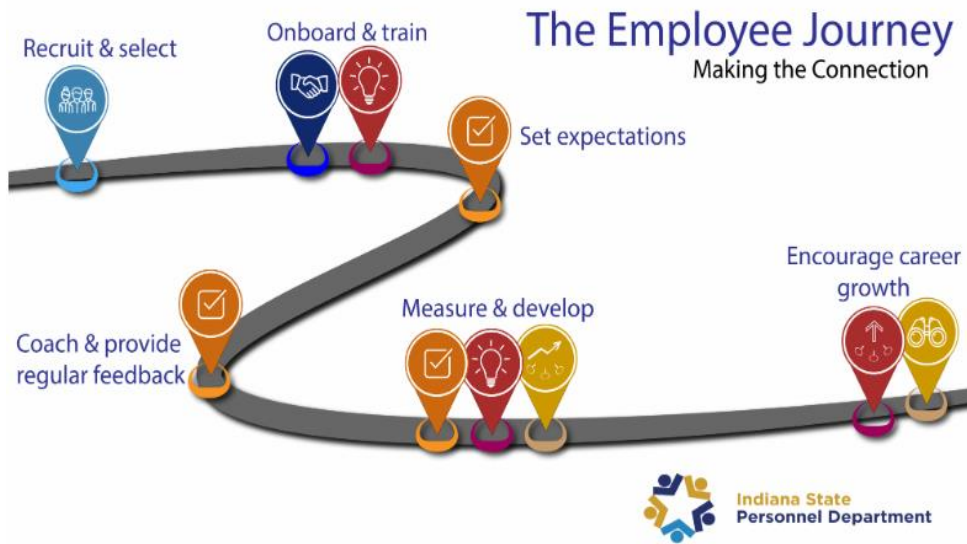




HR MONTHLY RESOURCE



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](#).

OE 2023: Benefit Selection Upcoming for 2023

As the calendar year begins to wind down, we have an important deadline approaching. The open enrollment period for the 2023 benefits year will be 10/26/2022 – 11/16/2022 (noon EST). There will be no extensions to this deadline. You can find plan information, rates and other helpful information by clicking [here](#) or you can navigate straight to the open enrollment page by clicking [here](#).

Important Reminders:

- The non-tobacco use agreement WILL roll over this year so be sure to review and make changes if necessary.
- Your elections for the 2022 plan year for Flexible Spending Accounts (FSA) and Health Savings Accounts (HSA) also do not automatically continue. You must designate what amount(s) you want deducted from your paycheck for 2023.

For Open Enrollment Questions contact the INSPD Benefits Hotline at (317) 232-1167 (within Indianapolis) or 877-248-0007 (outside Indianapolis) or via email at spdbenefits@spd.in.gov.

Important Reminders:

1. Open Enrollment – remind staff to meet deadline
2. Ethics Training due 12/13
3. Performance Management – Have you entered goals for your employees? Have you and your staff updated your goal plan comments?
4. Don't forget about [LEAD](#).

IDOH HR Contacts

HR Nerve Center
[Employee Resources](#)

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Affirmative Action: Plan for IDOH

Thank you to everyone who was able to attend the [Affirmative Action meeting](#) on November 1st. We hope you were able to get a better understanding of our goals going forward and clarity on the path for us, as an agency, to achieve these goals in providing an even more inclusive work environment by being intentional in our processes and actions. IDOH does offer a good representation of the population of Indiana, however, there are areas of improvement we discussed, regarding promotional opportunities, as well as hiring of veterans and people with disabilities. To help achieve these changes, it is important to level set expectations via additional education regarding the interview and selection process for candidates. We strongly recommend every supervisor complete [Fair and Effective Interviewing for Diversity and Inclusion](#) and [Diversity Recruiting](#) by the end of the month. Additionally, [Uncovering Unconscious Bias in Recruiting and Interviewing](#) and [Diverse Talent in Recruiting and Hiring](#) are other helpful trainings for those looking for more development in these areas.

Performance Reviews: Evaluating Performance



It's that time of the year again! The Performance Evaluation Review period kicks off this month beginning with Self-Assessments on November 21st. Supervisors can begin drafting assessments for their employees at that time as well. The annual performance appraisal provides the opportunity to formally review performance, highlight successes and make course corrections as necessary. Now is the time to review information gathered during the evaluation period (e.g. fact files, interim appraisals, customer feedback, etc.) and accurately document specific accomplishments and areas of improvement.

2022 Performance Appraisal Timeline

11/21/2022	Employees can submit the self-assessment • Managers can draft the manager assessment
12/11/2022	Employee Self-assessment is due
1/8/2023	First level Supervisor Assessment is due
1/22/2023	Second level Manager review is due
1/29/2023	HR Approver review is due
2/12/2023	Appointing Authority review and approval is due

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	19.2%	46.1%	11.3%	20.2%	--	44.9%
August	29.2%	49.3%	14.6%	24.5%	--	50.9%
September	47.3%	53.9%	20.5%	24.5%	--	50.9%
October	--	53.9%	20.5%	24.5%	0%	50.9%
November	--					
December	--					

STAY INFORMED VIA TEXT MESSAGING

Sign up to receive text alerts about your benefits.

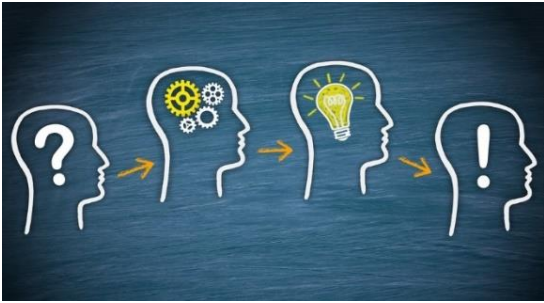
Sign Up



Invest In Your Health

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

1. [Managing Stress for Positive Change](#)
2. [Excel Essential Training \(Office 365/Microsoft 365\)](#)
3. [Having Difficult Conversations](#)
4. [Managing Teams](#)
5. [Effective Listening](#)



Top 5 Hidden Gems: Courses with lower participation which can provide BIG impact

1. [Communicating about Culturally Sensitive Issues](#)
2. [Learning from Failure](#)
3. [Managing Team Conflict](#)
4. [Holding Yourself Accountable](#)
5. [Building Your Team](#)

Training Spotlight: Inspirational Leadership

Be the Manager People Won't Leave

With the "Great Reshuffle," employees are quitting their jobs at the highest rates in over 20 years, and 41% of the global workforce is considering leaving their jobs. Manager relationships are becoming the make-or-break point for whether employees stay or go. Join veteran HR leader Laurie Ruettimann as she reveals the data behind why it's more important than ever to be a manager who demonstrates empathy and inspires loyalty from the workforce. Laurie covers basics first: be someone people can trust, be an example of integrity, and be relentlessly inclusive. She steps you through ways to inspire your employees to grow. Laurie finishes up by showing you how you can help your team members love their work by being a next-level mentor, a fun-loving boss, and a leader who is genuinely invested in your employees' well-being.

A Leader's Guide to Reducing Team Burnout

Burnout is everywhere. It's hard to find a more pervasive problem for employees in today's work world. So, what's a leader to do? How can you continue to drive results when your team is completely burnt out? In this course, tenured leader and executive coach Colleen Hauk shares insights and practical advice on how you can combat burnout for your team. Explore some of the high-level details of burnout, including what it is, why it happens, what the signs are that your team is experiencing it, and how you can step in to intervene. Discover the importance of taking care of yourself as a leader and modeling anti-burnout behaviors for your team. Colleen shows you how to better engage with specific individuals and tailor your approach to fit everyone's unique needs. Along the way, find out how to use some of her preferred leadership tools to help support your team's overall well-being—fanning brightness, not burnout.

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

Professional Development: Keep promoting the WHOLE policy and encourage a culture of learning.

Linkedin Learning	2019	2020	2021	YTD
# Completed Courses	133	566	485	715
% Staff Participation	7.6	9.4	16.2	28.6

<u>LEAD: Leadership Education & Development</u>	Supv	Non-Supv
# Staff Enrolled	34	51
# Staff Completed	26	45

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	21	37	28
SOI	36	32	26	26	38	27
	July	Aug	Sept	Oct	Nov	Dec
IDOH	28	39	34	32		
SOI	27	28	28	32		

Vacancy Rate (goal <25%/mo)

Definition: Percentage of Positions Vacant

	Jan	Feb	Mar	April	May	June
IDOH	17	17	17	18	17	16
SOI	--	--	--	--	--	19
	July	Aug	Sept	Oct	Nov	Dec
IDOH	15	16.8	15.4	17		
SOI	19	20	19.7	20		

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	13.4	15.8	17.1	19.52		
SOI	12.5	12.4	13.7	17.21		

	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)	82 bonuses / \$47,900
Remote Work (excl. field staff)	269 participating
Education Reimbursement	29 reimb / \$73,238.57
Referral Bonus	4 eligible applications

Performance Mgmt: 2019-2021

	2021	2020	2019
Exemplary	37	24	15
Exceeds	284	248	144
Successful	394	456	545
Other	58	107	99