



CENTRAL WASHINGTON UNIVERSITY

*Your future is Central.*

**Human Resources Department  
Monthly Activity Report  
March 2010**

**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:
  - Central E.A.T.S. program
- Continued work on:
  - CWURP fund review
- 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:
  - HCA inbound interface feed in HRIS
- Continued work on:
  - HPUX upgrade
  - Budget Planning System
  - Electronic PAF
  - MIST
  - Leave Incentive Plans
- 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 & Archives Parapro 5
  - IT Tech 2
  - Graphic Designer
  - Food Service Manager 3
  - ITS 4
  - Food Service Manager 4
- Exempt Positions Review Meeting:
  - Site Directors
  - Research/Engineer Employee

- IT Tech 2

## **2. Recruitment**

- Advertisement
  - Daily Record (1)
    - 3/6 – 1 (position)
  - Yakima Herald (1)
    - 3/7 – 1 (position)
- Committee Search Meetings (8):
  - Assistant/Associate Professor Safety Health Management - IET
  - Assistant Professor of Public Relations/Communications
  - Residence Hall Coordinator – University Housing & New Student Programs
  - Apartment Complex Coordinator - University Housing & New Student Programs
  - Assistant Professor – Law & Justice
  - Assistant/Associate Professor – Director of Field Experience
  - Academic Advisor (2 Positions)
  - Director of Networks & Operations
  - Chief of Staff
- Civil Service (1):
  - Secretary Senior – University Housing & New Student Programs
- Exempt (1):
  - Chief of Staff – President’s Office
- Faculty Tenure Track (2):
  - Assistant/Associate Professor - Director of Field Experiences - Educational Foundations & Curriculum
  - Assistant/Associate Professor - Strategic Management (Ellensburg)
- Lecture Pool Postings(1):
  - Lecturer Pool – Field Supervisor Music
- Job Fairs (0):
- Background Checks (91):
  - HireRight (47)
  - WATCH (44)

## **3. Compensation**

- None

## **4. Policies**

- None

## **5. Labor Relations**

- None

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 March 2010:

- Training Delivery
  - Preventing Employment Discrimination
  - Compensation Policy and Classification Process
  - New Employee Orientation
  - Just Cause: Providing Corrective Feedback
  - Labor Relations Practices and Process
  - Ethics: Making The Right Decisions

**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)**