

SECTION X

HUMAN RESOURCES / PERSONNEL

OCTOBER, 1992

END-OF-YEAR-REPORT

1991-92

X. Human Resources/Personnel

Fred A. Bettarelli, Director

1. Achievement Statements/Report for 1991-92 Objectives

Goal I Negotiations

Successfully assisted with the strategies and commensurate contractual agreements with three bargaining units - Faculty, Clerical and Food Services.

Maintained Board of Trustees basic economic guidelines relative to salary increases and benefit cost containment changes.

Goal II Job Evaluation

The job re-evaluation program has completed all those job descriptions that had been updated by the supervisors and employees.

Goal III Supervisory Training/Job Evaluation

Those supervisors who updated their job descriptions were included in final re-evaluation process for training purposes.

Goal IV Centralize Reference Checks

Procedures were changed within the Human Resources Department in order to insure the confidential handling of reference checks

Goal V Orientation/Faculty

A new faculty orientation program was developed and implemented prior to the fall 1991-92 academic school year.

Goal VI Policy and Procedure Review

Relevant Human Resources internal policies and procedures have been continuously stored for future reference and cataloging.

Goal VII Certification of Part Time Employees/SURS

All controls and procedures necessary were designed and implemented according to State Universities Retirement System requirements.

Goal VIII Benefit Statements

Benefit statements reflecting pertinent benefits relative to each separate group of employees was prepared and distributed.

Goal IX Affirmative Action Program

The Affirmative Action program was completely revised, adopting necessary legal changes. Additionally, the A.A.P. committee was re-organized for the upcoming 92-93 FY's.

Goal X Pre-Retirement Program

Initial work has begun on this program but with year-end budgetary restraints, a carryover to fiscal year 93 will be required for completion.

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X. Human Resources/Personnel
2. General Activity Report

Fred A. Bettarelli, Director

The 1991-1992 year required a great deal of Human Resources efforts to be concentrated on labor relations. This concentration not only included the assistance and settlement of three Union contracts but also the text inclusion on the Human Resources computer disk file for ease of future reference.

Additionally, numerous meetings and problem solving efforts were made to improve our overall labor relations attitudes. Numerous grievances were handled without the necessity of arbitration and only one (faculty) civil suit was filed.

Those jobs not covered by Union contracts have been continuously audited under the MIMA evaluation plan for re-evaluation purposes.

Employee orientation and assistance programs were either revised or upgraded.

A completely new employee certification system was designed along with procedural requirements to adhere to the new SURS regulations.

The Affirmative Action Program was revised for future committee review and Board adoption.

Training programs (Connections) for employee customer service upgrade were designed and recommended for implementation.

New controls were installed to prevent mid-term or Fall hires to be overlooked in Board material, along with controls for return of contracts within the required ten (10) day period.

Preliminary recommendations were made concerning the adoption of policy requirements for the new Americans with Disabilities Act.

Numerous seminars, workshops and college committee work were performed concerning communications, planning, total quality, college Senate, SURS and CUPA.