

MDC PLANNING PROCESS TO ADDRESS HUMAN RESOURCE ISSUES

GOAL 1
NOTIFY EMPLOYEES OF POSSIBLE CONVERSION OF MDC

Objective 1.1: To assure that all MDC staff members are well informed of the possible conversion

Action	Person Responsible	Status	Target Date	Date Complete
1. Have group meetings with employees to inform them of the possible conversion of MDC			05/10/06 and thereafter	
2. Post the General Notice of Anticipated Layoff on the Website and MDC bulletin boards			05/15/06	
2. Schedule individual meetings with employees to answer questions unique to their situation. Devise a plan with Greg and John on how to proceed.			Beginning 05/29/06	

GOAL 2
SELECT POSITIONS TO REMAIN AT MDC BASED ON NEED; PLACE EMPLOYEES IN POSITIONS BASED ON SENIORITY; AND SELECT POSITIONS THAT ARE TO BE ABOLISHED

Objective 2.1: Identify employees in each job class and level based on seniority

Action	Person Responsible	Status	Target Date	Date Complete
1. Review ISIS adjusted service date (ASD) reports and sort the list of employees by job class, level and seniority			05/02/06	
2. Draft and issue a letter to all employees informing them of their adjusted service date on record and request that they sign a statement agreeing or disagreeing with ASD.			05/09/06	

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Action	Person Responsible	Status	Target Date	Date Complete
3. Assure that all signed statements are received. If not, make a list of employees who did not submit a signed statement and contact or send them a reminder of due date.			05/12/06	
4. Meet with employees who does not agree with the ASD on record and give them an opportunity to submit any documentation(s) to support their disagreement.			05/17/06	
5. Prepare an updated list of employees with any correction of ASD sorted by job class, level and seniority.			05/18/06	

Objective 2.2: Identify positions that will be needed at MDC and either update current job descriptions or write new job descriptions for new positions

Action	Person Responsible	Status	Target Date	Date Complete
1. Review the organizational chart based on the conversion; identify the number of positions needed to remain at MDC and prepare a draft list by job titles.			05/09/06	
2. Utilizing the list, identify the employees to be placed in the positions by job titles and seniority.			05/10/06	
3. Develop a revised organization chart with employees assigned to each position based on the list.			05/11/06	
4. Update current job descriptions and write job descriptions for new positions and submit to Civil Service for proper allocation. MDC Administration will draft job descriptions with technical support from HR.			05/26/06	

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Objective 2.3: Identify positions (with employee's name if filled) that will be abolished

Action	Person Responsible	Status	Target Date	Date Complete
1. Develop a list of positions to be vacated/abolished by job titles, career fields (including names of employee)			05/31/06	
2. Submit the list to the appointing authority for review and approval			06/01/06	

GOAL 3

WORK ON FINDING ALTERNATIVE EMPLOYMENT FOR EMPLOYEES IN TARGETED POSITIONS

Objective 3.1: To identify available vacant positions within OCDD facilities that can be made available to MDC employees to continue employment within OCDD

Action	Person Responsible	Status	Target Date	Date Complete
1. Contact HR Directors from other OCDD facilities (i.e., developmental centers, regional offices, waiver units, central office) to obtain a list of vacant positions that MDC employees may be eligible to apply for.			05/09/06	
2. Draft a memo to employees informing them of the a) different vacancy lists; b) different areas the vacancy lists will be posted; c) upcoming recruitment days; and d) request to notify us if they are interested in being interviewed for any of the positions.			05/10/06	

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Action	Person Responsible	Status	Target Date	Date Complete
3. Review the request for interviews from employees to determine how many recruitment days will be needed to accommodate all employees.			05/16/06	
4. Coordinate with HR Directors to schedule Recruitment Days to give MDC employees an opportunity to interview for vacant positions. (The number of Recruitment Day(s) scheduled depends on how many employees are interested in an interview.			05/16/06	
5. Coordinate with HR Directors to setup interview schedules for interested employees			05/17/06	
6. Host recruitment day(s) for OCDD facilities. This would give employees the opportunity to meet with a representative from each facility to answer any questions or concerns they might have the positions.			05/22/06?? 05/23/06??	
7. Follow-up with each facility to determine which employees were offered and accepted jobs.			05/26/06	
8. Draft a list of employees who accepted an offer and submit to Greg Andrus for review.			05/26/06	
9. Meet with Greg to discuss the effective date of the reassignment of employees who accepted job offers.			05/30/06	
10. Inform employee and contact OCDD HR Director to coordinate the reassignment.			05/31/06	

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Objective 3.2: Organize and host a Job Fair with participation from other State Agencies to interview MDC employees for available vacant positions with the hopes of the employee obtaining a job offer for continued State employment

Action	Person Responsible	Status	Target Date	Date Complete
1. Meet with the Assistant Secretaries from DHH, OMH, OAD, OPH, Districts and Authorities and Civil Service to solicit their participation in a job fair and to assign a contact person for their agency to coordinate date and time for the Job Fair.			05/10/06	
2. Contact representatives to obtain a list of available vacant positions at their facilities.			05/16/06	
3. Draft a memo to employees informing them of the a) different vacancy lists; b) different areas the vacancy lists will be posted; c) upcoming recruitment days; and d) request to notify us if they are interested in being interviewed for any of the positions.			05/17/06	
4. Review the request for interviews from employees to determine how many recruitment days will be needed to accommodate all employees.			05/23/06	
5. Coordinate with HR Directors and Civil Service to schedule Job Fair to give MDC employees an opportunity to interview for vacant positions. (The number of Job Fair Days scheduled will depend on how many employees are interested in interviewing.			05/24/06	

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Action		Status	Target Date	Date Complete
6. Coordinate with HR Directors to setup interview schedules for interested employees.			05/25/06	
7. Host job fair day(s) for Other State facilities. This will give employees the opportunity to meet with a representative from each facility to answer any questions or concerns they might have the positions.			05/29/06 05/30/06	
8. Follow-up with each agency to 1) thank them for their participation and 2) to determine which employees were offered and accepted jobs.			06/06/06	
9. Draft a list of employees who received and accepted job offers based on the job fair and submit to Greg Andrus.			06/09/06	
10. Meet with Greg to discuss the effective date of the reassignment of employees who accepted a job with another State Agency.			06/13/06	
11. Inform employee and contact the State Agency's HR Director to coordinate the reassignment.			06/15/06	

Objective 3.2: Organize and host a Job Fair with participation from private providers with the hopes of obtaining job placements for MDC employees outside of State employment

Action	Person Responsible	Status	Target Date	Date Complete
1. Meet with the Appointing Authorities from Private Providers to solicit their participation in a job fair and to assign a contact person for their agency to coordinate date and time for a Job Fair.			05/10/06	

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Action		Status	Target Date	Date Complete
2. Contact representatives to obtain a list of available vacant positions at their agency			05/11/06	
3. Draft a memo to employees informing them of the a) different vacancy lists; b) different areas the vacancy lists will be posted; c) upcoming job fair day(s); and d) request to notify us if they are interested in being interviewed for any of the positions.			05/16/06	
4. Review the request for interviews from employees to determine how many job fair day(s) will be needed to accommodate all employees.			05/23/06	
5. Coordinate with representative to schedule Job Fair to give MDC employees an opportunity to interview for vacant positions. (The number of Job Fair Day(s) scheduled will depend on how many employees are interested in interviewing for the different vacant positions).			05/24/06	
6. Coordinate with representative to setup interview schedules for interested employees.			05/25/06	
7. Host job fair day(s) for Private Providers. This will give employees an opportunity to meet with a representative from each agency to answer any questions or concerns they might have about the positions.			06/06/06	

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Action	Person Responsible	Status	Target Date	Date Complete
8. Follow-up with each Private Provider to 1) thank them for their participation and 2) to determine which employees were offered and accepted jobs.			06/08/06	
9. Draft a list of employees who received and accepted job offers based on the job fair and submit to Greg Andrus.			06/13/06	
10. Meet with Greg to discuss the effective date of employment for employees who accepted a job with a Private Provider.			06/14/06	
11. Inform employee and contact the Private Provider's representative to coordinate the employment.			06/20/06	

GOAL 4
PROVIDE MDC EMPLOYEES ACCESS TO DIFFERENT ON SITE SERVICES AND RESOURCES TO EXPLORE THE DIFFERENT OPTIONS THAT ARE AVAILABLE TO THEM

Objective 4.1: Plan on-site orientation sessions to assist employees in making personal decisions during the transition

Action	Person Responsible	Status	Target Date	Date Complete
1. Coordinate with the following agencies to schedule a date and time to have a representative conduct orientation sessions with MDC employees: LASERS – to answer any questions re retirement options GROUP BENEFITS – to answer any questions re insurance options.			05/04/06	

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Action	Person Responsible	Status	Target Date	Date Complete
2. Draft a memo to inform MDC employees of the date(s) orientation sessions will be held, as well as, post flyers in different areas			05/18/06	
3. Schedule a time for a orientation session for employees who are interested in meeting with the above representatives.				
3. Host Orientation Sessions			05/31/06 - 06/02/06	

Objective 4.2: Provide on-site services and resources to inform employees of benefits that are available during their transition from one job to another

Action	Person Responsible	Status	Due Date	Date Complete
1. Coordinate and schedule a date for the Department of Labor (DOL) "Rapid Response Team" to come out and 1) bring trained specialists to assist employees cope with job change and 2) gather information about employee's needs so they can organize the services necessary to help them return to work.			06/05/06	
2. Develop a plan on how to schedule the different employee orientation meetings on the date the Team will be scheduled.			06/09/06	
3. Develop flyers to inform employees about the Rapid Response Team and advise them of the date and time.			06/07/06	
4. Host counseling and educational sessions from the Rapid Response Team.			06/14/06 06/15/06	

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GOAL 5

ASSURE THAT ALL CIVIL SERVICE PROCEDURAL GUIDELINES ARE FOLLOWED FOR IMPENDING LAYOFF

Objective 5.1: Assure that all steps in the Layoff Checklist – Procedural Guidelines are followed per Civil Service Rules for a Impending Layoff

Action	Person Responsible	Status	Due Date	Date Complete
1. Post the “General Notice of Impending Layoff” which includes the contents of Civil Service Rule 17.13 – Responsibilities of Employees Affected in a Layoff, on agency website, bulletin boards, etc.			Immediately after notification of conversion	
2. Draft Layoff Plan (include Personnel Action Fiscal Impact Statement) by identifying positions to be abolished or employees who occupy positions for which there is currently no available work and/or funding.			Depending on #1	
3. Individually notify affected employees – delivery either by hand, fax, e-mail or mail (if mailed allow 7 days for receipt and an additional period : 1) Individual Notification of Pending Layoff with the following attachments: proposed layoff plan signed by appointing authority and coy of Rule 17.13				
4. Deliver the proposed layoff plan with the Personnel Action Fiscal Impact Statement to DOA for approval (Anne Graham).				

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Action	Person Responsible	Status	Due Date	Date Complete
5. Notify the Department of State Civil Service (DSCS) of DOA Approval				
6. Deliver the proposed layoff plan to DSCS with a memo indicating the date that the last individual notice to affected employee was delivered or mailed.				
7. Forward copies of employee comments to DSCS (Julia Turner) as they are received (Day 2-15)				
8. Obtain a copy of the approved plan from Civil Service - Appointment freeze (17.16) begins and remains in effect until the Department Preferred List is established.				
9. Distribute approved layoff plan, appropriate memos and forms to each affected employee (See DSCS Layoff checklist)				
10. Document the date the last notice of layoff was given				
11. LAYOFF goes into effect. Appointment freeze remains in effect until the Department Preferred List is established				
12. Submit Post-Layoff Report to DSCS and DOA (include an updated Personnel Action Fiscal Impact Statement)			15 days after effective date	