

Looking Back, Moving Forward

HR 2021
Year in Review



HR's 2021 Year in Review

With the start of 2021, DHR remained focused on employee health and safety. We built upon the foundation laid in 2020 and developed strategies for addressing new and ever-changing issues.

The availability of the COVID vaccine in early 2021 brought new opportunities to be even more creative, flexible and resilient in how we support employees, conduct business and serve our constituents.

We celebrate our successes over the last 24 months with an eye toward maximizing lessons learned and optimism for the future.

Employees First

Beginning January 2, 2021, DHR and the Department of Cable and Consumer Services supported the Health Department's Vaccination Clinic at the Government Center, which is still in place.

Since the clinic started, **nearly 500,000 vaccinations have been administered** at the Government Center.



Breaking New Ground

- DHR produced and implemented the **county's vaccination policy**, outlining employee vaccination requirements
- DHR collaborated with DIT on the **development of the Employee Vaccination Verification Application (EVVA)**
- **Enhancements to the EVVA** made in 2021 included:
 - Dashboard Report
 - Ability to add booster info
 - Repository for employee vaccination exemption requests
- DHR and partner agencies also collaborated to **enhance delivery of mask/face covering information.**



Employees First



DHR's Employment Division continued its innovative job match program, placing 40 employees from Housing and Community Development with agencies experiencing increased demand.

The Board of Supervisors approved not one, but ***two bonuses for employees***. The first was paid in April and the second in October 2021.

Following the 2020 recognition of **Juneteenth** (short for June 19) as a county holiday, **the county adopted Juneteenth as a permanent county holiday.**

Juneteenth marks the day when federal troops arrived in Galveston, Texas in 1865 and took control of the state ensuring that all enslaved African-Americans were freed, two and a half years *after* the Emancipation Proclamation ended slavery in the U.S.

Agency Innovation

Neighborhood and Community Services (NCS)

HR Socials

The HR OD&T Unit of NCS held HR **Socials during the pandemic, creating a virtual space for the NCS HR Team** to come together on a regular basis to connect, celebrate, share hobbies, recipes and advice and, most importantly, have fun. The **socials improved team morale and group camaraderie** by building positive work relationships and friendships. NCS HR team members have grown closer and remained connected while weathering the COVID-19 storm.

Facilitator Training

Eighteen NCS staff members (nine facilitation pairs) volunteered to be trained as facilitators for the ***Race: The Power of an Illusion*** video discussion sessions. The facilitators **led video group discussions for approximately 200 NCS staff** to support this important effort. The success of their efforts was two-fold: **NCS staff facilitators gained a new skill, and employees** who participated **gained knowledge about structural and institutional racism.**

Agency Innovation

Department of Planning & Development (DPD) HR

DPD proudly supports Fairfax County's workforce development and diversity initiatives by collaborating with Fairfax County Public Schools (FCPS) Career Transition Services to sponsor students with special abilities in developing their talents and exploring career pathways in local government. The student interns learn workplace readiness skills in the real world.

Seven FCPS interns work in DPD assisting with two digitization projects: the preparation of Architectural Review Board (ARB) approved case files (for migration to the PLUS application) and assisting with the Property Street files for the Zoning Permits Section.

These interns provide invaluable assistance to DPD by performing critical & time-consuming tasks.



Benefits

In 2021, **DHR's Benefits Division** continued to adapt and improve upon reaching employees, retirees and their families. After a successful pivot to an all-virtual Open Enrollment in 2020, there **was increased interest and participation in online education** and information sessions offered during the 2021 *all-virtual* Open Enrollment period.

The Benefits Division also offered a second Special Election Period after The Consolidated Appropriations Act, 2021 was signed into law in December 2020. The new guidelines allowed employers to offer extended grace periods, a carry forward for aged-out dependents, and a mid-year Special Election Period for participants in Flexible Spending Accounts who were impacted by COVID-19.



2022 Active Employee Benefits Guide

Fairfax County Government

Benefits

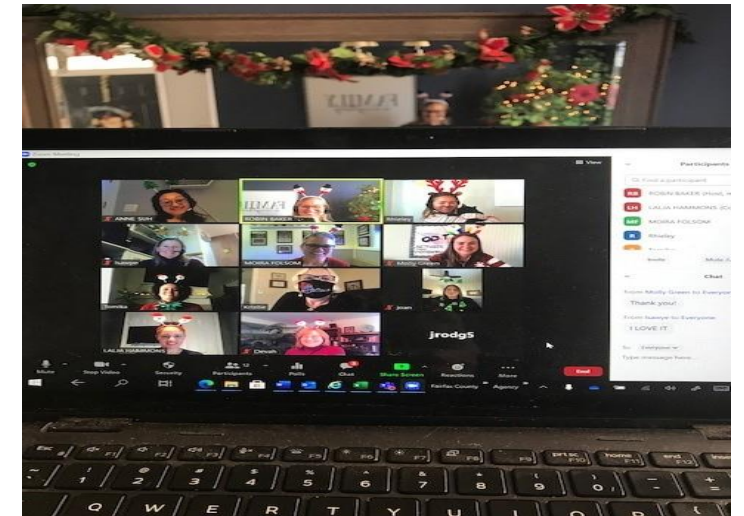


2022 Retiree Benefits Guide
Fairfax County Government

In 2021, the **new Retiree Benefits Page** was launched on the public website, improving retiree access to health- and benefits-related information.

In July 2021, the Benefits Division hosted the **first ever Medicare Summer Refresher**. This *virtual* workshop series is designed to help retirees better understand the county's new Medicare Advantage Plans and how Medicare can impact their medical plan with Fairfax County Government. The **Medicare workshop series** also helped to boost retiree online engagement (benefits plan education and total well-being classes).

The Benefits Division and its vendor partners also offered retiree **one-on-one consultations during the 2021 Open Enrollment period**. Retirees and pre-retiree employees had the rare **opportunity to schedule individual *virtual and in-person* consultations** directly with vendor partners.



LiveWell

LiveWell featured monthly and weekly themed events throughout 2021, providing fun, safe, educational opportunities to engage in total well-being activities, online and in-person.

LiveWell focused on supporting employees where and how they “LiveWell!”



LiveWell



The Fall 2021 **County Exec Trek** was the *first* in-person Trek since Fall 2019. The County Executive and other county leaders were joined by approximately **200 employees for a 1.5 mile walk** at the Government Center. Employees and retirees were also invited to participate remotely & share their participation photos.

LiveWell Themes:

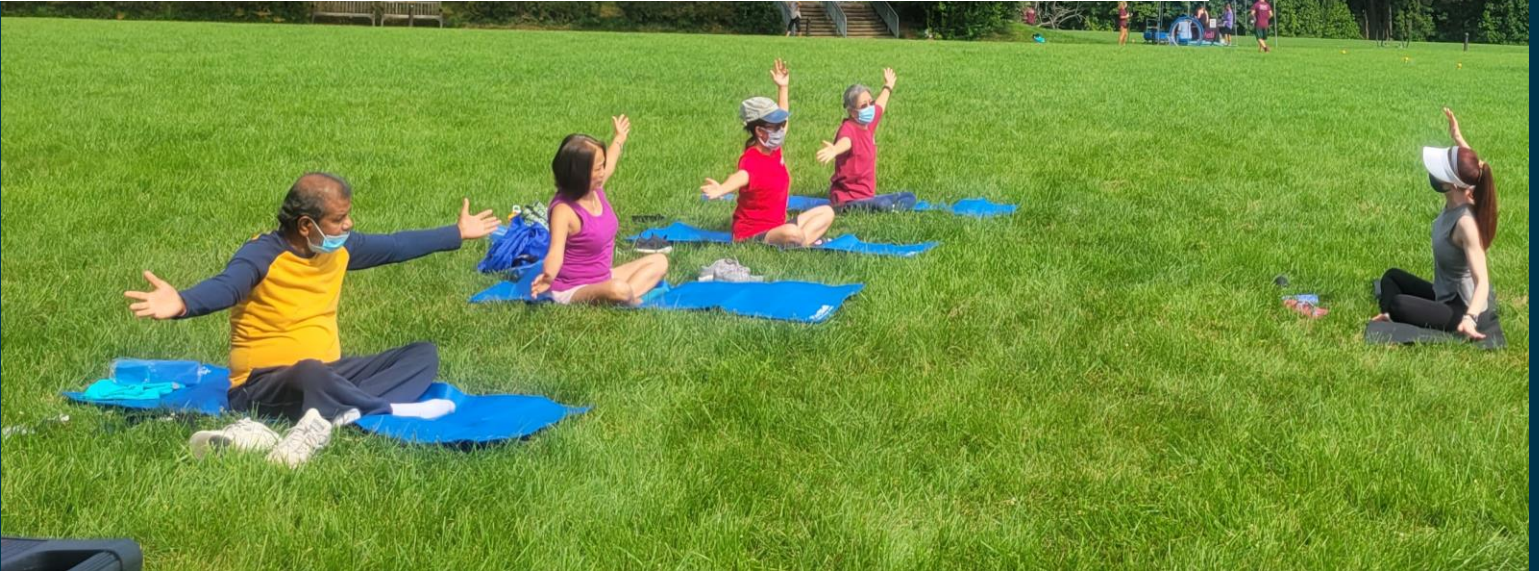
America Saves Week
Build A Better You
Heart Health Awareness

Eat Well, Sleep Well, *LiveWell*
Find Your Balance
Health Meets Wealth

Making Connections
Back to Health Month
Self-Care September



Mind + Body Fitness Fest



LiveWell



- LiveWell provided **1,442 flu vaccines** to employees and retirees.
- The Employee Fitness & Wellness Center and LiveWell coordinated a virtual and in-person **Murph Challenge event** to honor veterans.
- **October** featured a Fall Fest with the annual Family Fitness Halloween Dance Party, mocktail demo, and a virtual pumpkin carving contest.



November included a week of gratitude practices and **the final Great Race**, a year-long fitness program with in-person classes, virtual training, and three races. And **December** featured a healthy holiday challenge and festive activities.

A key HR tenet throughout the pandemic has been service to the community. In 2021, county employees donated the following through LiveWell:

- **3,767 diapers, 4,636 wipes, and 10 tubes of diaper cream** for families in need through the Department of Family Services.
- Over **350 pounds of food** for ECHO, a local non-profit serving our community's low-income residents.
- Over **309 lbs. of candy** for Ronald McDonald House Charities and Treats for Troops
- **85 units of blood from 101 donors, saving up to 255 lives** through mobile blood drives with Inova Blood Donor Services.

Keeping Employees Safe

Employee COVID-19 Surveillance Testing

The county's COVID-19 vaccination mandate requires unvaccinated and partially vaccinated employees to participate in weekly COVID testing (as of September 2021). The LiveWell and Benefits teams spearheaded the COVID testing initiative and provided weekly on-site testing at 16 county locations; coordinated testing in collaboration with six additional county agencies; and implemented confirmatory PCR testing using a drive-thru model for employees suspected of having COVID-19.



Getting Business Done

Communication

Total Rewards Statement – The Total Rewards Statement was introduced in 2021 and is available to all active employees in FOCUS Employee Self-Service. **The statement** summarizes employee total paid compensation from the County of Fairfax for a past calendar year and reflects actual earnings and amounts contributed towards retirement, insurance and benefits based on the periods paid during that year.

During 2021, DHR continued to respond to inquiries to the **COVID email box**. In 2021, **staff responded to 1,636 emails to COVID@fairfaxcounty.gov**.

DHR expanded its collaboration with the Office of the County Attorney, Office of Public Affairs, and the Health Dept. to develop COVID-19 FAQs and additional content for the Employee Coronavirus website, e.g., Vaccination FAQs.

In addition to the biweekly HR Managers' meetings and HR Managers' Calls, weekly Friday meetings for **COVID-19 Testing Coordinators** were scheduled in support of COVID-19 Surveillance Testing.

Procedural Memoranda PM 64–Vaccination Policy was established in response to the availability of a COVID-19 vaccine and the county's guidelines for maintaining a safe workplace.

PM 62 – Telework Policy was updated to reflect the latest requirements given the return to work of some employees in 2021.

Getting Business Done



Employee COVID-19 Surveillance Testing

Through the anchor and agency testing programs, **21,821 antigen tests** and **93 confirmatory PCR tests** were conducted between October 2021 and February 2022 via the surveillance testing program.

The LiveWell & Benefits teams then led the transition to a self-testing model through the **distribution of over 1,000 self-test kits** in February 2022. LiveWell and Benefits also oversaw the compilation of weekly aggregate reports; communication of test results; supervision of five masters of public health students who assisted with the project; and collaboration with LabCorp, the vendor partner that processed the tests.

DHR's Employment Division

- Using NeoGov, the county's applicant tracking system, the Employment Team **screened 105,315 applicants** for **3,741 job requisitions**. The number of **candidates referred** was **18,363**, and there were **2,603 authorized new hires** in 2021.
- Using LinkedIn, the Employment Team made **420 "Newsfeed" posts** & launched seven **recruitment campaigns**.
- The Employment Team also partnered with OD&T to **update its *Interviewing Essentials for Panel Members* training** and began the updating process for four additional Employment training courses.
- Employment **updated PM 42 – Procedures for Criminal Background Investigations (CBIs)** in 2021. The updated PM 42 was posted in September 2021.
- Employment conducted **4,582 criminal background investigations**, **261 credit checks** and **472 Child Protective Services background checks**.

Collective Bargaining

In March 2021, **work on collective bargaining in Fairfax County Government** began to take shape with a presentation to the Board of Supervisors (BOS) on public sector collective bargaining. The BOS, Personnel Committee and the collective bargaining work group met on multiple occasions to obtain input, address questions and **develop a draft ordinance**.

DHR, in collaboration with the Office of the County Attorney, has played a central role in providing key information to the BOS and communicating with employees. DHR launched the **collective bargaining web** page, which includes the collective bargaining ordinance, BOS Q&As, employee FAQs, a timeline, meeting materials and background information. DHR also held 2 **collective bargaining town halls** for employees in July and August '21. Moving forward into 2022, DHR is leading the search for a Labor Relations Administrator (LRA).



DHR's Organizational Development & Training Division

- Throughout 2021 OD&T continued to pivot & adjust as needed to ensure delivery of training & development opportunities. The team supported Tuition Assistance customers, team building, coaching & leadership programs, Communities of Practice (COPs) & executed education programs.
- In total, **17,090 employees completed training** and **295 courses were taught**.
- Held ***first-ever virtual* Learning Week** in Oct. 2021.
- Launched **new Emerging Leaders Program**.
- Launched **DRiV, a new self-assessment course**.
- Resumed the **PACE Cohort Program**.
- Conducted **Mentoring Program** (60 participants).
- Held **monthly FOCUS instructor-led courses *virtually*** to ensure that **employees could receive the FOCUS roles**.
- **Developed eLearning courses** over many hours for **mandatory training compliance**.
- Streamlined/converted several **FOCUS courses to e-learning**.
- **Enhanced Employee U by adding new features**, including the option for employees to generate their own **training report**.



DHR's Organizational Development & Training Division



The Department of Cable and Consumer Services supported the technology and logistics for **DHR's OD&T virtual Leadership Fairfax Government Day** on November 18, 2021. The Leadership Fairfax cohort was able to hear remarks virtually from County Executive Bryan Hill, Deputy County Executive Christina Jackson, Deputy County Executive Chris Leonard, Chief Equity Officer Karla Bruce, and Colin Brody with the Health Department.

Efficient & Effective Government

DHR's Employment Division –

- **Procured a pilot** with the vendor **Vidcruiter**, which is **software** that can be used in the **recruitment process for pre-recording video interviews**. One-way interviews can be recorded by applicants. The video interview can be used to pre-screen applicants or as the first interview round. Agencies participating in the pilot are DHR, CSB and NCS.
- Employment also facilitated/ developed flexible options for agencies to have **prospective employees fingerprinted** by procuring **Field Print services** using a statewide contract.



Effective and Efficient Government



WE'RE HIRING!

SIGN-ON BONUSES for new hires
of \$2,000 (FT) or \$1,000 (PT)
in nursing positions, behavioral health specialists (II),
developmental disability specialists (II)/support coordinators,
and behavioral health senior clinicians

Fairfax County is a dynamic and diverse
community spanning over 400 square miles,
with 1.2 million residents. Since 1969,
the Fairfax-Falls Church Community Services Board (CSB)
has served individuals of all ages with mental health conditions,
substance use disorders, and/or developmental disabilities.



  @FairfaxCSB
www.fairfaxcounty.gov/csb
Fairfax County, VA Publication | August 2021


**Community
Services Board**

Meaningful Work. Rewarding Careers.
Excellent Benefits!



As part of the **Community Services Board's (CSB)** ongoing hiring efforts, recruitment postcards were mailed in fall 2021 to more than 26,000 mental health professionals in Virginia highlighting CSB job opportunities. The campaign resulted in a noticeable increase in traffic to CSB's career page. Remaining postcards were distributed throughout the county to additional potential candidates. Funds were saved by using the county Print Shop and Mail Room for the project.



Brighter Days Ahead

March 17, 2022, marks two years of living and working during the COVID-19 pandemic. It was on March 17, 2020, that DHR launched the daily HR call. We've come a long way since then.

We thank all of our HR colleagues/all HR staff for going above and beyond to do outstanding work during what has been an unprecedented and challenging two years.

We are inspired by our collective commitment to excellence and dedication.

As we welcome spring and plan for the remainder of 2022, we're confident in our ability to move forward & succeed.