

TOSI/HR Commitments January 2024 (working draft v2)

Based on SAC Faculty Senate Suggestions – about Meeting with Employees on Personnel Matters

- **We will be sure to share the meeting purpose with the employee in advance.**
We will make the purpose clear when scheduling and be clear about who will be attending.
- **We will limit the number of people meeting with the employee to 1 or 2**
Such as: HR Partner & Supervisor, or HR Partner & 2nd interviewer (such as for Civic Rights Process B)
- **We will no longer put employee signature lines on memos to employees about personnel matters/actions**
- **We will include language in memos that lets the employee know how to appeal any personnel action**
- **During the meeting with an employee we will always:**
 - *1st fully shared the issue/concern(s) with the employee;*
 - *then, give the employee a chance to respond to the information; and,*
 - *only thereafter, take any necessary personnel action.*

HR/TOSI Suggestions – Regarding our Professional Practice

- **We will not call our HR work an “Investigation” or allow others to refer to our work that way, unless it actually is a formal investigation.**
Our investigations are formal under Civil Rights Policies/Procedures or with Internal Audit
- **We will relaunch Rounding. We will round at colleges other than our own, so different input and insights from different HR Professionals are collected.**
Regain this important flow of information we had during COVID to function proactively and assist early.
- **Continue our plan to transition to HR Restorative Practice in 2024.**
Schedule facilitator in to begin work with the TOSI team, all employees and leadership