

## Practical Approach: Clearing Up Our Vision

Sometimes supervisors and human resource managers allow the lines between their jobs to get blurred, especially when dealing with disciplinary or corrective actions. While I understand how it happens, I have learned over the years the importance of absolute clarity between your role and ours.

When one of these difficult conversations is needed, the role of your human resource manager is to help you prepare, ensure the employee is treated fairly and consistently, and be in the meeting for support (when necessary). The supervisor's role is to deliver the message professionally, help the employee understand the expectations, and navigate any steps that are required.

Your human resources team can help you prepare by reviewing and editing the documentation, helping you think through the likely reaction, and role-playing the meeting. These conversations are not easy. Practice and preparation, like in any difficult task, set you up for success.

We will walk you through what appropriate disciplinary or corrective action should be concerning the violation and what has been done in the past in similar situations. It is important to remember that no two situations are the same and that civil service and civil rights considerations must be weighed.

Lastly, the role-playing. While optional, I think that it is critical, especially for new managers or when the employee is likely to be difficult in the meeting. You will find the conversation is much easier to hold the second time.

—Commissioner Darin Seeley

## Organizational Development Tip of the Month: Building Resilience

Our contemporary world is fast paced, ever changing, and wrought with complexity; Resilient employees are more able to weather these elements. Employers can help employees to build resilience by:

- Managing difficult relationships and workplace politics.
- Managing heavy workloads.
- Properly managing feedback.

A 2022 article in Fast Company titled, "Exploring company responsibility for employee resilience and well-being" explores this topic further and provides additional insight as to how to build a resilient workforce.

[Click here to read the entire article.](#)



## 2022 Leadership Conference Speakers and Topics

Register NOW for the 2022 BHR Leadership Conference on Wednesday, September 7, at the Ramkota Conference Center in Pierre! The speaker lineup is complete and once again, you will not want to miss this fun and informative day.

This year's lineup includes three guest speakers.

Anne Bonney is a best-selling author, podcast host, experienced leadership workshop facilitator, and authority on change management. She will be speaking about teaching people how to build resilience and confidence.

Joshua M. Evans is a keynote speaker, TEDx programmer, best-selling author, and corporate executive whose insights have been featured in the Harvard Business Review, The Wall Street Journal, The Huffington Post, and INC Magazine. Joshua will be speaking about the importance of having a purpose included into your culture.

John Graci is a speaker, author, trainer, and member of the National Speakers Association with more than 25 years of management experience. He will be speaking to attendees about the benefits of streamlined intra-agency communication.

[Click here to register.](#)

## Coming Soon – New Manager's Toolkit

Over the next few weeks, the Bureau of Human Resources will be putting the finishing touches on a new Manager's Toolkit webpage. This page will act as a one-stop shop for managers in state government, providing them with information on hiring, performance reviews, benefits, compensation, onboarding, and much more. Having all pertinent information housed in one place will make it easier for supervisors to find the answers they need to be more effective in the workplace.

Rather than being housed on the BHR Intranet, this new page will be located on the main BHR website. Our goal is to make the toolkit easy to access for those who work remotely or from home, while also adding new links and resources to what was previously available.

An email will soon go out to all supervisors and managers linking them to the new Manager's Toolkit.

# Supervisory Summary

The Supervisory Summary is designed to give you a monthly 'heads up' at some of the more weighty topics in the upcoming Benefits and Well-Being Bulletin. The Training & Development Digest will return in August.

## Benefits

### The 2022-23 beneFIT Well-being Program

# The FY23 beneFIT Well-being Program



## When You're Ready, We're Here for You

The beneFIT Well-Being Program is here for you whenever you decide it's time for a change. Resources are available to help you make positive changes and pursue healthy passions.



## Tools for Every Health Goal



**Health Coaching**  
Free health advice from a professional. Create a well-being routine for your goals and lifestyle.



**Health Assessment**  
Learn where your health stands. Complete a brief questionnaire and get a personalized health report



**Daily Habits**  
Work toward your goals one day at a time. See your progress and stay motivated.



**Media Library**  
Watch exercise videos, listen to engaging mental health podcasts, and more.



**Device and App Connection Center**  
Track and upload your activity with a fitness device or app automatically.

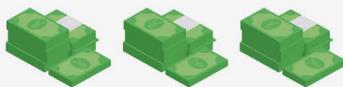


**Challenges**  
Choose between several challenges to stay motivated and on track.

## Earn Rewards

### Reward #1: Earn \$500 in HSA or HRA Contribution

If you and your covered spouse (if applicable) both complete the Biometric Screening and the online Health Assessment prior to March 31, 2023, the primary policy holder is eligible for the \$500 reward.



### Reward #2: Earn up to \$400 HSA or HRA Contribution

The primary policyholder can earn up to \$400 by completing well-being activities like tracking physical activity and volunteering. Eligible activities are tracked on the beneFIT well-being portal. Earning 100 points = \$100. Complete up to four times.

## Download the App Today

Download the Wellness at Your Side mobile app with Google Play or the Apple Store. Use Web ID code **southdakota** to register.



LEARN MORE:

[HTTPS://BHR.SD.GOV/BENEFITS/BENEFIT](https://bhr.sd.gov/benefits/benefit)

## Your New High Deductible Health Plan Guide

Navigating costs and savings on a high deductible health plan (HDHP) and Health Savings Accounts (HSA) can be time consuming and confusing even without healthcare surprises. The South Dakota State Employee Benefits Program has put **several new items on the BHR website** designed to provide you with the information you need. These items include:

### Four Ways to Make the Most of Your Benefits:

This document includes information on how the HDHP works at the pharmacy, the basics of an HSA, lower-cost alternatives, and digital tools available to find you the best deal.

### Five Important Things for High Deductible Health Plan Members:

Five pointers on no-cost preventive care you may not be aware of, including diagnostic care, how to avoid surprise charges, the different kinds of preventive screenings, and more.

### Three Tips to Boost Your HSA Savings Strategy:

An HSA is much more than a way to pay down your deductible. Through this document, you can learn how to grow your account, HSA triple tax savings features, and save for retirement.

### The Three Secrets for High Deductible Health Plan Success (Online Flipbook):

A simple, easy-to-use flipbook that gives you a breakdown of what a HDHP is, how it works with an HSA, and how it can benefit you and your family. Examples are given for both the Washington and Lincoln plans.

### Additional Topics:

- Revisiting Your Vision Benefits
- How Much Should You Save in Your HSA?
- Cost Savings: Emergency Room vs Urgent Care
- Well-Being Webinar - July 27
- July Lunch and Learn - July 13