

Annual Goals for Human Resources & Affirmative Action

2010-2011

Title:	Implement Performance Management System
Description:	Develop a new tool for performance management. This includes the creation of an instrument and the training of supervisors and employees in the new process. Effective implementation will require a shift in the current culture with regard to performance evaluations.
Budget:	1000.00
University Goals:	1,4
Strategic Goals:	
Responsibility:	Director, Human Resources and Affirmative Action
Participation:	
Results:	The project remains at the research phase.
Actions:	
Improvements:	

Title:	Implement Flexible Spending Plan
Description:	A plan to offset out of pocket costs associated with medical expenses by facilitating the deduction of these expenses from pay before taxes will be implemented. Education with regard to the guidelines will be provided.
Budget:	250.00
University Goals:	1,4
Strategic Goals:	
Responsibility:	Director, Human Resources and Affirmative Action
Participation:	Benefits Specialist

Results: The communication program and enrollment sessions for the Flexible Spending plan took place in the Fall of 2010.

Actions: The Flexible Spending Plan was implemented fully on 01/01/2011.

Improvements:

Title: Staff Development

Description: In conjunction with the Compensation Ladder project, this office endeavors to partner with Continuing Studies and other entities to provide quality staff development programs. In addition, the office will work toward creative methods for enhancing a promotion-in-place program. A policy must be developed to address how costs for the programs will be assessed. Therefore, no cost projections are listed.

Budget: 0.00

University Goals: 1,4

Strategic Goals:

Responsibility: Director, Human Resources and Affirmative Action

Participation: Compensation Ladder Committee

Results: The Compensation Ladder Committee has continued to meet monthly, if not weekly, for the past 18 months to review and make recommendations for the proposed ladders for all classified positions. In addition, the committee recently held a retreat to accomplish a significant number of ladder reviews. An additional retreat is being scheduled for later in the summer.

Actions: The Committee has developed an Angel site for the sharing of information, documents, and progress toward full review of all proposed ladders. A set of standards has been developed by the committee to ensure a consistent approach to the modification process.

Improvements: