

# vida HR | Client Newsletter

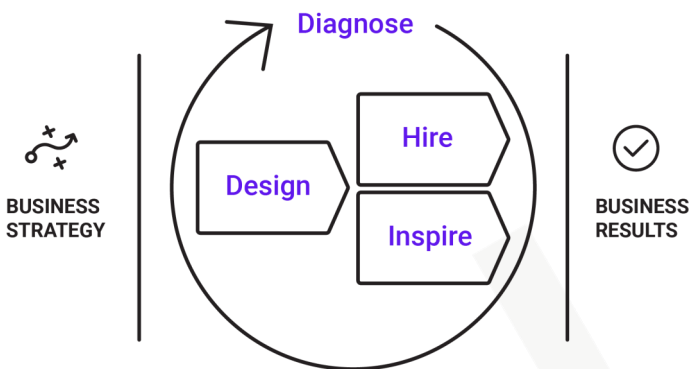
## WELCOME

to our brand-new client newsletter! In this periodical newsletter, we will bring you up-to-date news on hot topics in human resources, compliance, payroll, and benefits, as well as other important information.

Vida HR is excited to announce our partnership with **The Predictive Index** and achieving their Talent Optimization Certification. After thorough research we selected The Predictive Index—or PI for short—as our partner due to their proven methodology that allows businesses to understand what drives their workforce. PI has built a framework to help senior leaders align their business strategy with their people strategy—a discipline called “talent optimization.” Talent optimization comprises four aptitudes and it is a game changer!



1. **DESIGN** (designing talent strategy)
2. **HIRE** (hiring the right people)
3. **INSPIRE** (inspiring performance)
4. **DIAGNOSE** (diagnosing employee experience)



This month we are going to highlight the *HIRE Module*. *HIRE* includes the powerful PI Behavioral Assessment which was created to evaluate people’s behavior at work—both their inherent behavioral drives and their perceptions of what behaviors are expected of them. This helps employers understand what naturally drives and motivates their employees, as well as where they may be stretching outside their comfort zone to perform their current role. After taking the assessment everyone is assigned a **Reference Profile**.

Reference Profiles are names that provide a general description of a person’s PI Behavioral Assessment primary factor scores (Dominance, Extraversion, Patience, Formality; or Factors A-D). Specific factors and patterns represent the true power of the PI Behavioral Assessment, but Reference Profiles are descriptive, memorable and helpful general categories for the 17 different types of behavioral configurations. They make it easy to quickly communicate some standard behavioral traits. There are a total of **17 Reference Profiles**, each of which is shown in the images below.



Also included in the *HIRE Module* is the PI Cognitive Assessment which measures an individual’s capacity to learn quickly, grasp new concepts, adapt to changing circumstances, and understand complexity in the workplace. Cognitive ability is empirically the best standalone predictor of training success and job performance. The Behavioral Assessment and the Cognitive Assessment are paired with the PI Job Assessment, which helps hiring managers determine the behavioral traits and cognitive ability needed for success in the role.

If you are interested in learning more about PI and how to align your people with your company’s business strategy, please contact your HR Business Partner or **Regina Dyerly at Regina@VidaHR.com**.

## vida HR EMPLOYEE HIGHLIGHT



Hello! My name is **Harrison!** I joined Vida HR as a Marketing Coordinator in August. I earned my Bachelors in Marketing from University of Colorado-Colorado Springs. As part of this position, I will be the one compiling this newsletter for our clients. My PI profile is an **Altruist**. This means I am detail-oriented, socially-focused, objective, and many more (mostly) good things!

*A little about me:*

I love performance art, design, traveling (particularly Route 66), and Disney. I play guitar and bass, and I produce music for fun. In addition to playing music, I collect vinyl records and have about 300 of them.



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## COVID-19 Vaccination Policy Overview

Many employers are implementing mandatory vaccination policies due to state and/or federal government requirements. Employers do have to allow for medical exception/exemption requests and religious exemptions under Title VII requirements.

### Medical Exceptions:

Good news! Employers do not make the decision on whether or not employees can or cannot have the vaccine, instead this is done by the employee's physician. The process starts with the employee telling their employer they need a medical exception or an accommodation, which should trigger the ADA interactive process.

### Religious Exemptions:

A sincere religious belief does allow employees to claim an exemption from the vaccination mandate under Title VII, which protects employees from discrimination based on religion. If an employer can prove that accommodating the employee would cause undue hardship, the religious exemption may not need to be granted. This would be difficult to prove on the part of the employer though, as there are alternatives to vaccination such as a weekly testing requirement.

Best practice: HR clients should contact your HR Business Partner for guidance. For Payroll clients, we recommend contacting an Employment Attorney.

### Takeaways:

- Best practice, when in doubt, contact your HR and legal experts for advice.
- Develop and implement a solid COVID-19 vaccination policy that clearly spells out the employer's policy including vaccination requirements, if applicable, and includes how to request an accommodation.
- Follow your COVID policy, including your accommodation policies.
- Watch for OSHA and DOL guidance on federal requirements related to the most recent Executive Order.
- Be prepared to implement tracking for weekly testing information for vaccine-exempt employees.
- Employees who do not have a medical exception or religious exemption cannot claim a personal belief as a way to not comply with a vaccination requirement.

[To Read the Full Article Visit Our Blog HERE](#)  
Or Visit [vidahr.com/resources](https://vidahr.com/resources)



## PRISMHR

## FEATURE OF THE MONTH

One of the newer features in the PrismHR Employee Self Service (ESS) Portal is "Alerts and Document Signature Capture." An alert is a pop-up that will display to employees upon logging into their ESS Portal. Employee acknowledgments can be set up as part of the Alert to capture when an employee has viewed the Alert, whether that be an announcement or a new document to review. One common use of an Alert is as a reminder of an upcoming event or deadline, such as Open Enrollment.

As part of the alert, documents can be added with an electronic signature capture. This feature allows not only acknowledgment of the alert, but also records when an employee's electronic signature is applied to the document. The employee is then able to download the document for their records. These alerts can be set up as mandatory or optional, depending on if the employee should be able to bypass the alert.

**Acknowledgement**

**I've reviewed the documents!**

Alerts and Document Signature Capture can be created and managed by

either the Worksite Manager or the Vida HR Business Partner. To learn more about this feature, please reach out to your HR Business Partner or Payroll Specialist for assistance.

## vida HR PERFORMANCE MANAGEMENT

### PRISMHR INTEGRATED FULLY CUSTOMIZABLE REALTIME REVIEWS

With today's challenges in finding and hiring new employees, retaining your top contributors has never been more important. Vida HR Performance Management allows you to track manager and employee reviews, quickly set team and employee goals, and solicit employee feedback. With a modern performance management program, you get the data you need to see who your high performers are, and which employees need help to improve.

#### Consistent Feedback



Reviews and assessments can be scheduled on any cadence, and employees can track notes and achievements throughout the year.

#### Formalized Goals



Create goals for employees that focus on frequent feedback and coaching by managers. Automated reminders ensure timely completion of reviews.

#### Wide View of Performance



Managers can solicit feedback from others on their employees' performance. Employees can evaluate themselves and provide feedback on colleagues.

#### Template Library



Comprehensive library of job competencies, employee objectives, core values, and coaching comments for supervisors to draw from.

