



CENTRAL WASHINGTON UNIVERSITY

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**Human Resources Department
Monthly Activity Report
May 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:

- Continued work on:
 - Positive time reporting training
- 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:
 - Implementation of Position Management 1a module
 - Actuarial Data for Supplemental Retirement
 - Sync of FMS & HRMS account codes for new fiscal year
- Continued work on:
 - Carry Forward for fiscal year general ledger 2010
 - Set up for Dept Re-organization for July 1
 - Testing to account for new centers in general ledger
- 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:
 - Library and Archives Paraprofessional 1
 - ITS Web Developer
 - ITS Specialist
 - Snack Bar Leads
- Exempt Review Meeting (Name/Title/Outcome):
 - None

2. Recruitment

- Attended Employment of People with Disabilities Awareness Conference for Washington Employers.
- Advertisement

- Daily Record
 - 5/30 – 3 positions
- Yakima Herald
 - 5/31 – 2 positions
- Committee Search Meetings (5):
 - Associate/Full Professor/Dept. Chair – Accounting
 - Assistant Professor - Athletic Administration
 - Assistant Professor - ITAM (3 positions)
 - Assistant Women's Basketball Coach
 - Study Abroad Advisor, Faculty-Led Programs
- Civil Service (3):
 - Custodian 4 - BACS
 - Secretary (Educational Opportunity Center) - Educational Outreach Services
 - Secretary Senior - Department of Educational Foundations & Curriculum
- Exempt (2):
 - Study Abroad Advisor, Faculty-Led Programs
 - VP, University Advancement
- Faculty Tenure Track (4):
 - Associate/Full Professor/Dept. Chair – Accounting
 - Assistant Professor - Athletic Administration
 - Assistant Professor - ITAM (2 positions)
 - Assistant Women's Basketball Coach
- Lecture Pool Postings(5):
 - Interdisciplinary Studies Program Coordinator - Lecturer Pool - CWU (Everett, Lynnwood, Mt. Vernon)
 - Lecturer Pool - Chemistry (General)(Ellensburg)
 - Lecturer Pool - Interdisciplinary Studies (Various CWU Centers)
 - Lecturer Pool - Math Specialist/Director
 - Lecturer Pool - Sociology - (Full-Time)(Pierce County)
- Job Fairs (0):
- Background Checks (106):
 - HireRight (49)
 - WATCH (57)

3. Compensation

- None

4. Policies

- None

5. Labor Relations

- Customer Service Standards: Labor & Employment Staff feel that standards were maintained for May 2009.

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
 - Just Cause: Providing Corrective Feedback
 - Labor Relations Practices and Process
 - Recruitment and Selection Process
 - Developing an Effective Position Description
 - Speaking to be Heard, Listening to Understand
 - Positive Time Reporting

- New Media - Final review/updates - ready for roll-out.
- Presented "Recruitment Tips for Applying Online": Resume Boot Camp - Center for Excellence in Leadership

E. Support / Help Desk

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

- Completed PDPs
- Revised Exempt, Civil Service and Temp Hourly PAFs
- Trained on Position Management
- All service level standards were met

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

- The performance indicators have been reviewed for data collected in the 1st quarter and in comparison to prior quarters. There continues to be a decline in the completion of the performance development plans, which has been addressed by the President and his Cabinet.

- The entrance survey identified 30% (3 people) who indicated that New Employee Orientation training was not helpful to them. Staff will contact participants directly to gather information and consider adjustments to the program.