



**Human Resources Department
Monthly Activity Report
April 2009**

- I. The following recaps the various HR areas projects and accomplishments. Specific performance indicators that are identified and tracked separately are located at the separate links found on this web page.**

A. Benefits

In addition to benefits administration, including eligibility, enrollment, claims issues, disabilities and retirements:

- Completed:
 - Employee annual evaluations and strategic plan review
- Continued work on:
 - Positive time reporting training
 - Preparing for new federal regulations on COBRA
- All service level standards met

B. System Support

For the HR modules, in addition to providing functional system support, reporting and integration with internal and external systems:

- Completed:
 - Completed testing of Position Management
- Continued work on:
 - Implementation of Position Management module
 - Security audit of all data and reports sent from the system
 - Master List for employment Queries
- All service level standards met

C. Labor and Employment Relations

In addition to providing consultation and advice to manager, supervisors and employees regarding leave, performance, discipline, labor contracts, and federal and state rules and regulations, and assisting appointing authorities and search committees in filling vacancies, the following occurred:

1. Employment Relations

- Civil Service Classification/Compensation Review:
 - ITS 3
- Exempt Review Meeting:
 - Study Abroad Advisor
 - Flight Simulator Coordinator
 - VP, University Advancement

2. Recruitment

- Advertisement
 - Daily Record
 - None

- Yakima Herald
 - None
- Committee Search Meetings (1):
 - Vice President for University Advancement/Executive Director of the CWU Foundation
- Civil Service (1):
 - Step Coordinator
- Exempt (1):
 - Vice President for University Advancement/Executive Director of the CWU Foundation
- Faculty Tenure Track (0):
 - None
- Lecture Pool Postings(16):
 - Lecturer Pool - Accounting (Ellensburg)
 - Lecturer Pool - Accounting (Lynnwood/Des Moines Centers)
 - Lecturer Pool - Aviation - (Ellensburg and Moses Lake Center)
 - Lecturer Pool - Biological Sciences (Full-Time)(Ellensburg)
 - Lecturer Pool - Biological Sciences (Part-Time)(Ellensburg)
 - Lecturer Pool - Early Childhood Education (Ellensburg)
 - Lecturer Pool - Economics (Ellensburg)
 - Lecturer Pool - Geology (Full-time)(Ellensburg)
 - Lecturer Pool - Geology (Part Time)(Ellensburg)
 - Lecturer Pool - Geology (Part Time)(University Centers)
 - Lecturer Pool - Mgmt Info Systems and Ops Supply Chain (Ellensburg; Des Moines; Lynnwood)
 - Lecturer Pool - Nutrition, Exercise, & Health Sciences
 - Lecturer Pool - Philosophy and Religious Studies (Ellensburg)
 - Lecturer Pool - Physical Education, School & Public Health Education
 - Lecturer Pool - UESL Program, Office of International Studies and Programs
 - Lecturer Pool - Women's Studies (Part-Time)(Ellensburg Campus)
- Job Fairs (1): CWU Career Quest Job Fair 4/16
- Background Checks (64):
 - HireRight (31)
 - WATCH (33)

3. Compensation

- None

4. Policies

- None

5. Labor Relations

All service level standards met

D. Professional Development

In addition to the monthly New Employee Orientation (attendees), development of the monthly HR Quick Tips Newsletter, on-going training and development projects, and regularly scheduled meetings, the following programs occurred during April 2009:

- Training Classes:
 - Appropriate Workplace Behavior
 - Just Cause: Providing Corrective Feedback
 - Accommodating Disabilities in the Workplace: An Introduction
 - Ethics: Making the Right Decisions
 - Performance Management: PDP
 - Financial Planning for Retirement – Classified Staff
 - Financial Planning for Retirement – Faculty/Exempt Staff
 - Investment Choices for Retirement Savings – Faculty/Exempt Staff
 - Receiving Retirement Income from your Retirement Savings - Faculty/Exempt Staff
 - Speaking to be Heard, Listening to Understand

E. Support / Help Desk

In addition to the daily help desk functions, assisting applicants, unemployment compensation processing, exit / entrance surveys dissemination, ensuring completion of all new hire paperwork, data inputting into payroll system, answering questions from campus community, budget oversight and meeting the customer service standards, the following occurred:

- Hosted Employee Appreciation Awards Ceremony
- Finalized performance indicator web page
- Completed cyclic employee work year designation system update
- All service level standards met

II. Quarterly Performance Indicator (February, May, August, & November monthly reports)