



CENTRAL WASHINGTON UNIVERSITY

*Your future is Central.*

**Human Resources Department  
Monthly Activity Report  
January 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:
  - Presentation to Retirees Association
  - Implementation of default investments for the CWU Retirement Plan
  - CWU Retirement Plan Documents for IRS determination letter
- Continued work on:
  - Positive time reporting
  - Evaluation of multiple legislative proposals
  - Development of website offering outplacement resources

**B. System Support**

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

- Completed:
  - Completed year-end functions, including W2s, benefit rate changes and salary changes
  - Employee annual Total Compensation letters
  - Training Registration System
- Continued work on:
  - Implementation of Position Management module
  - Positive Time Reporting
  - Review of PeopleAdmin recruiting system
- Master Query Project

**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**

- Transitional Employment Meeting – Held initial meeting to discuss partnership. Program supports individuals managing a psychiatric disability to re-enter the workforce. Department placements are being reviewed.
- Jump Start Program – Continue to work with EHS students with disabilities to gain work experience. One student placed last year.
- Development of website offering outplacement resources

- Civil Service Classification/Compensation Review:
  - Library & Archives Paraprofessional
  - Fiscal Analyst 3/reallocation
  - Fiscal Specialist 1/reallocation
- Exempt Review Meeting:
  - GPS database administrator Geology

## **2. Recruitment**

- Posted Clerical Temporary/Hourly Pool
- Phase II People Admin Project
- Participated on ADCO Administrative Search Sub-committee
- Committee Search Meetings (3):
  - International Student Recruiter – Intl Studies & Programs
  - Assistant/Associate Professor – Operations & Supply Chain Mgt
  - Conference Facilitator – Conference Center (Civil Service)
- Civil Service (4):
  - Conference Facilitator – Conference Center
  - Government Publications - Washington State & Non-Depository Materials Specialist - Library
  - Site Director - Kent Center
  - Site Director - Wenatchee Center
- Exempt (0):
  - None
- Faculty Tenure Track (0):
  - None
- Lecture Pool Postings(7):
  - Lecturer Pool - Community College Teaching - Assessment Workshop
  - Lecturer Pool - Community College Teaching - Instructional Technology Workshop
  - Lecturer Pool - Community College Teaching - Surviving a Job Interview & First Day of Class Workshop
  - Lecturer Pool - Community College Teaching - The Diverse Classroom Workshop
  - Lecturer Pool – Economics
  - Lecturer Pool – Library
  - Visiting Assistant/Associate Professor - Marketing (CWU - Lynnwood Center)
- Job Fairs (0)
- Background Checks (32)

## **3. Policies**

- Reviewed FMLA forms, procedures, policies regarding new rule changes

## **4. Labor Relations**

- Development of Labor Relations reporting resources
- Coordinated PERC hearing and filings

## **D. Professional Development**

In addition to the monthly New Employee Orientation, development of the monthly HR Quick Tips Newsletter, on-going training and development projects, and the mentoring program, the following occurred:

- Training Classes:
  - Performance and Development Plan (PDP)
  - Fundamentals of Effective Supervision
  - Ethics: Making the Right Decisions
  - Generations in the Workplace
  - Accommodating Disabilities in the Workplace: An Intro
  - Presented “Presentation Skills Workshop” for Civic Engagement Center *Take Action* Community Services Program
- On-going development of Time Keeper Training
- Marketing for Mentoring Program
  - Article in University Bulletin
  - Department Meetings Scheduled
- Training Delivery
  - Overview of recent changes to FMLA at Custodial staff meeting
  - FMLA training to UR

#### **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:

- Assisted in development of time keeper training
- Updated the web page to include HR procedures
- Disseminated HR Customer Service Survey
- Assisted in training registration system
- Facilitated information regarding cost savings ideas
- See the statistical recap

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