



CENTRAL WASHINGTON UNIVERSITY

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**Human Resources Department
Monthly Activity Report
February 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:
 - Established default investment funds under the URP
- Continued work on:
 - Preparing for new federal regulations on COBRA
 - Positive time reporting
- 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:
 - Updated Training Registration System
 - Finalized instructions for Updates & Fixes to be coordinated by EIS
- Continued work on:
 - Implementation of Position Management module
 - Positive Time Reporting
 - PeopleAdmin recruiting system review
 - Master List for 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:
 - Program Support Supervisor 2
 - Building Coordinator 2
 - OA 2
- Exempt Review Meeting:
 - Library Administrator
 - Residence Hall Coordinator

2. Recruitment

- Review of Working Pool process
- Phase II People Admin Project
- Advertisement
 - Daily Record
 - None
 - Yakima Herald
 - None
- Committee Search Meetings (02):
 - Assistant Bridges Project Coordinator - Research Grant NCRI
 - Real-time GPS Data Analyst, Pacific Northwest Geodetic Array – Geology
- Civil Service (0):
 - None
- Exempt (03):
 - Assistant Bridges Project Coordinator - Research Grant NCRI
 - Real-time GPS Data Analyst, Pacific Northwest Geodetic Array – Geology
 - Residence Hall Coordinator - University Housing & New Student Programs (2 Positions)
- Faculty Tenure Track (0):
 - None
- Lecture Pool Postings(02):
 - Lecturer Pool - Ethnic Studies - (Part-Time)
 - Visiting Assistant Professor – Economics
- Job Fairs (0)
- Background Checks (24)

3. Policies

- Update to Rehiring Retirees policy, procedure, & form
- Created webpage to include ESSB 5460 procedures

4. Labor Relations

- PERC 22195-E-09-3429 (BU4 expansion)

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 February 2009:

- Training Classes:
 - New Employee Orientation
 - Just Cause: Providing Corrective Feedback
 - Compensation/Classification
 - Just Cause – Providing Effective Feedback
 - Recruitment & Selection Process
 - Labor Relations Practices & Process

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:

- Drafted update to PDP and PDP Instructions
- Continue to review and update performance indicator web page
- All service level standards met

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

The performance indicators have been reviewed for data collected in the 4th quarter and in comparison to prior quarters. Of note is the decline in the completion of the performance development plans that has been addressed by the President and his Cabinet.