



CENTRAL WASHINGTON UNIVERSITY

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**Human Resources Department
Monthly Activity Report
September 2008**

I. Project Update by Section

A. Benefits

- Presented revised retirement plan documents to the Board of Trustees

B. System Support

- Automated loading of adjunct jobs information to PeopleSoft
- Assessing options for positive time reporting

C. Employment Relations

- Coordinating placement of students with disabilities from Ellensburg High School – placed one student
- Developed temp/hourly packet/process

D. Compensation

- DOP Salary Survey analysis completed
- Completed meetings with staff and managers regarding Salary.Com

E. Labor Relations

- Training on LR process in development

F. Professional Development

- Assisted Civic Engagement Center and developed Presentation Skills and customized Customer Services program
- Revised and reviewed several Supervisor Enrichment Program and Employee Development training programs; streamlined content resulting in class-length reduction from 4 hours to 2.
- The following trainings were presented:
 - New Employee Orientation
 - Preventing Discrimination in the Workplace
 - Just Cause: Providing Corrective Feedback

G. Support / Help Desk

- 9/1 pay increase letters were sent out for BU 5 and 6, non-represented employees and exempt employees
- Finalizing placement of procedures on web page

II. Quarterly Performance Indicator (provided in the February, May, August, and November monthly reports)

III. In General

A. Benefits

- Coordinated new faculty enrollment with local health care providers
- Hosted campus visits with Fidelity, TIAA-CREF and the Department of Retirement Systems

B. System Support

- Supported 9/1 salary increases
- Revising employee Self-Service
- Updated computers for OPAC testing
- Revised monthly reports sent to OFM
- Audited security access in PeopleSoft

C. Employment Relations

- Reviewed classification changes for:
 - Secretary Senior
 - Fiscal Specialist 1
 - Program Assistant
 - Secretary Supervisor
 - ITS 3
 - ITS2
 - Food Service Worker Lead
 - Bookstore Supervisor
 - Secretary
 - Program Coordinator

D. Recruitment

- Continued to review and contrast background check vendors
- Participated in Chair Training to give overview on recruitment process
- Temp Hourly pool process – in review
- Recruitment Training Finalized

New Search Activity

Committee Search Meetings: (5)

- Academic Advisor SSS/WaTEP
- Academic Advisor - Seattle Area
- Dean, College of the Sciences
- Assistant Professor of Sociology – Demography/Environmental Sociology
- Assistant/Associate Professor of Sociology – Social Services

Civil Service: (7)

- Cook
- Administrative Assistant 3
- Office Assistance 3
- Procurement and Supply Specialist 1
- Food Services Worker Lead
- Database Administrator
- Secretary Senior

Exempt: (2)

- Psychologist (Coordinator of Training)
- Dean, College of the Sciences

Background Checks: 54

E. Policies

- Drug/Alcohol Policy in review
- Rehire Retiree updates
- Leave & Exempt Code re Domestic Violence/Shared Leave

F. Labor Relations

- 09-11 PSE contract finalized, ratified by members
- 09-11 WFSE contract ratified by members