HR Design Update

June 10 and 12, 2014
Agenda

- Progress since November – JCOER approval
- Moving forward
- HR Design progress highlights
- Key takeaways.
Progress Since November

- Received JCOER approval for key HR Design components
- Consulted regularly with governance bodies
  - Shared Governance Advisory Group
  - Classified Staff Executive Committee
  - Academic Staff Executive Committee
  - University Committee
- Drafted onboarding and performance management policies
- Began work on expanding manager/supervisor education and professional development to support HR Design.
Progress Since November

- Continued progress on creating more effective and efficient recruitment, assessment, and selection strategies/toolkit
- Continued to evaluate applicant tracking system options
- Began to create workplace flexibility toolkit from existing campus policies
- Began work on HR metrics/dashboard
- Completed OHR organizational assessment.
Moving Forward

- Workforce Diversity Plan Implementation
- HR Professional Competencies
- Consolidated HR Policies
- Employee Engagement Survey
- HR Professional Certification
- Enhanced HR Communication
- HR Dashboard
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<th>Job Title and Compensation Structure</th>
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Needs Statutory Approval

Compensation Flexibility

First-Day Health Insurance
To ensure new employees have positive experiences by requiring campus units to have onboarding program

Policy effective this summer – guides campus units in defining “onboarding” and its critical components

- Year-long process
- Orientation
- Onboarding contact
- Peer partner
- First-day meeting with supervisor

To support policy:

- In-person and online education
- Templates, checklists, conversation guides.
Performance Management Policy

- Provide campus with general framework
- Supervisors and managers have regular (formal and informal) conversations with employees on:
  - Job goals and expectations
  - Performance
  - Professional development goals/plans.
Recruitment, Assessment, Selection Toolkit

- Tools being considered for more effective and efficient recruitment, assessment, and selection
  - Recruitment strategies
  - Candidate evaluation strategies
  - Screening forms
  - Interview question database
  - Search and screen tips/tricks
  - Eliminating unintentional bias
  - Set up/conduct interviews
  - Interview strategies
  - Reference check dos and don’ts

- Tools complemented by training for hiring administrators.
Re-categorize positions based on Fair Labor Standards Act (FLSA)

- FLSA exempt → academic staff
- FLSA non-exempt → university staff

FLSA status of classified positions needs review – classified permanent exempt employees will get choice

FLSA experts in each division will:

- Receive refresher training on FLSA standards
- Lead FLSA review process in their divisions
- Serve as FLSA contacts for employees in their divisions.
Workplace Flexibility Toolkit

- Promote flexible work environment and work-life balance

- Examples (when mutually agreed)
  - Flexible work schedules
  - Telecommuting
  - Job sharing

- Once completed, toolkit shared with campus to increase awareness of workplace flexibility options.
Key Takeaways

- Continue to use information provided by you (campus) as key to strategy

- HR Design active and moving forward
  - New employee onboarding policy
  - Recruitment, assessment, and selection toolkit
  - Performance management policy
  - FLSA exemption review/employee category choice
  - Workplace flexibility toolkit

- Continuing to consult with campus community including governance groups

- HR Design Strategic Plan being implemented in phases
  - Adjustments made based on delay
  - Implement all components planned for 2015.
Thank You