



YES Team!

www.yolocounty.org\yesteam :: yesteam@yolocounty.org

Yolo Encourages Success through Talent Engagement, Assistance & Motivation

2018-19 EMPLOYEE ENGAGEMENT SURVEY ACTION PLAN

Objective: Utilize the employee engagement survey as a tool for meaningful dialogue in departments and invite employees to develop and implement action plans to address survey results.

| Action | Resources Needed | Due Date | Person(s) Accountable |
|---|--|---------------------------------|--|
| 1 Department heads to review initial survey results; identify 1-2 countywide focus areas | Meeting of Department head Working Group (DHWG) to discuss and agree on actionable areas | 12/6/2018 | Participating department heads |
| 2 Distribute department specific survey results to department heads | County Leadership Meeting employee engagement survey presentation | 12/12/2018 | Kimberly Villa |
| 3 Communicate countywide survey results via All Employee email; post results on YES Webpages | Review and approval by CAO, department heads; YES webpages | 12/12/2018 | Natalie Dillon Pat Blacklock Makayle Neuvert |
| 4 Share department survey results with all employees at in person meetings; explain next steps; allow opportunity for employee dialogue | Meeting rooms; audio/visual equipment; printed summary handouts | 12/12/2018 thru 1/25/2019 | Department heads; managers and supervisors |
| 5 Departments to re-establish or form employee engagement team(s); request employee volunteers for teams; select team members for best balance based on focus areas and department representation | Survey Results Action Guide www.yolocounty.org/employee-engagement | 12/12/2018 thru 1/25/2019 | Department heads and managers |
| 6 Bi-annual meeting for department employee engagement team facilitators | Team facilitator resources; meeting rooms; audio/visual equipment | 1/15/2019 thru 1/31/2019 | YES Team; Department employee team facilitators |
| 7 Employee teams to review survey results; collect additional information/ data as needed to identify and/or quantify the underlying issues; select survey focus area(s); develop Proposal to address employee engagement focus area(s) | Employee Engagement survey results for department; Survey Results Action Guide; Proposal Criteria; Employee Engagement Fund guidelines; additional resources as identified by team members | 2/1/2019 thru 6/30/2019 | Department heads; employee team members; team coaches |



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Employee Engagement Survey Action Plan

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| 8 Deadline for 2016-18 Employee Engagement Fund Round 1 reimbursement requests | Reimbursement Form, documentation, receipts | 6/30/2019 | Department heads; employee team facilitator |
| 9 Bi-annual meeting for department employee engagement team facilitators | Team facilitator resources; meeting rooms; audio/visual equipment | 6/14/2019 | YES Team; Department employee team facilitators |
| 10 Departments to prepare a one page synopsis of 2016-2018 (Round 1) Employee Engagement fund use, outcomes and lessons learned. | Employee Engagement Team resources | 6/24/2019 | Department heads; employee team members |
| 11 Employee team Round 2 Proposal presentations to Leadership/YES Team panel; Leadership/YES Team panel identifies areas for cross-departmental collaboration and sharing of resources, endorses employee team proposals and action plans, and approves Employee Engagement Funds, if requested. | Proposal Criteria; Leadership/YES Team panel; Board Chambers; audio/visual equipment; live streaming; videotaping; A/V technician; YES webpages | July 17 & 18, 2019 | Employee team members; Leadership/YES Team panel; |
| 12 Departments' employee teams to implement action plans; evaluate actions and revise as needed | As identified in Proposals/Action Plans | 7/18/2019 thru 1/3/2021 | Employee team members |
| 13 2020 Employee Engagement Survey (Start cycle over) | | Fall 2020 | |
| 13 Employee team "Results Presentations" Round 2 to Leadership/YES Team panel; Leadership/YES Team panel evaluates employee team results and selects the 'best of the best' for countywide recognition. Employee team results posted on YES webpages | Results Presentation Criteria; Leadership/YES Team panel; Board Chambers; audio/visual equipment; live streaming; videotaping; A/V technician; YES webpages | Week of 1/3/2021 | Employee team members; Leadership/YES Team panel |