

Administrative Services – Calendar Year 2021 Goals and Objectives – HUMAN RESOURCES As of : 1/21/2021

#	Item	Date	Status	Person	Notes
1	Distribution of Prevention Program (COVID)	Q1			Per OSHA requirements
2	Provide COVID related trainings to all staff	Q1			Per OSHA requirements
3	Assume Administration of Email & Phone Lists	Q1			Keep email group lists current (i.e. "All Staff" list).
4	Ongoing Contract Tracing/Track & Maintain FFCRA Lists	Q1			Continue to trace COVID cases as they come up and track FFCRA requests
5	Evaluate District HR Policies	Q1			Develop a plan for structure and distribution of HR Rules and Regulations, Policies and District Notices.
6	Performance Management Sub-Committee	Q1			Assemble a sub-committee and gain feedback from department representatives in designing the new Performance Management form/process.
7	District Notice - Leave of Absence / Paid Time Off	Q2			Guidelines, Process/Policy update; goal is consistency across the District and updates to existing policies and practices as necessary. All things leave related in one place. This is a lot of information.
8	Kronos Implementation – Leave of Absence	Q2			Provide an automated facility in support of new leave of absence policies
9	Health and Wellness Program	Q2			Continue to expand upon a formal Employee wellness program; pursue better utilization of existing resources (MHN, CAPRI)
10	District Notice - Performance Management Policy and Guidelines	Q2			Guidelines, Process/Policy document update (requirements for probationary period, requirements for on-going communication with employees , etc...)
11	Kronos Implementation – Performance Management	Q2			Provide an automated facility in support of new Performance Management guidelines
12	Performance Evaluations Due	Q2			Performance Evaluations due for all staff prior to step increases on July 1.
13	On-Boarding Process / New Hire Orientation	Q2			Revisit New Hire processes and methods of orienting new staff
14	Ramp Up Hiring	Q2			In hope that programs start to get back to some kind of normalcy
15	Start Tracking COVID Vaccinations	Q2			With the assumption that Vaccinations will be required for all staff.
17	District Notice – Compensation	Q2			Revisit policies for compensation, including On-Call, on-site during overnight assignments, comp for job-related certifications, multi-lingual skills, etc..)
18	Employee Communications	Q3			Effective use of Kronos and involvement in HR-focused elements of

					the District's Intranet
19	Open Enrollment	Q4			Continue with paperless enrollment
20	Training Administration	Q4			Establish processes for administering ALL District training activities, to include record keeping by employee. Recommended, required classes/certifications on specific technical topics, general management, IT applications, etc
21	HR Employee Development as needed (ongoing)				