



YES Team!

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Yolo Encourages Success through Talent Engagement, Assistance & Motivation

EMPLOYEE ENGAGEMENT TEAM PROCESS, PROPOSAL CRITERIA, & PRESENTATION GUIDELINES

Team Process

- All participating departments are expected to form an Employee Engagement Team that will develop an action plan to address survey focus areas.
- Team presentations of Employee Engagement proposals and requests for Employee Engagement Funds to the Leadership/YES Team panel are voluntary.
- Team members for department employee work teams should provide a balanced representation of the department.
- The role of supervisors and above in the department who are not members of the department employee work team are to act as consultants, provide support for the team, and assist in facilitating required team resources.
- Each team will be assigned a coach from outside the department to act in an advisory capacity to help ensure team proposals are well received by the Leadership/YES Team panel and actionable. Coaches also provide feedback to the County Administrator about the team process and the department's overall commitment to and support for the employee team's efforts.

Proposal Criteria

- Team proposals may not require new ongoing funding; one time funding of team proposal achieved with employee engagement funds is acceptable.
- Teams may not request an increase in staffing. Use of volunteers, interns, partnerships with other departments, agencies and/or business is encouraged.
- Team proposals may not be a change to employee terms and conditions of employment (wages, hours, benefits, etc.).



Presentation Guidelines

- Each team is allotted 20 minutes for the presentation to the leadership/YES Team panel.
- Team presentations must include the following elements:
 1. Team Name and Department
 2. Team Members
 3. Assessment of employee engagement survey results. Description of problem/underlying issues
 4. Additional information/data collected to quantify the issues, if any
 5. Survey focus areas
 6. Proposed action plan to address focus areas
 7. Expected outcomes (using Results-based Accountability model)
 8. Describe how you will obtain buy in from department employees, supervisors and managers who are not members of the employee work team
 9. Explanation of how results will be measured
 10. Identify opportunities for cross-departmental collaboration or sharing of resources, if any
 11. Estimated cost to implement action plan and amount of employee engagement funds requested, if any