



CENTRAL WASHINGTON UNIVERSITY

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**Human Resources Department
Monthly Activity Report
June 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:
 - Coordinated with Provost, Payroll, and HRIS team to do summer benefits pull
 - Actuarial data for semi-annual supplementation valuation
- Continued work on:
 - Positive Time Reporting
 - Maintenance of summer benefits pool
 - Monitoring impact of legislation and new HCA rule proposals
- 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:
 - Union holiday pay plan setup
 - New voluntary leave without pay plans setup
 - Account for new centers in general ledger
 - Summer benefits pool
 - Carry Forward for Fiscal year general ledger 2010
 - Set up for department reorganization for July 1
 - New Health Care Authority rates updated
- Continued work on:
 - Implementation of Position Management module (phase 1b)
 - New web based University suggestion/comment/question box reports
 - New quarterly reports for T&D
- 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

- Refined recruiting documents and processes
- Timekeeper Training Project, updated the handbook and training material
- Civil Service Classification/Compensation Review:

- Library and Archives Paraprofessional 2
- Program Coordinator
- Exempt Review Meeting:
 - Academic Advisor Position

2. Recruitment

- Lectures Pool Review
- Advertisement
 - Daily Record
 - None
 - Yakima Herald
 - None
- Committee Search Meetings (0):
 - None
- Civil Service (5):
 - Convenience Store Lead
 - Custodian 1 (3 positions)
 - Program Assistant - Special Education Technology Center
 - Secretary Supervisor - University Recreation
 - SnackBar Lead South Village
- Exempt (1):
 - Flight Simulation Coordinator
- Faculty Tenure Track (1):
 - Assistant Professor - Sociology
- Lecture Pool Postings(5):
 - Lecturer Pool - Law and Justice (Part-time)(Yakima)
 - Lecturer Pool - Law and Justice (Part-time)(Pierce)
 - Lecturer Pool - Law and Justice (Part-time)(Lynnwood)
 - Lecturer Pool - Law and Justice (Part-time)(Ellensburg)
 - Lecturer Pool - Law and Justice (Part-time)(Des Moines)
- Job Fairs (0):
- Background Checks (171):
 - HireRight (115)
 - WATCH (56)

3. Compensation

- None

4. Policies

- Review of recruitment procedures

5. Labor Relations

- Completed PSE re-negotiation of 2009-2011 CBA

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 February 2009:

- Training Delivery
 - New Employee Orientation
 - Speaking to be Heard, Listening to Understand

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)