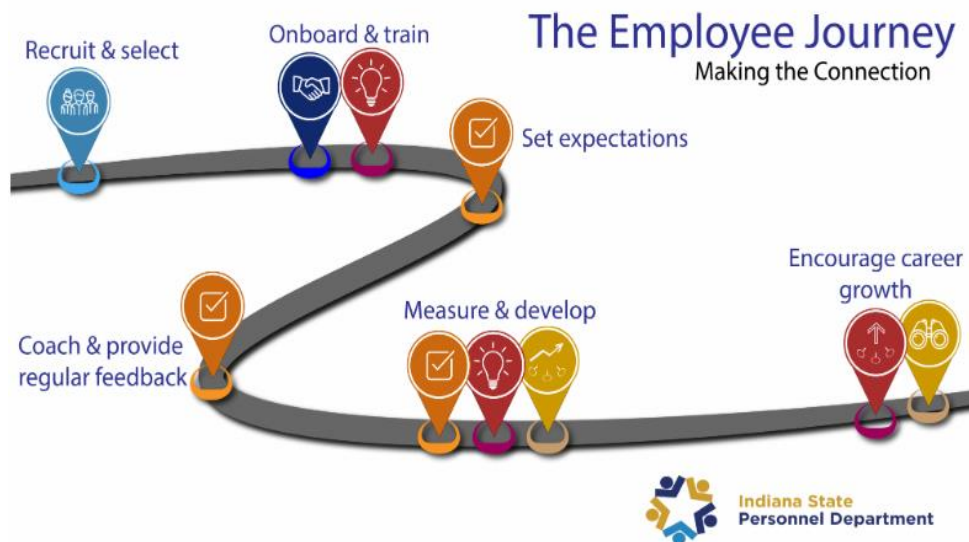




HR MONTHLY RESOURCE



Important Reminders:

1. Interim Appraisal Deadline 8/5/2022
2. Leadership Education and Development Program rolled out in June! Enroll [here](#).
3. Encourage staff to finish their wellness initiatives strong! Deadline 9/30/22.

The Nerve Center: Human Resources

Did you know you can also find several helpful topics based on our most frequently asked questions via The Nerve Center including IDOH HR contact information? Check it out [here](#).

IDOH HR Contacts

HR Nerve Center
[Employee Resources](#)

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Reminder: Recertification & Tracking Employees FMLA

The new fiscal year began on 7/1/2022 and all employees utilizing intermittent FML must recertify for the new year, if they have not already.



To ensure that FMLA hours are accurately tracked for an employee, all employees who are using FML to cover an absence must let their supervisor know of their intent to do so, when calling in for their shift. Supervisors should be aware of employees who are currently approved for FML. If an employees leave is continuous, they do not need to call in every shift. An employee utilizing intermittent FML must follow standard call in procedures and inform their supervisor in a timely manner. SPD has tools available to assist with the tracking of FMLA time used. Forms can be found on SPD's [FMLA website](#). Scroll down to "Helpful tools related to FML process" and choose "View Available Tools for Tracking FMLA Usage."

For more information pertaining on FMLA. Please visit the [FMLA website](#) or call the FMLA Hotline at 1(855) 773-4647, option 4.

Definitions: Family Medical Leave of Absence (FMLA), Elimination Period, Short Term Disability, and Long Term Disability



FAMILY MEDICAL LEAVE For Employees of Indiana State Government

Family Medical Leave (FML): Allows eligible employees of a covered employer to take job-protected, unpaid leave, or to substitute paid leave if earned or accrued, up to 12 weeks over a 12 month period.

Elimination Period: The Disability program requires that an employee be unable to perform their job duties for a certain time frame prior to becoming eligible for benefits. This time frame is referred to as the elimination period. The elimination period for the Disability Program is thirty (30) consecutive calendar days of disability. Assuming FML eligibility requirements are met, FML runs concurrently with the elimination period

Short –Term Disability (STD): Paid leave effective after the thirty first (31st) day off work, STD lasts up to six (6) months from the date the employee becomes disabled for a maximum of 5 months of payments. The basic STD benefit is sixty percent (60%) of the base biweekly gross wage, before taxes and insurance. Remember there is a thirty (30) day elimination period in which you can use accrued leave to ensure you stay in a paid status. Assuming FML eligibility requirements are met, FML runs concurrently with any disability designation.

Long-Term Disability (LTD): If an employee is continuously disabled six (6) months after the disability began, he or she may be eligible for Long-Term Disability. No reapplication is needed, but updated medical information may be requested, as well as additional eligibility requirements. For the first two years of LTD, the basic benefit is fifty percent (50%) of the base biweekly gross salary and forty percent (40%) during the third and fourth year. This is the gross benefit amount, before taxes and insurance. Assuming FML eligibility requirements are met, FML runs concurrently with any disability designation.

What You Need to Know: Continuous FMLA vs. Intermittent FMLA

Continuous Leave: Continuous leave is taken for a continuous block of time, due to a period of incapacity because of a chronic condition, injury or illness. This leave may be approved for the remainder of the current fiscal year and/or a specific period of time. The employee will be out and will not return to work until they have been released by a health care physician. Employees on continuous FMLA do not have to call in for each shift that is missed. An employee that is anticipated to be off for more than 30 consecutive days, must apply for Short Term Disability in addition to FMLA.

Intermittent Leave: Intermittent leave allows employees to work, while allowing a day here and there for leave time when there is a flare up, treatment or appointments for an employee's chronic condition, injury, or illness. The frequency and duration of periods of incapacity will usually be stated in the FMLA approval notice. Statements are estimates by the health care provider. No one can guarantee that a condition will flare up only on a specific number of times nor exactly how long the incapacity will last. The frequency and duration is a guideline. If you feel this guideline is being abused, please contact your [Human Resources Team](#).

Training Spotlight: HR Basics for Supervisors (Family Medical Leave in Part 2)



IDOH HR presented a two-part series on topics that are fundamental for supervisors. Family Medical Leave is discussed in detail in Part 2. Each session is 1 hour and 30 minutes in length. These sessions are strongly recommended for new supervisors or those who would like a refresher. Click [here](#) and scroll down to the description section for more information.

Click [here](#) for Part 1.

Click [here](#) for Part 2.

FMLA: Questions you Can and Cannot Ask regarding FMLA

When an employee utilizes their FMLA, supervisors need to be cautious when asking questions. If an employee requests to take leave, pertaining to their FMLA, here are some questions that you can and cannot ask.

Questions you CAN ask:



1. Is this absence related to an FMLA approval?
2. If the absence is for the employee's own serious health condition: What essential functions can you not perform?
3. If absence is not for an employee's own serious health condition: Who are you caring for today and what care will you be providing?
4. Are you requesting use of any accrued leave?
5. Can you please write a statement indicating you are attending a medical appointment that is pertaining to your FMLA, with the date and time of the appointment?
6. What is the time and duration of your appointment?
7. If the employee requests to flex their time: How do you plan to make up this lost time?

Questions you CANNOT ask:

1. For what condition or specific reason are you taking leave?
2. Can you provide a doctor's statement for this FMLA absence?
3. What is wrong with you or your family member?
4. What is your appointment for?
5. What did the doctor say at your appointment?



DON'T MISS OUT

ON THESE IMPORTANT DEADLINES

SEPTEMBER 30

Premium Discount Deadline

Last day to complete your premium discount activity for the 2023 Premium Discount.

NOVEMBER 30

Wellness Visit = \$100

Results must be visible in the ActiveHealth portal by this day to earn the \$100 gift card.

Dental Cleaning = \$50

Dental visit must be loaded in the ActiveHealth portal by this day to earn the \$50 gift card.

Health Assessment = \$25

Last day to complete health assessment to earn \$25 gift card.

DECEMBER 31

Gift Card Deadline

Last day to redeem gift cards earned in 2022.

LEARN MORE: on.in.gov/Deadlines

IDOH 2022 Wellness	Premium Discount (52%)	Health Assessment (61%)	Wellness Visit (34%)	Annual Physical (50%)	Flu Shots (53%)	Dental Cleaning (40%)
May	11.2%	40.4%	9.5%	6.7%	--	16.2%
June	15.6%	43.5%	9.9%	6.7%	--	16.2%
July					--	
August						
September						
October	--					
November	--					
December	--					

STAY INFORMED VIA TEXT MESSAGING

Sign up to receive text alerts about your benefits.

Sign Up



Invest In Your Health

EAP: The Employee Assistance Program is here for you!

The [Optum EAP](#) is a free service for all full-time state employees and those in their household and can be a beneficial tool to improve your overall well-being. These tools and resources are available 24/7 and are completely confidential. Click here for the [Optum EAP Plan Document](#). The goal of the EAP is to help you cope with the challenges happening in your life – whether it's concerning financial issues, emotional well-being, addiction and recovery, or other life events, the Optum EAP services are available to you. When you call, you are paired with a clinical social worker, professional counselor, psychologist, or marriage and family therapist who best fits your needs and concerns.



Contact: Phone (800) 886-9747 (24/7 support) or liveandworkwell.com (access code: Indiana)

Professional Development: Continuing Education

Leading Inclusive Teams

High-performing teams are comprised of employees who feel empowered, valued, and accepted. By taking steps to establish an inclusive team dynamic, you can positively impact both your team's morale and your bottom line. Utilize the link above to dive into this topic and learn why inclusion is important for your team as well as tips to continually evolve your leadership and communication practices as a way to ensure your team continues to flourish.



Your IDOH HR team and partners presented on several helpful topics in 2021. If you missed any or need a refresher, click [here](#) to watch those recordings. We will continue to build upon these trainings in the coming months. [Let us know](#) what you'd like to learn about!

Leadership Education And Development (LEAD)



Leadership Education and Development
Powered by Indiana State Personnel Department

LEAD is a three Tiered training and development program powered by INSPD to help all levels of management, including those aspiring to become a manager, to create and build upon a foundation of leadership. This program went live starting June 1, 2022. Tier 1 will help develop competency in many areas including leading inclusively, resolving conflict and communication effectively. The time commitment is only 1.5 hours and all Tier 1 courses are available within SuccessFactors Learning. To enroll in this program click [here](#).

HR Metrics: Data Driven Look at IDOH and the State of Indiana

Time To Hire (goal <20 days/mo)

Definition: Application Date to Initiate Offer Approval.
This is called the "candidate experience."

	Jan	Feb	Mar	April	May	June
IDOH	43	48	35	22	37	36
SOI	29.3	27.2	30.4	18	31.2	23
	July	Aug	Sept	Oct	Nov	Dec
IDOH						
SOI						

Vacancy Rate (goal <25%/mo)

Definition: Percentage of Positions Vacant

	Jan	Feb	Mar	April	May	June
IDOH	16.63	16.63	16.63	17.79	16.52	15.69
SOI	--	--	--	--	--	18.9
	July	Aug	Sept	Oct	Nov	Dec
IDOH						
SOI						

YTD Turnover (goal <18% annual, voluntary)

Definition: percentage of voluntary resignations, retirements, transfers out as compared to hires and rehires

	Jan	Feb	Mar	April	May	June
IDOH	1.7%	4.5%	6.6%	9%	11.2%	12.2%
SOI	1.96%	3.63%	5.48%	7.71%	9.34%	10.85%
	July	Aug	Sept	Oct	Nov	Dec
IDOH						
SOI						

	2019	2020	2021
IDOH	16.34%	15.1%	24.2%
SOI	12.9%	12.63%	19.18%

Recognition (YTD)

Spot Bonus (budget \$81,800/FY)	80 bonuses / \$47,800
Remote Work (excl. field staff)	225 participating
Education Reimbursement	9 reimb / \$33,182.24
Referral Bonus	3 eligible applications

Performance Mgmt: 2019-2021

	2021	2020	2019
Exemplary	37	24	15
Exceeds	284	248	144
Successful	394	456	545
< Successful	9		
Not Eligible	61		

*Not Eligible = Staff hired after Oct. 1st.

SPD Resources:

Benefit Information

[SPD Benefit Website](#)

1(855) 773-4647, option 1

spdbenefits@spd.in.gov

SPD Employee Relations

[Employee Relations Website](#)

1(855) 773-4647, option 4

Talent Acquisition

1(855) 773-4647, option 2

jobs@spd.in.gov

Family Medical Leave

[Family Medical Leave Website](#)

1(855) 773-4647, option 4

Worker's Compensation

Short Term Disability

1(855) 773-4647, option 3

Training Opportunities

[SPD Training Website](#)

spdtraining@spd.in.gov