



**Human Resources Department
Monthly Activity Report
July 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:
 - System changes for DRS contribution rates and notified employees
 - Processed Budgetary Voluntary Leave requests
- Continued work on:
 - Maintenance of summer benefits pool
- 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:
 - Department reorganizations and all July 1 FY end processes
- Continued work on:
 - Implementation of Position Management module (phase 1b)
- 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

- Finalizing Timekeeper Training to include handbook and training materials
- Civil Service Classification/Compensation Review
 - None
- Exempt Positions Review Meeting:
 - Development Officer
 - Director of Conference, Wildcat & Copycat Shops

2. Recruitment

- Updated Temporary Hourly Clerical Pool
- Advertisement
 - Daily Record
 - 7/3 – 3 (positions)
 - 7/18 – 3 (positions)

- Yakima Herald
 - 7/5 – 2 (positions)
 - 7/19 – 3 (positions)
- Committee Search Meetings (2):
 - Academic Advisor - Ellensburg campus
 - Dean of Library Services
- Civil Service (6):
 - Building Coordinator 2 - Student Union Operations
 - Interim Computer Support Services Manager
 - Office Assistant 3 - McNair Scholars Program
 - Secretary - Undergraduate Studies
 - Secretary Senior - Computer Science
 - Service Supervisor - Dining Services
- Exempt (2):
 - Academic Advisor - Ellensburg campus
 - Dean of Library Services
- Faculty Tenure Track (1):
 - Assistant/Associate Professor of Management/Organizational Behavior (Lynnwood)
- Lecture Pool Postings(1):
 - Visiting Assistant/Associate Professor of Management OB/HR (Ellensburg)
- Job Fairs (0):
- Background Checks (51):
 - HireRight (50)
 - WATCH (1)

3. Compensation

- Calculated retro 2% increase for BU 5 members (PSE)

4. Policies

- None

5. Labor Relations

- WFSE & PSE contract transition training developed

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 July 2009:

- Training Delivery
 - New Employee Orientation
 - Ethics: Making the Right Decisions
 - Performance Management: PDP
 - Foundations of Effective Supervision
 - Contract Transition Training

E. Support / Help Desk

In addition to the daily help desk functions and meeting the customer service standards, the following projects were completed:

- See monthly statistical report
- All service level standards were met

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