

2008-09 Human Resources

Annual Report

1. Conduct two pre-retirement, one classified and one unclassified, sessions for employees.

The demand for retirement information continues to be very high. Requests for estimates are at a very high demand as employees want to know how the current fiscal conditions have affected their retirement. Since we are very busy we encourage individuals that are not seriously considering retirement to use the ETF calculator on their website. As the demands of HRS and other benefit changes increase and occupy more of our time, we will not be able to continue providing the same level of service in providing estimates to employees. The sessions do not result in a noticeable difference in the requests we receive.

2. Provide “hands on” retirement calculator training session (Nakatani Center).

We were not able to hold a training session on use of the calculator this past year. Mary Kay and I both tutored many people individually on how to use the calculator.

3. Implement lean process for the classified recruitment process.

This past year we formed a lean process team to look at our classified recruitment process. It was composed of Deb Tallman, Deb Gehrke, Jason Beier, Kari Heilman, Joe Krier and myself. We chose the worst case scenario to review, e.g. a recruitment that required developing a civil service exam. By doing so, it also enabled us to see how the simpler recruitments could be streamlined as well. As a part of this review it was determined that we would apply for delegation status from System Admin for the processing of recruitments, we would implement the parts of the review we could and that a training component would be developed to assist in speeding up the classified recruitment process. We have applied for delegated status but to this point have not experienced enough of the necessary recruitments to obtain delegation and we have implemented the parts of the process in the office that we can. I am and have been working on the training component.

4. Apply for classified recruitment delegation from system administration.

We have done this, please see above for details.

5. Review and implement a multi-session new employee orientation program.

Cally has been working on this and has accomplished a lot. The curriculum has been written and approved; a web site has been established with the content and is ready for use. This process was reviewed by several people and our goal is to use it in the fall.

- 6. Review and formulate a plan for taking the Return to Work Program to the upper level as outlined in the system review. Implement the plan if any needed resources are provided.**

A review of this process has been started but not gone very far. Will complete in the 2010-11 year.

- 7. Continue implementation of the People Soft HRS. Hire project position for backup; continually review needs as implementation becomes more involved. If necessary request additional resources as needed.**

The implementation of HRS really ramped up in 08-09. We were fortunate to be able to obtain funds to hire a 50% project appointment to help with this ramp up. We have formed an implementation team on the campus and we also have formed task group leaders for certain areas to work closely with HRS. Both of these were per HRS guidelines and have helped with communications. The process is demanding very short turn around times for items to be discussed and is increasingly demanding more and more time.

- 8. Fill final vacant position in the HR Office.**

All positions were filled within the office and then I felt I needed to do some reorganization within the office. This was not the ideal time to accomplish this as it would also constitute additional training of personnel within the office at a busy time. This has disrupted our time lines for accomplishing some of our projects and along with our normal jobs and the HRS is occupying a tremendous amount of time for Mary Kay and Jo.

- 9. Conduct, or have UW System conduct, two training sessions on union contracts, one of which will be an update of changes in new contract.**

System came to the campus and conducted a session on updates to the contract and general contract information. We were also able to get System legal to come up and do a session for faculty and administrators in non-renewals and dismissals.

- 10. Implement Post Offer Essential Job Function testing program.**

We were able to accomplish this with the final reviews of titles and are now in position to use the process in new hires.

- 11. Conduct 2-3 information sessions for Dept Chairs and Directors.**

While one of these was accomplished the others were put on hold as we worked on the next goal as it changed. I also held two or three meetings with the Provost's Council, and Dean's Councils.

12. Work with Provost's Office to establish curriculum for Dept Chairs program through the Jeff Russell Leadership Program for 09-10.

Once the planning for this program got underway, the program did an almost 180. Instead of what has been a traditional Russell program, it has developed into sessions being conducted by Jeff, Tom Stafford of System Legal, subject matter experts on the campus and myself. The topics will cover a multitude of topics, evaluations, grievances, budgets for the departments, etc., and will be spread out over three time periods during the academic year. The topics to be covered were derived from feedback with the target group and hopefully will be well attended. Our first session is scheduled for the professional training days at the beginning of the fall semester of 09-10.

13. Meet any and all new Deans that are hired, attend their Dean's Council meeting.

The new Deans weren't hired until the beginning of the new fiscal year therefore I will schedule a session with them and their council's during the 09-10 year.

14. Address how summer session contracts are handled in the HR Office and send out deadline dates for payroll processing.

This will be a combined answer for # 14, 16 and 17. With the leadership and guidance of Karen Stricker we were able to conduct a lean review of our handling of contracts in the office and the use of the ES 6 for emergency hires. A vertical diagramming chart was used that showed us how we processed the forms and also how many times it went from one person to another in the office. This enabled us to enact a simpler process for the office. The biggest discovery and solution was found in the amount of time that is spent by us correcting and trying to obtain the information necessary to process the contracts. This constituted an enormous amount of time which led us to develop a new ES 6 form. The new ES form will be on the web, have the ability to be filled out online, contain a calculator to help the departments figure out the correct dollar and FTE figures (which should cut down on our processing time greatly) and hopefully will be able to forwarded electronically. At this point the form is developed, the calculator is in the beta stage of testing and we hope to begin usage this summer.

15. Review membership on Classified Advisory Committee, obtain additional members and work with them to establish web site and to coordinate Classified Professional Day program.

We were not able to review the membership of the committee. We are coordinating the Professional Day Program.

16. Review all unclassified contracting and payroll/benefits processing including summer session.

This is on our lean review process list. These projects are taking a lot of time and effort to accomplish.

17. Review deadline dates for payroll process and send out notification to the campus.

In our lean process we did review our processing dates and found that they were reasonable for the cutoff dates we have established for processing.

18. Expand Career Exploration Program into the Menomonie minority community.

This has been accomplished with the expansion into the use of community resources to obtain minority candidates for the program. At this point we are still continuing to include the high school students.

For the 2008-09 year --

New LTE positions that were filled	147
Total Number of classified vacancies filled	26
# filled by "special" recruitment	10
# filled by transfers/reinstates	5
# filled using state register	5
Positions held by division office	5
Ongoing recruitments from '08	1
Employees terminated	2
#retired/left	18
Positions reviewed for reclass	9
Reclasses processed due to change	7
Reallocations processed	2
Unclassified and Grad contracts processed	755