

Upskilling

Recognize that your staff want to learn and grow in their jobs. Ask team members to identify opportunities for personal and professional growth. Resolve to sponsor, support, and encourage skills building and learning for team members at all levels.

Health, Safety, and Employee Wellbeing

Employee wellbeing and productivity are inextricably linked!

Let your entire team know that their safety and wellbeing are key to the team and agency's success.

POST-PANDEMIC HR

Vaccination Mandates

Policies mandating vaccination are increasingly common across the public, business, and nonprofit sectors.

An effective policy should clearly identify the scope and which positions may only be occupied by vaccinated staff.

Make your rationale clear: emphasize that the policy is part of your commitment to protect the health and wellbeing of employees and individuals you support.

Clarify the deadline by which staff members must be fully vaccinated.

Provide information on where employees can go to get vaccinated.

Explain how staff will be able to demonstrate proof of their immunization; remind staff that such **evidence will be kept confidential and separate** from personnel files.

Explain the process to request an exemption or accommodation to the policy and affirm that retaliation for exercising the right to an accommodation is prohibited.

Provide a point of contact—preferably in HR, not a direct supervisor—for requests for an exception or accommodation.

Delineate the consequences for failing to comply with the policy, such as increased safety measures, unpaid leave, or termination.

Flexible Work

Flexibility is your most important lever to retaining your top performers!

Identify ways in which your workplace or HR policies are inflexible; reflect on the potential cost of that inflexibility.

Resolve to infuse greater flexibility into your workplace.

