUMAN RESOURCE SERVICES

Coaching



Sometimes, we have goals that we want to achieve, a future that we want to create, or changes that we would like to make but we find ourselves “blocked” by challenges and unsure how to move forward. Working with a professional Coach can help open paths around those challenges and bring your goals to life.

Working with a professional Coach can help you:

- Create positive change;
- Optimize your work effectiveness;
- Expand your career opportunities;
- Increase your self-esteem and self-confidence;
- Maximize your potential;
- Increase your self-awareness;
- Improve your work/life balance.

Workplace Effectiveness Coaching

- Leadership Effectiveness & Growth
- Communication Effectiveness
- Increasing Productivity
- Accelerating On-Boarding/New Role
- Work/Life Balance
- Career Progression
- Team Effectiveness
- Individual, Group, and Team Coaching

Conflict Coaching



Conflict Coaching is offered by DHRM’s Office of Employment Dispute Resolution.

Conflict Resolution

- Responding to workplace conflict
- Action Planning

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Succession Planning



- [§ 2.2-1209 Code of Virginia](#)
 - Agency Director:
 - Include key workforce planning issues with strategic planning process
 - Submit succession plan:
 - key personnel
 - executive positions
 - employees nearing retirement

Succession Plan

When

- By June 30, 2018 - Executive Branch Agencies
- By October 1, 2018 - Higher Education Institutions (2018 only)

Who

- Cabinet Secretary
- Board of Visitors
- DHRM Workforce Planning Mailbox:
DHRM.WFP@dhrm.virginia.gov

Resources

- Workforce Planning Webpage:
<http://www.dhrm.virginia.gov/agencyhumanresourceservices/workforceplanning>

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Employee Training
& Development

Your state health plan is offering free flu shots.
Visit a doctor or participating pharmacy today. [See details](#)

CommonHealth Commonwealth of Virginia Campaign State Employee D

www.dhrm.virginia.gov

dhrm Department of Human Resource Management
THE 1ST SOURCE FOR HR INFORMATION

For Employees For Agencies For Job Seekers

HR PROFESSIONALS

- Benefits Administration
- Compensation and Classification
- Employee Programs
- Employment Dispute Resolution
- Equal Employment Opportunity Management
- Human Resource Policies
- Human Resource Services
- Information Technology
- Performance Management
- Recruitment Resources
- TAL Resources
- Workers Compensation

EXECUTIVE LEVEL MANAGEMENT

- Agency Head Resources
- Compensation and Classification
- Management Consulting
- TAL Resources

WH... Governor Northam has proclaimed



DHRM Resources

DHRM Function	Services
Health Benefits Services	Health Benefits Plans <ul style="list-style-type: none">• Design• Administration• Vendor Management
Employee Programs	Commonwealth of Virginia Campaign (CVC) CommonHealth
Workers' Compensation	Claims Support Return to Work Support Training

DHRM Resources

DHRM Function	Services
Equal Employment Opportunity Management & Employee Dispute Resolution	EEO <ul style="list-style-type: none"> • Compliance • Investigations • Training EDR <ul style="list-style-type: none"> • Grievance Procedure • Hearings • Mediation & Conflict Coaching • Training
Human Resources Consulting	Agency HR Consulting <ul style="list-style-type: none"> • Organizational Design • Process Evaluation/Review • Policy Assistance • Coaching Policy Development & Administration Compensation Management Systems Support Workforce Planning Shared Service Center



Contacts

Secretary Keyanna Conner	Secretary of Administration
Rue White	Acting Director, DHRM
Diane Anderson	HR Policy Development & Administration Manager, DHRM
Jeff Presseau	Sr. Consultant, Compensation Management & Systems Support
Pat Waller	Employment & Shared Services Manager
Natalie Brannon	HR Consultant – Health & Human Services and Agriculture & Forestry
Deanna Goldstein	HR Consultant – Finance and Transportation
Debbie Howe	HR Consultant – Public Safety & Homeland Security, Natural Resources, and Veterans & Defense Affairs
Alex Morgan	HR Consultant – Colleges and Universities
Debbie Rigdon	HR Consultant – Commerce & Trade, Technology, DGS, DOE, Libraries, and Museums
Sumi Lanneau	Workforce Planning Consultant

TIME WELL SPENT™

WHAT'S THE BEST TOOL
TO HELP ME MANAGE
A LARGE COMPLEX
WORKFORCE?



 KRONOS™
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Questions

