



June 11, 2015



In This Issue:

- ❖ NEOGOV Suspension Date Reminder
- ❖ Affirmative Action Program
- ❖ Reclassification Requests
- ❖ Reduction in Force
- ❖ Performance Management

The next scheduled HRO meeting will be on Thursday, June 25, 2015, from 10a.m.-12p.m. in Training Room 3 at the DOHR office, 1st Floor.

The first thing anyone can do, about any issue, is get informed. ---Adora Svitak

NEOGOV Suspension Dates

As has been discussed at the HRO meetings, there will be a shutdown period during which business in NEOGOV will be suspended. Please remember the following dates:

- June 19: Last day to submit requisition to post with 6/24 open date. All requisitions must be submitted by 4:00p.m.
- June 24-30 Last posting period
- July 9: Last day to refer lists to agencies
- August 17: First day to submit requisition to post with 8/26 open date

Please contact Sharon Moidja at Sharon.Moidja@tn.gov if you have any questions.

Affirmative Action Program

Each agency is requested to report the results of its 2014-2015 Affirmative Action Program by submitting an evaluation summary and a record of new hires within the Tennessee Affirmative Action Planning System (TAAPS). The web-based system can be accessed at <http://dohr.aap.tn.gov/AAP/Login.aspx>. For additional information, please click the following [link](#).

All questions should be forwarded to Lesley.T.Farmer@tn.gov or (615) 253-7685.

Reclassification Requests

As a reminder, please send reclassification requests to Class/Comp by June 12, 2015. Requests will reviewed and approved prior to the June 19th cutoff. If you have any questions, please contact Ritchie Worrell at Ritchie.Worrell@tn.gov.

Reduction in Force Shout Out

The Tennessee Department of Correction (TDOC) performed an amazing feat. The department was faced with the inevitable closing of the Charles Bass Correctional Complex in June 2015. Under the direction of Commissioner Derrick Schofield, the department set their sights to relocate 234 employees that could potentially be affected by a reduction in force. TDOC began discussing and planning their reduction in force with DOHR in November 2014. At that time, the goal was to relocate the employees into vacant positions while maintaining the level of staff needed at the complex to secure the remaining inmates until May 1, 2015. TDOC held weekly meetings with the affected employees to educate and identify potential position vacancies within the department. Ultimately, they achieved their goal with only two employees actually receiving a reduction in force notice letter.

Congratulations to TDOC for a job well done!

Cont'd:

Performance Management

"I have an employee transferring to a different department. How should I handle the performance management documents in Edison?"
 "What dates do I put on a PM document for an employee completing probation in the middle of a standard PM cycle?" These are just a few of the common questions asked pertaining to Performance Management. In order to provide you with a simple response to your inquiries, Employee Relations has created an easy to read chart below:

Employee Transfer/Promotion		
If...	Then...	Why?
Before July 1	Current Edison PM document should be printed for record-keeping purposes; cancel the document; new document must be created for the employee	If more than 90 days remain before the end of the standard PM cycle, the current PM document cannot be completed in Edison
After July 1	Current rater should complete the current cycle prior to the employee transfer/promotion to ensure the employee has a rating on record at the end of the Standard PM cycle	The standard PM cycle may only be completed if there are less than 90 days remaining until the end of the cycle

End of Probationary Cycle		
If...	Then...	Why?
Between October 1 – June 30	Employee should begin a short review cycle that contains all procedural steps in the PM cycle	The minimum amount of time to complete a PM cycle is 90 days; this allows the employee to transition to the standard PM cycle beginning October 1
Between July 1 – September 30	Employee will immediately begin a new review cycle on the first day of the following month that will extend through September 30 th of the next year	This will allow the review cycle to extend beyond the minimum 90 days and transition the employee into the next standard PM cycle

Remember, this chart may not be all inclusive of all situations that pertain to your agency. Additional information is available in [DOHR Policy 12-064-Performance Management Procedures and Processing](#). If you have questions or need assistance, please do not hesitate to contact the DOHR Employee Relations Division at 615-741-1646.

PM Tip of the Month: Since the deadline for Interim 2 is quickly approaching, now is the time to run the Interim 1 Past Due Query (TN_HR503_PM_INTERIM1_PAST_DUE). Remember, a rater must allow at least 30 days between the discussions of each procedural step.

[Click here to visit DOHR's Website](#)

[Click here to complete the DOHR Newsletter Feedback Survey](#)