



State of Delaware

Department of Human Resources

November 13, 2020



DHR: About



**The Department of Human Resources is comprised of 267 employees in
16 HR-centralized Executive Branch agencies.**

Department of Agriculture

Department of Correction

Department of Education

Department of Finance

Department of Health and Social Services

Department of Human Resources

Department of Labor

Office of Management and Budget

Delaware National Guard

Department of Natural Resources & Environmental Control

Department of Safety and Homeland Security

Department of Services for Children, Youth and Their Families

Department of State

Delaware State Housing Authority

Department of Technology and Information

Department of Transportation

DHR: Mission and Vision

MISSION

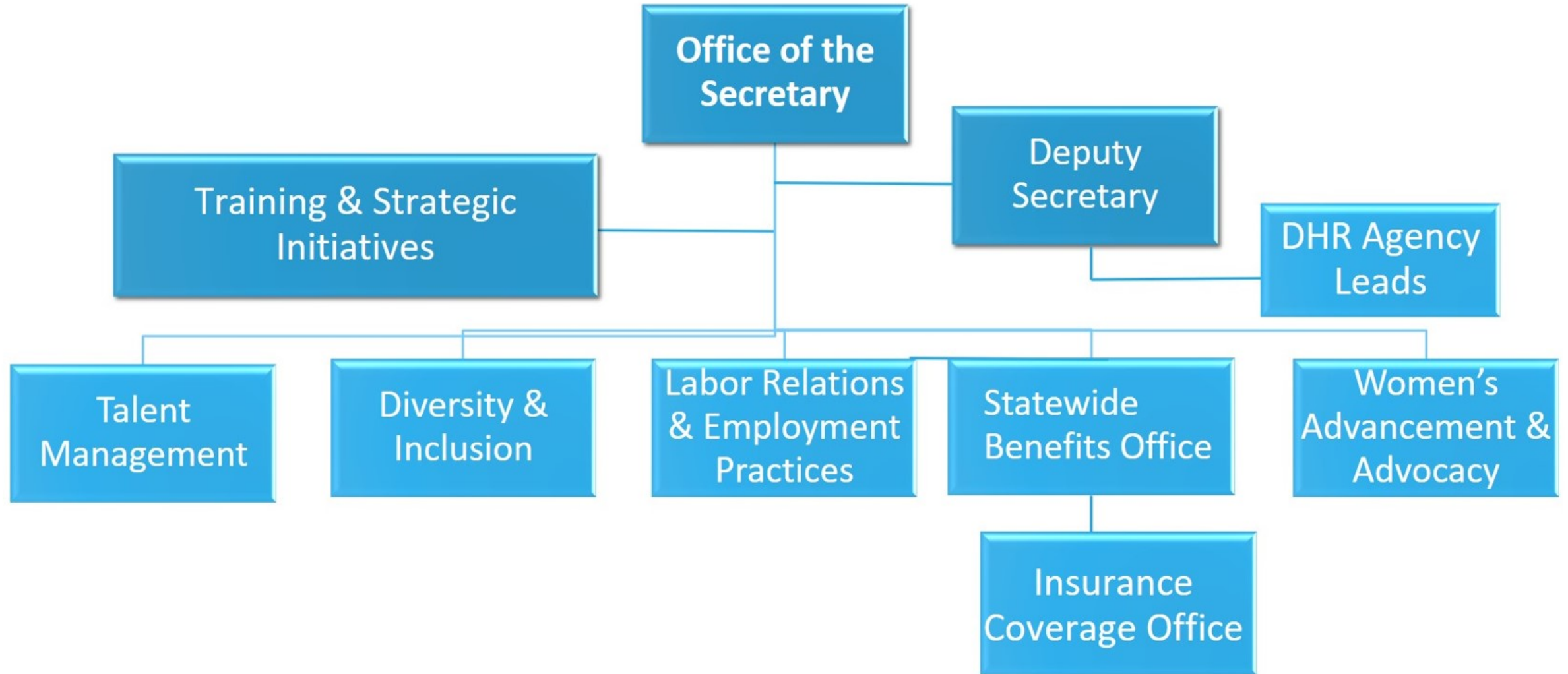
To attract, develop, and retain an engaged and diverse workforce while fostering a healthy, respectful, safe and productive work environment for those whom we serve.



VISION

A global best practice in the delivery of human resources services.

DHR: Agency Structure





FY20: DHR operated within its appropriated budget.

FY21: Although faced with new challenges related to the COVID-19 pandemic, DHR remains on track to again operate within its appropriated budget.

FY22: DHR will continue seeking new efficiencies and operate in a fiscally-responsible manner.

Statewide Benefits Office

Provides health care programs to over 127,000 employees, retirees, and dependents and approximately 120 employee groups.

Statewide Benefits



Welcome to the Statewide Benefits Office (SBO) website. Our motto "Benefits Made Easy" focuses on the goal of helping our members understand their benefits by giving them the information, resources and tools they need when they need them, so they can make the most of their benefits and healthcare dollars.

Let's Begin! Please select your group below:

State Agency Employees >

DOE, K12, DTCC & DSU Employees >

Participating Groups (Including UD) >

COBRA Participants >

State Pensioners - Non-Medicare >

State Pensioners - Medicare >

Stay Informed



COVID-19 Updates

Learn more about your benefits and COVID-19



Choosing the Right Care

Care options, cost, location, quality & safety info.



News & Announcements

View the latest benefit news and announcements.



Benefits Training

Learn more about benefits through interactive courses.



Employee Spotlight

View & submit testimonials about your benefits.



Upcoming Events

Learn more about upcoming events and important dates.

- Comprehensive and Cost-Effective Health Care
- Network of High-Quality Surgeons of Excellence
- Telehealth Solutions
- Virtual Biometric Monitoring
- Educated Plan Participants



Benefits Menu

Home

Select Your Group

Policies & Procedures

Benefits & COVID-19

Healing & Wellness/EAP

State Employee Benefits Committee (SEBC)

Secure Ben Rep Site

Contact Information

Feedback

Social Media

Your Benefits and COVID-19



COVID-19 IMPORTANT BENEFIT UPDATES & ANNOUNCEMENTS

- + COBRA Election Period Extended During COVID-19 Emergency
- + Important Notice About Your Health Plan and Disability Plan Appeal Deadlines Due to COVID-19 Emergency Effective July 29, 2020
- + Qualifying Event Notification Changes
- + EyeMed Special Offering for Vision Plan Members

Healing & Wellness Resources



The State of Delaware places the highest priority on the health, safety and wellbeing of State of Delaware employees and members of the State of Delaware Group Health Plan. We've put together the following healing and wellness resources in one easy to find location to help you and your families during these unprecedented times.

Test Your Knowledge

IMPORTANT BENEFIT UPDATES & ANNOUNCEMENTS

- + Rethink Benefits Provides Family Support for Learning, Social, Behavioral and Developmental Resources

BENEFIT RESOURCES & INFORMATION

- + 24/7 Support & Referral Services
- + Employee Assistance Program + Work/Life Support Services
- + Resources to Support Children
- + Aetna Resources
- + Highmark Delaware Resources

Statewide Benefits Office

Throughout the COVID pandemic, the Statewide Benefits Office continues to focus on the health and wellbeing of employees.

- Health Insurance Programs Modified to Deliver Care Safely
- Employee Assistance Program Expanded
- Online Resources Enhanced

Your Benefits and COVID-19

Healing and Wellness



Delaware Governor John Carney

Governor Carney Declares State of Emergency to Coordinate Tropical Storm Response and Recovery

WILMINGTON, Del. - Governor John Carney on Tuesday issued a [State of Emergency](#) to coordinate response and recovery efforts following the high winds, heavy rainfall, tornadoes, and flooding due to Tropical Storm Isaias. The State of Emergency is effective as of 3:00 p.m. on Tuesday, August 4, 2020, until further notice.

“Several communities in Delaware experienced significant damage from Tropical Storm Isaias,” said **Governor Carney**. “We are declaring a State of Emergency to provide coordinated assistance for response and recovery efforts from this storm damage. Severe weather can happen quickly. I urge all Delawareans to stay safe, and prepare for any future weather events by visiting [preparede.org](#).”

The State of Emergency allows the Delaware Emergency Management Agency (DEMA) to direct and coordinate the resources to assist with response in the areas affected by the storm. The State of Emergency also directs the Delaware Department of Transportation and the Delaware State Police, in consultation with DEMA and the Secretary of the Department of Safety and Homeland Security, to close bridges and roads as necessary to protect the health and safety of Delawareans and travelers.

[Click to read State of Emergency.](#)



Power lines hung in the street and broken trees dotted yards on Division Street in Dover after storms blew through the area on Tuesday, August 4, 2020. Jenna Miller/Delaware News Journal

Insurance Coverage Office

The Insurance Coverage Office manages insurance programs and claims for state employees, the public, and the state's physical assets.

- State Property Damage Response
- Agency and School District Coordination
- Federal Funding Request Collaboration



Diversity and Inclusion

Guides efforts to define, and cultivate equity, diversity, and inclusion throughout state government.

- Listening Sessions
- Accountability
- Talent Acquisition
- Marketing Plan Focus
 - Hard-to-Fill Positions
 - Rewarding Career
 - Respectful, Family-Friendly Environment

Talent Management

Provides advice and guidance to deliver global best practices in human resources services and develops and implements consistent policies and procedures for Executive Branch agencies



CORONAVIRUS (COVID-19)

On March 13, 2020, in preparation for the possible community transmission of coronavirus (COVID-19), Governor Carney declared a [State of Emergency](#) due to a Public Health Threat. [Modifications](#) to this declaration and [Additional Orders](#) have subsequently been issued.

The Department of Human Resources created this single resource page to update state employees on the latest information regarding policies, practices and procedures related to COVID-19. This information can also be found in appropriate locations throughout DHR's website. The safety and well-being of state employees is our first priority. Information on this page will continually be updated as new information becomes available. Please be sure to check back often.

Questions or concerns should be discussed with your supervisor or with your agency HR representative.

Guidelines & Policies

- [COVID-19 Coronavirus FAQs for State Employees](#)
- [COVID-19 Families First Coronavirus Response Act – State of Delaware Guidance](#)
- [COVID-19 Families First Coronavirus Response Act \(FFCRA or Act\) – Employee Rights](#)
- [COVID-19 Leave Policy](#)
 - [COVID-19 Federal Emergency Paid Sick Leave \(FPSL\) Request Form](#)
 - [COVID-19 Federal Emergency Family and Medical Leave Act Expansion Leave \(FPEL\) Request Form](#)
- [COVID-19 Borrow-Ahead Leave Procedure](#)
 - [COVID-19 Borrow-Ahead Leave Agreement Form](#)
 - [COVID-19 Borrow-Ahead Leave Spreadsheet](#)

Associated Policies & Information

- [State Employee Benefits & COVID-19](#)
- [Telecommuting Policy](#) 

- Employee Relations
- Classification and Compensation
- ADA Compliance
- Ensures Consistency During COVID
 - Federal and State Laws/Regulations Interpretation
 - Policy Revisions
 - Position Reclassifications

Labor Relations and Employment Practices



Represents the state in matters before the Merit Employee Relations Board, the Public Employment Relations Board as well as in discrimination matters before the Delaware Department of Labor and/or U.S. Equal Employment Opportunity Commission.

- Advice and Counsel
 - Collective Bargaining Agreements
 - Merit Rule Interpretation
- Discrimination Matters
- Statewide Labor Management Committee Meetings

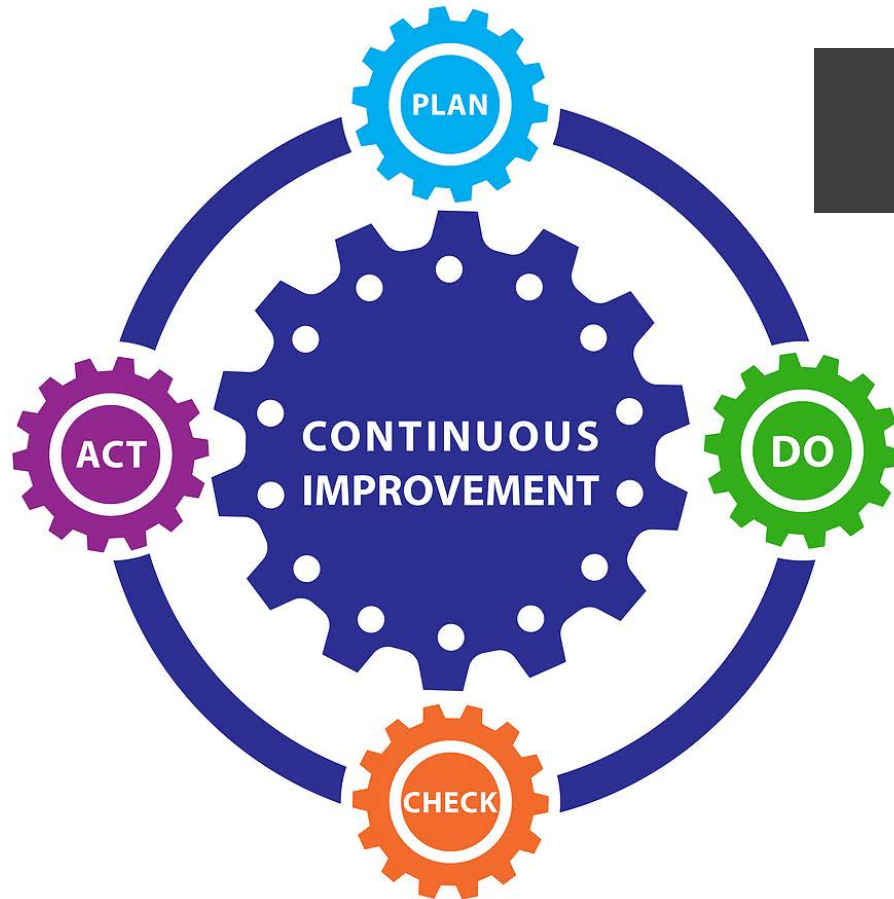


Training and Strategic Initiatives

Provides education, training and career development opportunities to employees that support agency's missions and result in improved performance.

- Traditional Classroom to Virtual Environment
- Delaware Learning Center
- New Online Training Courses Offered
 - Health and Wellness
 - Office Productivity
 - Compliance and Safety
 - Communication
 - Leadership
 - And More ...

Continuous Quality Improvement Practitioner Certificate Program



With support of the Governor's Efficiency and Accountability Review (GEAR) Board, DHR is implementing a Continuous Quality Improvement Practitioner Certificate Program.

- Creates Trained Practitioners to Facilitate Quality Initiatives
 - Project Management
 - Change Management
 - Business Process Improvement

DELAWARE WOMEN



AND THE IMPACT OF COVID-19

July 2020



EMPLOYMENT



HEALTH
DISPARITIES



ECONOMIC
SECURITY



SOCIAL
INEQUITIES

Office of Women's Advancement and Advocacy

The Office of Women's Advancement and Advocacy supports and advocates for Delaware women.

- Issued *Delaware Women and the Impact of COVID-19* Report
 - Employment
 - Health Disparities
 - Economic Security
 - Social Inequities

FY22 Budget Request



The Department of Human Resources is requesting an **increase of \$468,000 in Appropriated Special Funds spending authority** as follows:

\$190,000 to support the continued implementation of a marketing plan to recruit hard-to-fill positions. This will be added to the current \$85,000 marketing budget to complete the project.

\$253,000 to be combined with \$197,000 allocated in our current budget to fund an enhanced recruitment, classification, and onboarding system.

\$25,000 to be used for legal counsel as appropriate

FY22 Budget Request



DHR is also requesting:

An additional **\$2,951,500** to bring the total of the Self-Insured Fund to \$7,000,000. This fund satisfies mandatory insurance requirements for all state vehicles, buildings, and police professional liability.

\$1,500,000 increase to the State's premium insurance account to cover property and aviation premiums

DHR has identified a 5% general fund reduction in the amount of **\$957,140**. This will include a reduction of **\$946,540** from DHR's General Fund Personnel line and **\$10,600** from DHR's Operating line.



Thank you!



Questions?