SSPP HR MISSION
“Support the Sanford School by attracting a diverse workforce and nurturing, educating, empowering, and equipping its most valuable assets - its people.”

SSPP HR VISION
“To create and develop an innovative and high performing diverse workforce by training and retaining staff while producing HR business acumen in advancing the work of the Sanford School.”

IN THIS NEWSLETTER
HR Mission & Vision Statement
Staff Engagement Resources
News Highlights
Upcoming Events
Director’s Message

Happy Holidays!
STAFF ENGAGEMENT

PROFESSIONAL DEVELOPMENT & STAFF ADVANCEMENT COMMITTEE

In 2024, we anticipate faculty and staff manager training, University professional development opportunities led by Learning Organizational Development (L&OD), and the Office for Institutional Equity (OIE), Spring 2024 SSPP Lunch & Learn sessions, and a school-wide staff retreat in the Summer! Exciting experiences await!

RESOURCES
Check out the links below.

LINKEDIN LEARNING
16,000+ Courses and personalized learning experiences

DUKE PERSONAL ASSISTANCE SERVICES
Free short-term counseling, and referrals from licensed professionals

HEALTH & WELLNESS
Programs and services for eligible faculty, staff, and family members

REWARDS & RECOGNITION COMMITTEE

This committee is highlighting upcoming internal appreciation through thank you cards, Sanford e-newsletter recognition, and acknowledgment at staff meetings. New team members can attend introductory lunches. Look out for the upcoming Kudos Board and Prize announcements.

WORK-LIFE BALANCE & WELLNESS COMMITTEE

The Staff Advancement & Wellness Committee has rebranded to align with new goals. Sanford Hybrid Work Guidelines are updated based on committee insights. Breakrooms in SB and RH now have enhanced amenities. A summer learning trip to Duke sites is in the works, featuring destinations like the Lemur Center and Duke Chapel. Stay tuned for updates!
NEWS HIGHLIGHTS & EVENTS

Professional development funding provided me with the chance to enhance my career and learn about promoting our world-changing work at Sanford. With this funding, I attended the annual conference for the Public Relations Society of America (PRSA) in Nashville, TN. During this three-day gathering of PR professionals, I was able to network with peers, learn about challenges facing the profession, and hear from leaders in academic and non-academic realms. Misinformation, disinformation, and the ethics of AI are shared concerns among the leading communicators in the US and this conference gave me the connections and knowledge to navigate these issues while promoting the amazing work that Sanford does.

Matt LoJacono, Senior Public Relations Manager, Sanford

ANNUAL PERFORMANCE REVIEW

March is approaching! Get prepared as we draft goals for the upcoming fiscal year. Here are tools for SMART goals.

UPCOMING EVENTS
Lunch & Learn Sessions
Jan 25  Performance Reviews
Feb 22  Recruitment
Mar 21  Financial Fitness

PAYROLL REMINDERS

As the year concludes, please verify and update employee details, such as addresses, W-4 forms, and direct deposit information, to prevent delays. Reach out to Sanford HR for payroll assistance, ensuring a smooth year-end process with I-9 compliance. Thank you for your attention to these important matters.

I-9 COMPLIANCE

I-9 is a vital document that verifies identity and employment authorization of individuals hired for employment in the US. Complete the form within the first 3 days of employment to verify identity and employment eligibility. Contact our HR team for assistance or questions regarding I-9 compliance.
A MESSAGE FROM OUR DIRECTOR

As we approach the end of another remarkable year, we reflect on our resilience and adaptability, and look ahead to the promising horizons of 2024. This year has been a testament to our resilience, adaptability, and unwavering commitment to success despite the challenges we faced. Despite challenges, our team's strength and dedication were evident, leading to exceptional results.

Thank you for your hard work, dedication, and contributions to our shared success. In 2024, we anticipate exciting ventures, innovation, and continued growth. Our commitment to a supportive and inclusive workplace remains strong. Be prepared for initiatives, learning opportunities, and investment in your growth.

Let's make 2024 incredible together!

CONTACT US

Your ideas, comments, and suggestions are always welcome!
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