UH MAUI COLLEGE

ADMINISTRATIVE SERVICES – HUMAN RESOURCE OFFICE

ASSESSMENT PERIOD: JULY1, 2018 TO JUNE 30, 2019

1. Overview of department mission and function and its relationship with UH Maui College Mission and Strategic Plan

The University of Hawaii Maui College inspires students to develop knowledge and skills in pursuit of academic, career and personal goals in a supportive educational environment that emphasizes community engagement, lifelong learning, sustainable living, Native Hawaiian culture, and global understanding.

The Human Resource Department serves the employees, and candidates seeking employment. Our mission is to create a skilled and cohesive workforce that fully supports the College’s mission of student success. This is accomplished by the department providing outstanding service in all areas of human resource, including recruitment, policy and procedure administration, comprehensive benefits, equitable classification and compensation, regulatory compliance and employee relations.

1. Previous Year’s Goals, Plans and Accomplishments FY 2018-2019

Recruitment

 Continue to maintain timely, efficient, responsive and legally defensible hiring procedures. Continue with enhancing the application process for candidates via Human Resource Department auditing for completeness and determining if they meet the minimum qualifications of the position they are applying for.

 Investigate alternate recruitment methods to attract additional job candidates, as it is becoming harder to recruit qualified candidates in our current job market.

 Train Screening Committee on diversity and employment laws.

 We are continually working on all of these goals and have taken on the responsibility of auditing all recruitments for completeness and determining

 if applicant meets the minimum qualifications of the position.

 Human Resources staff is currently utilizing the NEOGOV system for all APT, Civil Service, E/M and Faculty positions.

 Benefit Plans

 Ensure that benefits are explained and understood by employees to enhance satisfaction. We conduct benefits presentation for all new hires within a month of their hire date.

Conducted benefits presentation for all Operation & Maintenance, Molokai Education Center, Security and Department Secretaries and will continue to do presentation for the all departments.

Documents

 The Human Resource Department maintains and updates these documents, including:

 Administrative Procedures, Board Policies, Civil Service Rules and Regulations, Human Resource Department website, salary schedules, employment contracts, job descriptions, job application forms and postings, benefit summaries, organizational charts, recruitment policies and diversity training for screening committees, required legal postings, employment packets, unlawful discrimination and sexual harassment policies, EEO/AA Plan, etc.

 Most of these documents are reviewed and updated annually. Our website requires constant updates depending upon our recruiting status. In addition, employment contracts are generated annually for temporary employees and annually for regular employees, with frequent revisions.

 It is our goal to maintain these updates on a regular basis and communicate them appropriately.

 We continue to maintain these policies and post any updates on our website.

 Compliance

 Compliance issues grow each year, becoming an increasing workload for the department. Compliance areas include updating required postings, policies,

information to staff and new hires, ensuring required paperwork and information are given to employees, drafting and attaining approval on new policies and requirements, completing required trainings, and handling constant candidate and employee issues appropriately to avoid potential lawsuits. The benefits area alone is inundated with requirements, including COBRA notices, leave notices, HIPPA privacy requirements, and responding accurately to employee questions and concerns. In addition, each year Human Resources required to report on diversity compliance, mandated costs, and salaries and benefits paid. The Systems Office requires various reports to compile this information.

In addition, the recruitment process has become compliance driven requiring human resources to appropriately handle applicants with disabilities, analyze candidate pools, and train hiring committees, all done partly to ensure our campus is complying with the legal requirements to avoid potential lawsuits. In summary, resources committed to addressing compliance issues are ongoing and continually grow. However, human resources are continually trying to meet current requirements.

 It is necessary to maintain data bases on grievances and legal issues relating to human resources to ensure compliance and effective advisement to administrators. Ensure participation in trainings and staff development.

 Ensure that all required trainings are completed and implemented. This includes sexual harassment training, hiring committee trainings, hiring procedure trainings, new employee orientations. We are now utilizing on- line training for employees and managers but working on adding more.

 With coordination from the system’s office we are continuing to provide training in these areas to ensure compliance and protect our campus from possible litigation.

 Compensation

 Maintain classification and compensation plans set forth by the University and unions.

 Communicate compensation program clearly to staff and faculty.

 All compensation plans are posted on the OHR website for staff and faculty to review and we continue to update it as these plans change.

 Human Resources Management

 Ensure evaluation are completed for APTs, Civil Service, Faculty, Lecturers, and E/M. Procedures are in place for all Civil Service and APT staff.

 Many departments remain behind in their timely evaluation of employees despite multiple reminders by human resources. The college must continue to focus on this and hold managers accountable for late evaluations. A goal is to develop a program to encourage completion, especially during the critical probationary period. Unfortunately, part of the issue is our increasingly heavy workload for managers unable to find the time to complete these evaluations.

 Conduct effective orientations for all new employees within a month of new hire date.

 We are constantly finding better ways to ensure employees are properly evaluated and to ensure all personnel files and confidential information is secured. We continue to enhance our security of documents.

 Training

 Ensure training meets compliance standards. Utilize on-line training for convenience and flexibility to staff and administrators.

 Continue to conduct effective new employee orientations.

 Continue to actively participate on college-wide committees.

 Provide more training and networking opportunities to the human resource

 staff, by budgeting and attending various trainings and conferences.

 Staffing

 The Human Resource office is fully staffed with three (3) Generalists and one (1) Director.

 We have been selective in our goals and objectives, we are continuing to focus on streamlining and efficiencies should remain our primary goal to free up time for other projects.

 We have accomplished most of our goals and will continue to improve.

1. Analysis and assessment of Quantitative and Qualitative Data

Administrative Affairs Department sent out surveys to all employees. Based on the data obtained from the Administrative Services Assessment Survey for calendar 2013, in all six areas the Human Resource Department’s services continued to have very high ratings. Survey results show that the great majority of regular employees appear to have a positive image of the Human Resources Department and agree that the department is helpful, responsive, confidential, and effectively answers their questions. In addition, in reviewing the written comments, strong customer service was stated as the one thing the department does best.

Quantitative Data

In analyzing the quantitative data for fiscal year 2018-19, it showed that there was a significant decrease in Lecturer PNFs processed this fiscal year compared to fiscal year 2017-18. The decrease of Lecturer PNFs was due to less lecturers hired, Collective Bargaining salary increases, account code changes for lecturers, credit load changes, and increase in efficiency when processing PNFs.

The total number of PNFs processed this fiscal year compared to fiscal year 2017-18, decreased significantly due to less hiring of faculty and staff and less account code changes.

The number of Form 6s processed for fiscal year 2018-19, slightly decreased from fiscal year 2017-18, due to a decrease of casual hires, overloads and grants.

The number of new appointments per year decreased for fiscal year 2018-19,

compared to fiscal year 2017-18. This decrease was due to a decrease in new hires filling our vacant positions.

The average time to process a position re-description for fiscal year 2018-19, was slightly less then fiscal year 2017-18. This was due to our offices increased training efforts and better efficiency.

The average time to recruit faculty/APT position for fiscal year 2018-19, was about the same as fiscal year 2017-18. The original decrease was due to the change in recruitment and selection procedures which provides the selection committee with only the best qualified applicants to interview.

The number of advertising on NeoGov for fiscal year 2018-19, increased from fiscal year 2017-18. This is due to re-advertising positions, due to insufficient pool of applicants.

For fiscal year 2018-19, we have four (4) permanent staff members.

 Qualitative Data

Based on the past survey’s averages, personnel services continued to improve. The increased training, reassigning of duties, and improved customer service continues to help.

1. Goals, Plans & Objectives for FY 2019-20

 Recruitment

 Continue to maintain timely, efficient, responsive and legally defensible hiring procedures. Continue with enhancing the application process for candidates via Human Resource Department auditing for completeness and determining if they meet the minimum qualifications of the position they are applying for.

 Continue to investigate alternate recruitment methods to attract additional job candidates, as it is becoming harder to recruit qualified candidates in our current job market.

 Continue to Train Screening Committee on diversity and employment laws.

 Benefit Plans

 Continue to ensure that benefits are explained and understood by employees to enhance satisfaction.

 Conduct new hire employee benefits presentation within a month of new hire date. Conduct benefits presentation to staff for updates and refresher.

 Documents

 The Human Resource Department maintains and updates many documents, including:

 Administrative Procedures, Board Policies, Civil Service Rules and Regulations, Human Resource Department website, salary schedules, employment contracts, job descriptions, job application forms and postings, benefit summaries, organizational charts, recruitment policies and diversity training for screening committees, required legal postings, employment packets, unlawful discrimination and sexual harassment policies, EEO/AA Plan, etc.

 These documents are reviewed and updated annually. Our website requires constant updates depending upon our recruiting status.

 In addition, employment contracts are generated annually for temporary employees and annually for regular employees, with frequent revisions.

 It is our goal to maintain these updates on a regular basis and communicate them appropriately. Which we will continually be doing.

 Compliance

Compliance issues grow each year, becoming an increasing workload for the department. Compliance areas include updating required postings, policies, information to staff and new hires, ensuring required paperwork and information are given to employees, drafting and attaining approval on new policies and requirements, completing required trainings, and handling constant candidate and employee issues appropriately to avoid potential lawsuits. The benefits area alone is inundated with requirements, including COBRA notices, leave notices, HIPPA privacy requirements, and responding accurately to employee questions and concerns. In addition, each year human resources is required to report on diversity compliance, mandated costs, and salaries and benefits paid. The Systems Office requires various reports to compile this information.

In addition, the recruitment process has become compliance driven requiring human resources to appropriately handle applicant with disabilities, analyze candidate pools, and train hiring committees, all done partly to ensure our campus is complying with the legal requirements to avoid potential lawsuits. In summary, resources committed to addressing compliance issues are ongoing and continually grow.

It is necessary to maintain data base on grievances and legal issues relating to human resources to ensure compliance and effective advertisement to administrators. Ensure participation in training and staff development.

Ensure that all required trainings are completed and implemented. This includes sexual harassment training, hiring committee trainings, hiring procedure trainings, new employee orientations. We are now utilizing on-line training for employees and managers.

 Compensation

 Maintain classification and compensation plans set forth by the University and the unions.

 Communicate compensation program clearly to staff and faculty.

 Human Resource Management

 Ensure evaluations are completed for APTs, Civil Services, Faculty, Lecturers and E/Ms.

 Many departments remain behind in their timely evaluation of employees despite multiple reminders by human resources. The college must continue to focus on this and hold managers accountable for late evaluations. A goal is to develop a program to encourage completion, especially during the critical probationary period. Unfortunately, part of the issue is our increasingly heavy workload for managers unable to find the time to complete these evaluations.

 Conduct effective and informative new hire orientations and if needed meet with each new employee individually.

 Continue to provide enhance security of personnel files and confidential information. Files will be locked when not in use.

 Training

 Ensure training meets compliance standards. Utilize on-line training for convenience and flexibility to staff and administrators.

 Conduct effective new employee orientations.

 Actively participate on college-wide committees.

 Provide more training and networking opportunities to the human resource

 staff, by budgeting and attending various trainings and conferences.

Encourage college wide participation with Office of Human Resources, Manoa training offerings.

Staffing

Human Resources Office is fully staffed with three (3) Generalist and one (1) Manager.

We have to be selective in our goals and objectives. We are continuing to focus on streamlining and efficiencies should remain our primary goal to free up time for other projects.

V. Human Resource Department’s Contributions to Student Learning Outcomes

 Although the Human Resource Department serves as the indirect role in supporting student learning outcomes, the department does impact and support students on multiple levels.

 **Recruitment of Skilled Staff:** The Human Resource Department manages the hiring process to recruit skilled instructors to teach Administrative Professional staff and classified support staff to assist students with registration and support in meeting their educational needs. Without skilled personnel, student learning would be severely impacted.

 **Measurement:** The department develops job descriptions with minimum qualifications, ensures that job openings are filled by

 those meeting minimum qualifications or equivalencies, forwards

 recommended applicant information to the screening committees

 and later to the Vice Chancellor and Chancellor for final hiring approval. Provides equal employment opportunity (EEO) training to those involved in the hiring decisions, and monitors the hiring process for EEO compliance.

**Evaluation of Staff:** Human Resource Department works with

 administrators to ensure that employees are evaluated regularly. If an employee is ineffective in his/her position, the Human Resource Department assists a manager in developing job performance improvement plans and/or termination of ineffective personnel. Ineffective instructors, administrators and staff hinder student learning.

 Measurement: Human Resource Department reviews employee performance evaluations to ensure that they are fair.

 **Communication of Non-Discrimination Policies:** Human Resource Department is responsible for communicating and investigating claims of discrimination and sexual harassment by University of Hawaii Maui College staff which provides for a safe, secure learning environment.

 Measurement: The department ensures that our non-discrimination and

 sexual harassment prevention policies are accessible to all, and that all

 employees receive sexual harassment prevention training. Creating and

 maintaining a workplace free from harassment and discrimination is

 measured by complaints.

1. Short Term Resource Needs and Priorities

Meetings

HR staff meetings are scheduled every other Thursday. This will keep the staff current on issues within the campus and within the system Human Resource Departments and open communication within the HR office which will enhance office productivity and allow all staff members to have a voice. We will be able to initiate changes by the system’s office in a timelier fashion.

Staff Development

Need to initiate staff development opportunities for the human resource staff so they can learn and grow in their jobs. Due to budget constraints, members of HR have had limited access to training opportunities. We are fortunate to have access to OHR trainings via long distance telecasting. It would be beneficial to our employees and our students if the human resource staff members have the opportunity to attend other training and conference opportunities via SHRM, DHRD and HEC (Society of HR Management, Department of Human Resources and Development, Hawaii Employer’s Council). It would be of value for the human resource staff to receive specialized training in various areas of human resources and networking opportunities with other human resource staff from other campuses. This is essential for maintaining current knowledge in areas of compliance and for sharing ideas and resources.

Supplies

Larger supply budget is needed, due to increase in employees and delegation from the systems office for ordering and purchasing personnel related items such as Health Fund Books, Union Contracts, Employee Retirement Books, etc.

 Facilities/Technology

The Human Resources Department includes an office for the Human Resources Manager, office for Assistant Human Resources Manager, and a shared office/reception area for two (2) Human Resources Specialists. Office space for current staffing needs appears adequate. The pressing issue is storage of continually expanding paper files. Currently, we have file cabinets lining all available wall space, these files are filled to capacity. We moved older files of terminated employees to our storage area but we are running out of room. There is no room for additional storage in our office, the current files are full. A digital imaging system in the Human Resource Department would allow for files of former employees, which must be kept, to be scanned and stored digitally, alleviating the current storage problems and enhancing security of confidential information. For our office to accomplish this though; the entire University of Hawaii system would have to go to a digital imaging system but due to the current financial situation; they are unable to do this at this time.

 Miscellaneous

The College should commit more resources to initial compliance, required revisions/updates and implementation of mandated programs to ensure timely completion and continued compliance. Compliance issue should begin to take a high priority to avoid costly legal actions.

 Supplies - $4000

 Cost of EUTF booklets - $1,000

 Cost of Union contracts - $1,000

 Cost of airfare for adequate training - $10,000

 Overtime $5,000

 EAP $5,000