

<u>Human Resources/ Organizational Development Calendar</u>			
November-17	December-17	January to March 2018	April to June 2018
<ul style="list-style-type: none"> • Finalize Assessment of Human Resources/ Organizational Development • Present Proposed Quarterly 2017-2018 Annual Planning Agenda <ul style="list-style-type: none"> o November-December, January-March, April - June 	<ul style="list-style-type: none"> • Review DWSD-HR/OD plan and Programs • Talent acquisition (proposed staffing per budget request, attraction, retention, and business development) • Operations (policies, processes, procedures) • Human resource information systems (compliance and file management) • Labor and employee relations (bargaining, policies, grievances, complaints) • Training • Performance Management (development of performance management tool) 	<ul style="list-style-type: none"> • Roll-out of Performance Management Program • Employee Goal Setting • FMLA Review/ Audit • Budget Preparation : Review Headcount; Assessment of Department Training Needs • Planning Phase of Department- wide Quality Control/ Assurance Program • File Maintenance: Phase One Stabilize Physical Location of Files, and Establish Purging Needs • Complete Assessment of implementation/ acquisition of HRIS/Payroll Systems (s) • Finalize Successor AFSCME Collective Bargaining Agreement 	<ul style="list-style-type: none"> • Mid- Year Performance Review • Final Performance Review • Finalize Unit Headcount and Training Needs for FY18-19 • Finalize Senior Accountants, Analysts & Appraisers Association (SAAA) • Collective Bargaining Agreement [presently under CET] • Discussions with: <ul style="list-style-type: none"> • Association of Municipal Engineers (AME) [presently under CET] • Michigan Building and Construction Trades Council, AFL-CIO(MBCT)[contract expired] • Utility Workers Union of America (UWUA) [contract expired] • File Maintenance: Compliance Review • HRIS/Payroll System Transition
July -August 2018	September- October 2018	November-18	December-18
<ul style="list-style-type: none"> • Analysis of the attendance Audit • Implementation of Performance Evaluation Outcomes (FY 17-18) • Year End Report of Human Resources Activities • Goal Setting FY 18-19 	<ul style="list-style-type: none"> • Analysis of Environmental Health and Safety <ul style="list-style-type: none"> o Complete Assessment of Personnel o Complete review of training needs and establish annual training calendar o Establish internal reporting and resolution protocols • Update DSWD Policy Manual, “The Way We Work” o Distribution and Orientation o Negotiate Teamsters successor collective bargaining agreement • File Maintenance [Personnel, Medical, Cases] o Relocation of files o Purge inactive files 	<ul style="list-style-type: none"> • Present Proposed Quarterly 2018-2019 Annual Planning Agenda • Update Policy Manual 	<ul style="list-style-type: none"> • Preparation for Mid-Year Performance • Initial Preparation of FY 19-20 • Head Count for Budget • Preparation for Staff Augmentation • Update planning calendar for January 2019- June 2019