

Performance & Development Division

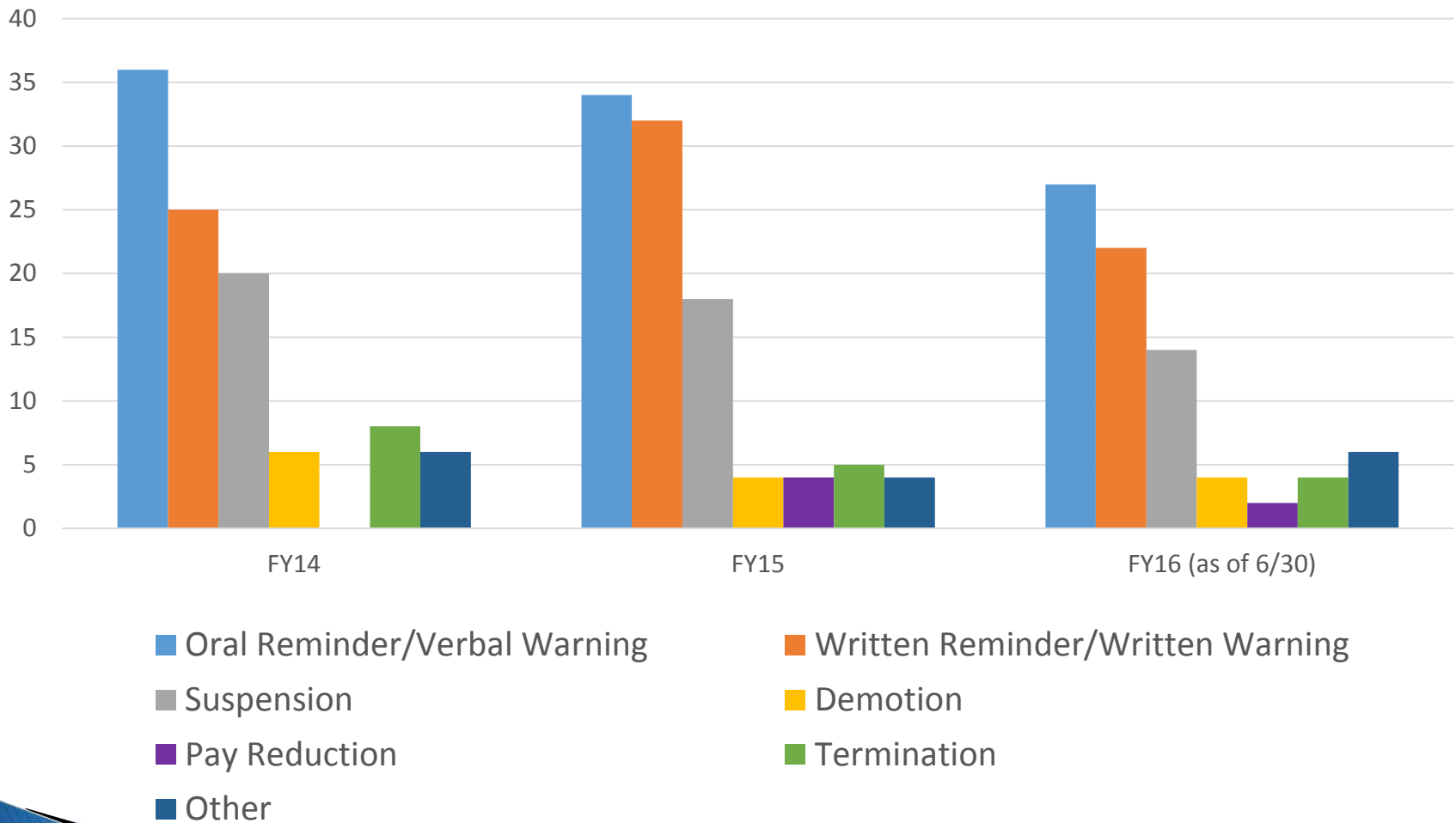
Unified Personnel Board Meeting | September 1, 2016

Employee Relations

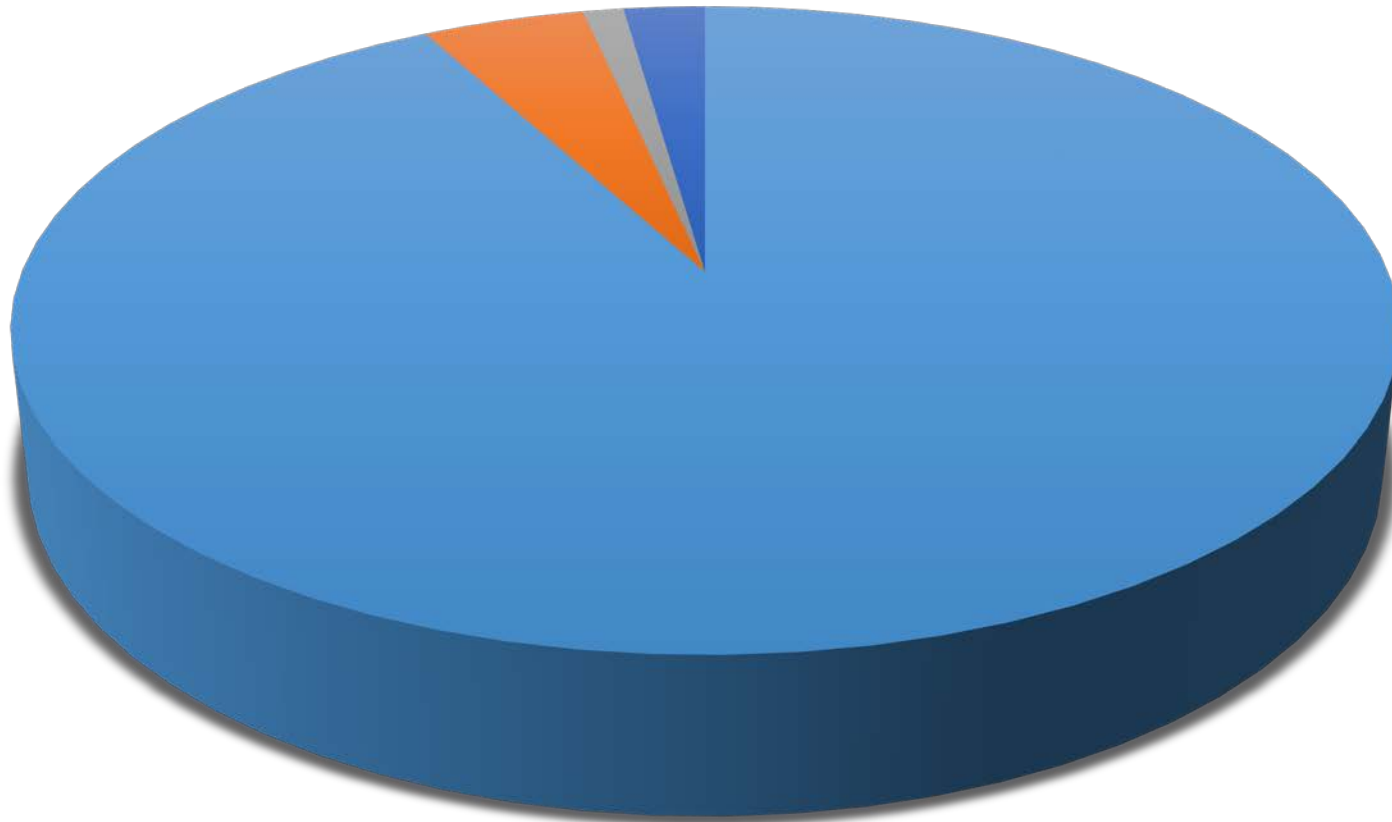
Employee Relations

- ▶ Conflict resolution/guidance
- ▶ Discipline and grievance processes
- ▶ Rules/policies interpretation
- ▶ Exit interviews
- ▶ Reemployment assistance processing (unemployment)
- ▶ Employee counseling
- ▶ EAC liaison
- ▶ Workplace investigations

Discipline by Action Taken

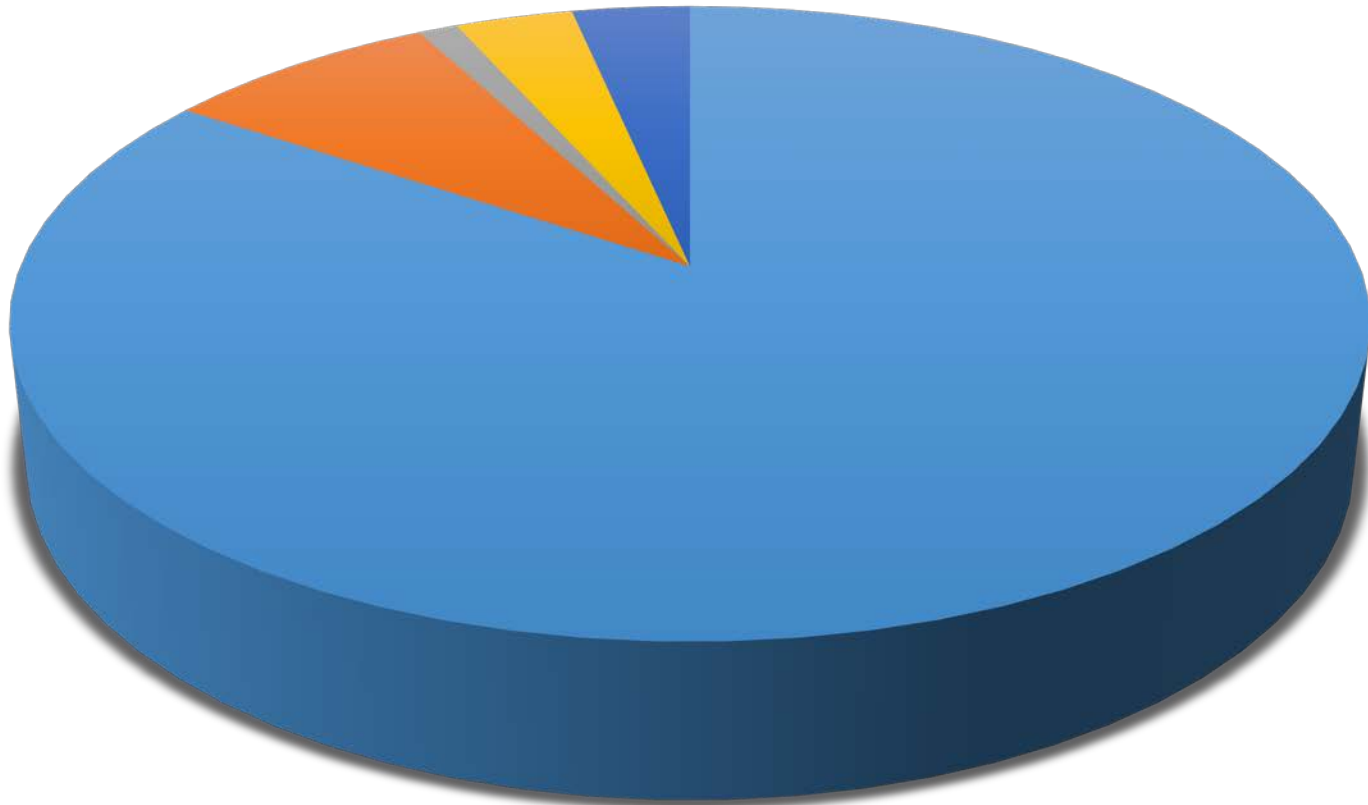


ER staff treated me with dignity and respect.



■ Strongly agree ■ Somewhat agree ■ Somewhat Disagree ■ Strongly Disagree ■ Not Applicable

I am satisfied with ER's response and handling of my situation.



■ Strongly agree ■ Somewhat agree ■ Somewhat Disagree ■ Strongly Disagree ■ Not Applicable



Leading the Way Conference

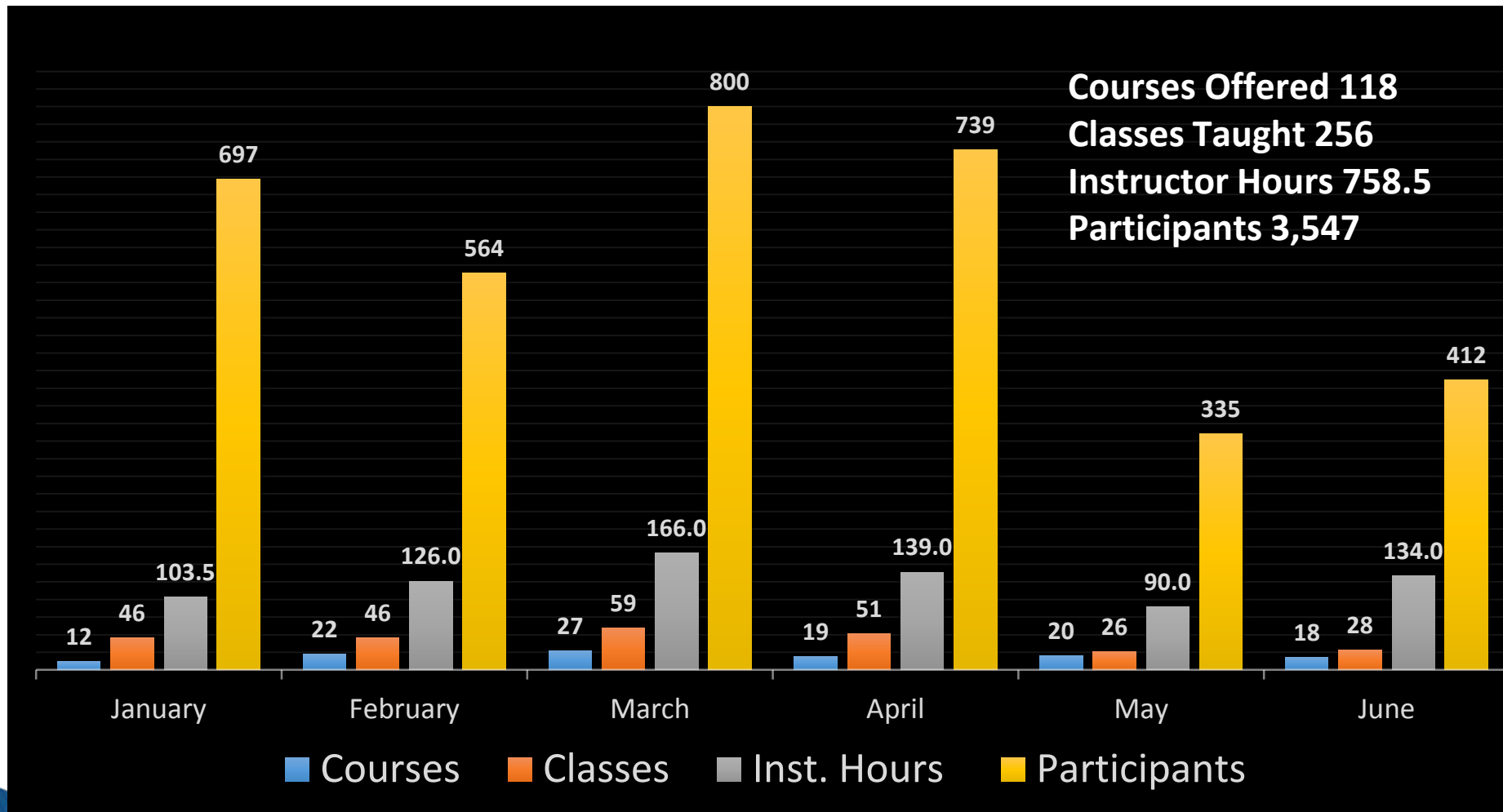
- ▶ Held September 6th at the EpiCenter
- ▶ Clerk of the Circuit Court, Ken Burke, keynote speaker
- ▶ HR Director, Holly Schoenherr, opening speaker
- ▶ Personnel Board Chair, Dr. Ricardo Davis, presenter
- ▶ 103 participants from all levels of organization
 - 7 different Appointing Authorities represented
 - 9 sessions focusing on leadership qualities offered
 - 100% agreed or strongly agreed that they will be able to apply something they learned to help grow career

Training & Development

Training & Development

- ▶ Consortium Training Catalog
- ▶ Customized and Specialized Training Programs
- ▶ Job Enhancement & Career Development/Tuition Reimbursement
- ▶ Internal Consulting & Organizational Development
- ▶ Conferences & Workshops
- ▶ Leadership Development

Training Summary



Current Instructor-Led Technology Training

- ▶ Microsoft Excel 2013 New Features
- ▶ Microsoft Outlook 2013 New Features
- ▶ Microsoft Word 2013 New Features
- ▶ Microsoft Office 2013 New Features
- ▶ Microsoft Excel 2013 First Steps
- ▶ Microsoft Skype for Business

Tuition Reimbursement

FY 2015

- ▶ \$163,179 reimbursed
- ▶ 329 enrollment requests processed
 - 132 Employees
 - 19 Technical
 - 34 “other”
 - 98 AA
 - 106 Undergraduate
 - 72 Graduate courses

FY 2016

- ▶ \$175,972 to date (as of Aug. 11)
- ▶ 383 enrollment requests processed
 - 137 Employees
 - 37 Technical
 - 10 “other”
 - 101 AA
 - 171 Undergraduate
 - 64 Graduate courses

Certified Public Manager (CPM)

- ▶ 233 UPS employees have started the program
- ▶ 142 UPS employees graduated
- ▶ First UPS employee graduated CPM June 1990



LEAD Program: Overview

- ▶ LEAD = Leadership Enhancement And Development
- ▶ Grow high potential employees through competency development, coaching and project expertise
- ▶ Guest leadership speakers
- ▶ 15 coaches representing the BCC, CCC, PAO & HRD
- ▶ Designed to last 24 months, up to 32 participants
- ▶ Very competitive selection process

Questions?