

MONTHLY HRO NEWSLETTER

DOHR Retirements

Please join us as we congratulate Ritchie Worrell on his upcoming retirement. Ritchie's last day with the department will be Friday, July 31, 2015. Ritchie has been an integral part of the department and has served as the Director of Class/Comp for five years and has been with the department for thirty-five years. We wish him the best in his retirement.

Performance Management

Next stop.... Interim Review 2!

After the change in the regular [Performance Management timeline](#), we have arrived at Interim Review 2. As you know, employees on the standard PM cycle should have the second interim review discussion entered into Edison by July 31, 2015. Keep in mind that all raters and reviewers must complete the [Performance Management online training](#) in Edison prior to conducting and reviewing the performance of an employee. In order to help you achieve success with your interim reviews, we have provided a few tips below.

Things to avoid during the interim review:

- Avoid discussing only negative occurrences. Instead, provide positive and constructive feedback that focus on performance—on specific work outcomes and behaviors of the employee—not on the employee's personal "traits" or characteristics
- Avoid discussing other employees and comparison of employees. Instead, focus on the individual performance of the employee and what he or she is doing well.
- Avoid procrastination when scheduling the interim review discussion. Instead, be proactive. Prepare for unforeseen circumstances such as absences, unscheduled meetings or inclement weather.

If you have questions or need assistance, please contact the Employee Relations Division at 615-741-1646.

PM Tip of the Month: There are always employees who are completing probationary cycles. Below are queries you can run in order to keep you on track. It's recommended to run these queries at least twice a month.

- TN_HR511_PM_EE_COMPLETING_PROB
- TN_HR512_PM_EE_COMPLETING_FLEX

EEO Updates

This has been an amazing summer in the world of equal employment opportunity. Because you may have been buried in the Voluntary Buyout Program (VBP), we wanted to provide you an update on several issues. The EEOC has provided updates in religion, the family medical leave act, same-sex marriage, and the fair labor standards acts – just to name a few.

In more recent news, the Equal Employment Opportunity Commission (EEOC) issued a decision on July 16, 2015, clarifying that complaints alleging discrimination based on sexual orientation are sex discrimination under Title VII of the Civil Rights Act of 1964. While the EEOC admitted sexual orientation is not explicitly listed in Title VII, the EEOC held sexual orientation discrimination claims fall under Title VII because the claims rely on sex-based considerations or take gender into account when there is a challenged employment action. It is associational discrimination based on sex, and it necessarily involves discrimination based on gender stereotypes.

It is unknown at this point how courts will rule on this issue. However, human resources professionals and managers should be made aware.

If you have any questions regarding the updates or EEOC decision, please contact Lesley Farmer at Lesley.T.Farmer@tn.gov.