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

Office of the Secretary

- Deputy Secretary
- DHR Agency Leads

Training & Strategic Initiatives

- Talent Management
- Diversity & Inclusion
- Labor Relations & Employment Practices
- Statewide Benefits Office
- Women’s Advancement & Advocacy
- Insurance Coverage Office
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.

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

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
- Participating Groups (Including UD)
- State Pensioners - Non-Medicare
- DOE, K12, DTCC & DSU Employees
- COBRA Participants
- 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.

Department of Human Resources 11.13.20
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
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
  o Hard-to-Fill Positions
  o Rewarding Career
  o Respectful, Family-Friendly Environment
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 (FFCRA or Act) – Employee Rights
- COVID-19 Leave Policy
  - COVID-19 Federal Emergency Paid Sick Leave (FPLS) 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

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.

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