

## 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? Check it out [here](#).

## Reminder: Recertification & Tracking Employees FMLA

The new fiscal year will begin on 7/1/2023 and all employees utilizing intermittent FML must recertify for the new fiscal year.



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 employee's leave is continuous, they do not need to call in every shift. An employee utilizing intermittent FML must follow standard call-in procedures. You CAN ask if their requested absence is related to their approved FML, just don't ask for specifics on their health condition. INSPD has tools available to assist with tracking FMLA time used and a checklist for **Timesheet Approval**. Additional guidance can be found on INSPD's **FMLA website**. Scroll down to view all categories including "Additional Resources".

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

## Upcoming & Reminders:

Have employees with an intermittent FML approval? These MUST be recertified by 6/30.

### Interim Reviews Timeline

- 5/29-6/18: self-assessment
- 6/19-7/14: supv assessment
- 7/14-8/4: 1:1 discussions

## IDOH HR Contacts

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## Interim Reviews: Interim Reviews Have Launched!

Interim Reviews are an opportunity for managers and employees to review and discuss progress toward successful goal outcomes and demonstration of assigned competency behaviors. These discussions are designed to limit surprises during the formal Performance Appraisal process and to course correct if necessary.



### To prepare:

1. Ensure that all employee Performance Goal Plans have at least one goal entered.
2. Review the goal(s) and assigned competencies with employees to ensure that they are aware of expectations.
3. Encourage employees to use the goal comments and status to notate progress, achievement, and challenges.
4. Strongly promote completion of the self-evaluation with all your staff. This helps to ensure you are aware of all actions and performance to date and promotes ability for upward feedback, thus improving the employee experience.

### If you could use some help in completing the reviews, register for training via SuccessFactors:

- Performance & Goals: Effective Evaluation at the Interim Review
- Performance & Goals: Improving Poor Performance with Intervention
- [View this resource for dates and times available.](#)



### Spotlight: 100/0 Formula for Life and Business

*"100% accountability/responsibility... 0% excuses! What a concept. If we lived our lives taking full responsibility for who we are, how we show up, and what choices and decisions we make, how might we be viewed by others and what level of empowerment and control would we have over creating our own realities of life?"*

This article from 2019, **[HOW TO USE THE 100/0 FORMULA FOR YOUR LIFE AND BUSINESS](#)**, by Marshall Krupp, takes an interesting look at accountability in life and in business, based off a little-known company who routinely makes the Fortune list for "Best Company to work for in America." While doing some investigative work, Marshall was able to speak with the CEO and most of the staff to learn what this company's secret was to being such a great place to work. Learning this company is about the power of love, sometimes tough love, and ensuring that each person is accountable for their actions, Marshall also looks at the common breakdown of accountability involving the dynamic of reasons and excuses.

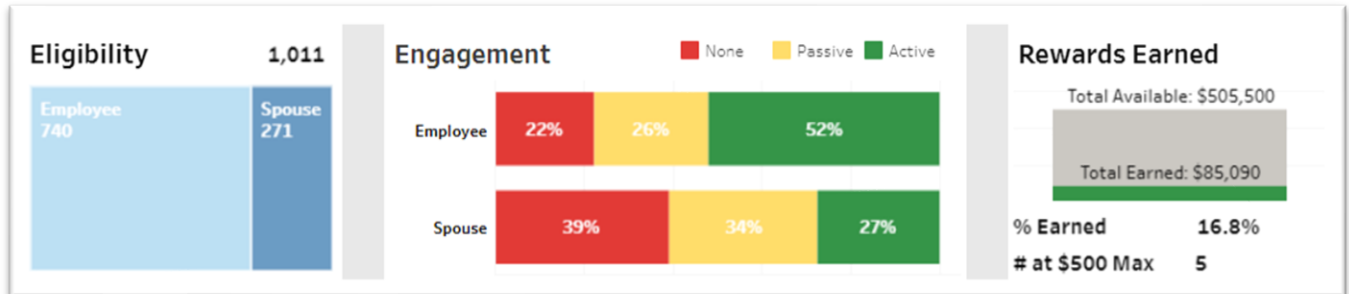
# Invest In Your Health

## Wellness Rewards Program Get Rewarded for What Matters

### Employee Wellness: IDOH Wellness Engagement & Data

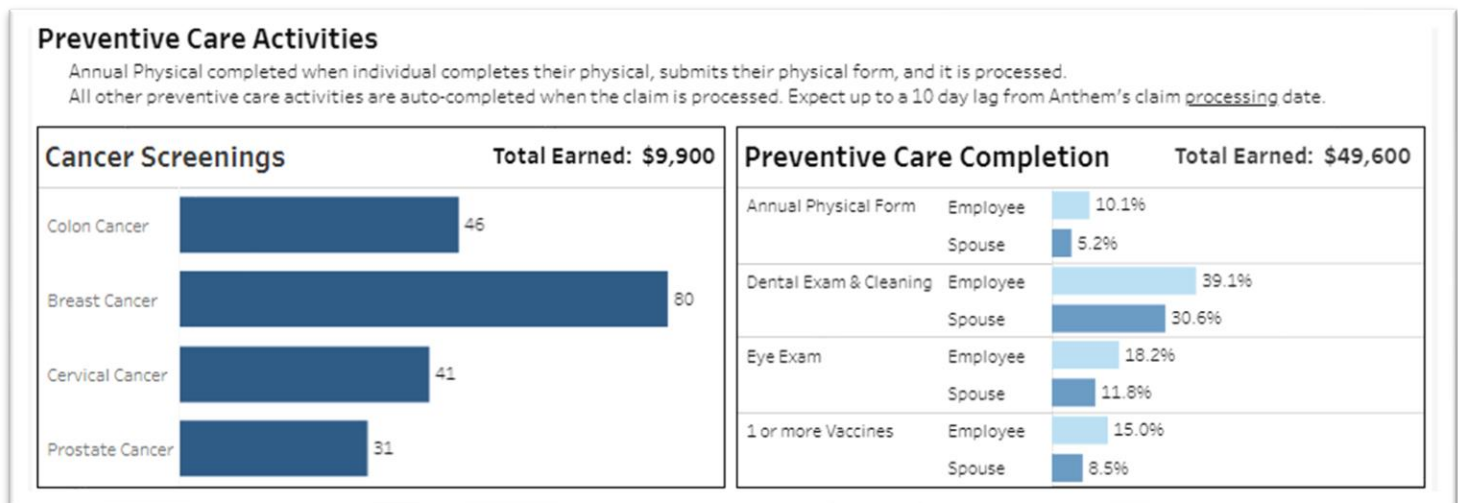
Whether or not we agree with the changes for this year's wellness programming, don't leave money on the table! This will be the only year we can double-dip (discount and gift cards). Please help us in encouraging and promoting this to your staff.

#### Current IDOH Engagement



#### Promote Preventative Care Activities

The Preventative Care Activities are where we can earn the highest amount in gift cards while helping prevent and/or identify illness. Undetected illnesses that go untreated are what cause increases in insurance costs.



#### Resources

- [Active Health Overview](#)
- [Active Health Website](#)
- [Frequently Asked Questions](#)
- [Wellness Program Activity List](#)
- [INSPD Benefits Division Email](#)



Preventive Care



Health Conditions



Mental Health



Live Healthy



Commit to Quit

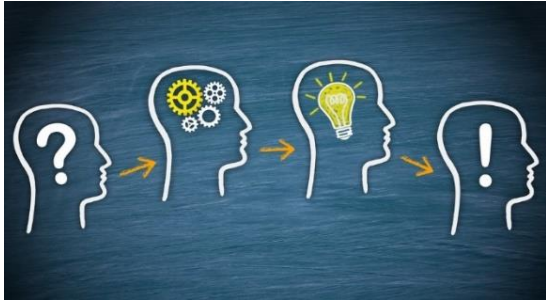


Wellness Rewards



## Professional Development: Continuing Education

For state employees who are new or have never utilized our LinkedIn Learning account, click [here](#) for help logging on. If you have specific questions or issues, contact [SPD Training](#).



### Top 5 Courses Completed by IDOH Employees in 2023

- [Excel Essential Training \(Microsoft 365\)](#)
- [Fair and Effective Interviewing for Diversity and Inclusion](#)
- [Inclusive Leadership](#)
- [Virtual Performance Reviews and Feedback](#)
- [Creating a Positive and Healthy Work Environment](#)

## Training Spotlight: Develop the Skills to Manage Others Effectively

Through this LinkedIn Learning Path, [Develop the Skills to Manage Others Effectively](#), supervisors and managers can learn the skills to help your team perform at their best, including: holding your team accountable, setting goals, managing performance, coaching and developing employees, leading and motivating people, and building a culture of appreciation to support a healthy work culture. This learning path offers eight total trainings with a focus on motivating employees to perform at their best, set goals and manage performance and build a healthy work culture. The identified trainings include:

[How Managers Drive Extraordinary Team Performance](#) – Learn how to develop high-performing teams

[Holding Your Team Accountable](#) – Explore ways to create a workplace culture of accountability.

[Goal Setting: Objectives and Key Results](#) – How to design, implement, manage OKRs and measure results.

[Performance Management: Conducting Performance Reviews](#) – Conduct fair and impactful reviews.

[Performance Management: Improving Employee Performance](#) – Create a high-performance culture.

[Coaching and Developing Employees](#) – Establishing a coaching relationship with your employees.

[Leading and Motivating People with Different Personalities](#) – Motivate, lead & persuade diverse personalities.

[How to Build a Culture of Appreciation as a Manager](#) – Create a healthy, sustainable work culture.

## REMINDER: Affirmative Action Training Goal

We will soon have new goals. Be sure to complete these ASAP (2-hour commitment).



[Fair and Effective Interviewing for Diversity and Inclusion](#) – This course explains three key barriers to fair and effective interviewing across differences: our cultural diversity lens; discomfort with difference; and stereotypes and biases.

[Diversity Recruiting](#) – This course explains how to confidently approach the topic of bias and successfully address it when recruiting. It also outlines the most common mistakes that recruiters make as well as ways to assess your current recruiting strategy to achieve success.

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

Keep promoting the **WHOLE policy** and encourage a culture of learning, recognition, inclusion, and engagement.

## Professional Development

Linkedin Learning	2019	2020	2021	2022	YTD
# Completed Courses	133	566	485	928	304
% Staff Participation	7.6	9.4	16.2	27.1	16.1

<b>LEAD: Leadership Education &amp; Development</b>	Supv	Non -Supv
# Staff Enrolled	34	51
# Staff Completed	26	47

## Hiring and Turnover

Time To Hire (goal <20 days) = "candidate experience"											
Application Date to Initiate Offer Approval.											
Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
29	31	31	30	30							
Vacancy Rate (goal <25% per month)											
Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
13	13	12	12	11							

YTD Turnover (goal <18% vol per year)					
	2019	2020	2021	2022	YTD
<b>IDOH</b>	16.34	15.1	24.2	21.1	4.7
<b>SOI</b>	12.9	12.63	19.18	17.23	5.69

YTD Days in Status for Hire	
Goal: 14 days from date of application to notify HR	
Disposition Status	Avg Days Each
Applied/Screen	5.6
Short List	7.7
Interview 1	10.6
Interview 2 (optional)	12.3
Notify HR of top candidate	1.3
<b>Avg Total Days (1 interview)</b>	<b>25.4</b>
<b>Avg Total Days (2 interviews)</b>	<b>37.7</b>

YTD Employee Churn		
Goal: Net Positive		
Disposition Status	Positive	Negative
Hires/Rehires	101	
Transfers In	8	
Transfers Out		6
Terminations		31
Retirements		6
<b>YTD Net Employee Churn</b>	<b>66</b>	

## Performance, Affirmative Action, and Recognition

Performance Appraisal Ratings				
Ratings	2019	2020	2021	2022
Exemplary	15	24	37	17
Exceeds	144	248	284	269
Successful	545	456	394	484
Other	99	107	58	17

Affirmative Action Supervisor Goal Check		
2022 AAP Goal Summary	% Target	% Actual YTD
Interview Training (2 courses)	100	4
Candidate Dispositioning	100	TBD
Supv Goal Plan incl DEI or HE	30	21

Recognition			
<b>Spot Bonus</b> (budget \$87,500/FY)	133 / \$80,000	<b>Education Reimbursement</b> (CY)	21 / \$57,451.51
<b>Remote Work</b> (excl. field staff)	286 participants	<b>Referral Bonus</b> (Apr 2022 - current)	4 / \$2,000