

HR PROGRAM REVIEW 2016

Survey Results from Fall 2015 and January 2016	What HR has done January-July 2016	What HR plans to do	Resources Needed
HR is needed to be housed on campus	Make campus visits, as needed		Office on campus
Improve Communications between HR and employees throughout the District	<p>HR on Campus is a practice that brings HR staff to both campuses monthly to answer questions and complete paperwork for individual employees.</p> <p>HR staff commit to returning voice mails within one business day; Reply to emails confirming receipt within one business day.</p> <p>District HR website includes list of contact names, phone numbers and email addresses of lead staff for various issues: Benefits, Recruitment, Short-term employees, Faculty, Classified, Managers, Supervisors, Confidentials, Job Descriptions, Complaints & Investigations</p>	<p>Continue HR on Campus visits- Consider varying the time of day of visits to accommodate all employees</p> <p>Continue to be responsive to phone calls and emails</p> <p>List will be updated as needed;</p> <p>HR Dept Org chart added to website</p>	HR needs a conference room large enough for dept. meetings in order to plan and communicate effectively with each other
Improve Explanation of Benefits available to all staff	<p>District HR website includes benefits information, forms and tutorials on how to complete forms- see HR Toolbox</p> <p>Onboarding of new employees is now available on-line with benefit forms and explanations.</p>	<p>Benefits Fair to be held in conjunction with Open Enrollment</p> <p>Benefits Analyst and Tech will continue to meet with new employees, as needed</p>	
Ensure Clarity and Consistency on Policies and Procedures	<p>HR Toolbox is available on the District HR website and outlines a variety of procedures step-by-step</p> <p>Job Descriptions and salary schedules are available on the District HR website.</p> <p>Forms that are used in conjunction with procedures are available on the District HR website</p>	<p>Add a minimum of 10 additional tutorials to the HR Toolbox over the next 12 months.</p> <p>All job descriptions posted on the HR website</p> <p>Add or update forms to the website; keep current</p>	
Increase the Number of Trainings Provided to Employees	<p>HR provides training or training resources for the following:</p> <ul style="list-style-type: none"> New Employee Orientations Manager and Supervisor trainings Administrative Professionals' Day - 2x per yr. HR on Campus- monthly Title IX Injury, Illness and Prevention Plan FERPA Sexual Harassment Mandated Reporter Campus SaVE- Sexual Violence Awareness Conflict Resolution Performance Management Customer Service Intergenerational Communication Skills Participate in Deans' Academy 	<p>PERS/STRS training</p> <p>Formalized Training Program for Mgrs. & Sups</p> <p>Formalized Training Program for Short-Term Emp.</p> <p>Create Training information page on HR website that lists all upcoming and past training opportunities</p> <p>Hold Diversity Training</p>	<p>Funds to access trainers from outside HR</p> <p>Funds for motivating attendees at trainings (prizes)</p> <p>Software to track individual training records</p>
Improve Recruitment Process	<p>Revised Hiring Procedures</p> <p>New Recruitment software that provides more timely feedback to candidates</p> <p>Screening Committee training offered on-line</p> <p>Mobile fingerprinting for convenience</p> <p>New Hire form to eliminate need for add'l signed PAF</p> <p>Onboarding of forms are now accessible on-line</p> <p>Recruitment tracking report published for all Mgrs. and Presidents to help keep the recruitment process moving</p>	<p>Add Hiring Procedures to website</p> <p>Adjunct Career Fair to be held on-site</p> <p>Participate in at least 2 job fairs per yr. for full-time faculty</p> <p>Reach out to community groups with personal visit- 1x monthly</p>	Funds to host Adjunct Fair