

Unit Strategic Plan

2015- 2017

Name of Program/Department: Human Resources

Mission Statement (for the program or department):

The primary purpose of Human Resources is to provide personnel administration services that include coordinating employee recruitment, selection, employment, and development; coordinating the employee benefits program; and maintaining an accurate payroll and employee records system. In achieving this purpose, Human Resources is committed to the following:

- Coordinating the recruitment, selection of all employees
- Providing an orientation process for new personnel
- Communicating any and all changes in benefit programs
- Creating and maintaining an accurate employment history
- Providing an accurate payroll and leave accrual system
- Encouraging staff development

Summary of Access, Productivity and Effectiveness:

Human Resources provide and supports academic, administrative, and staff personnel. This Unit is responsible for recruitment, selection and professional development in accordance with state and federal guidelines. It ensures compliance with all laws including the Alabama Community College System Uniform Guidelines. The core values of Human Resources and its staff are: respectful communication, excellent customer service through continuous improvement of services, integrity and honesty.

The HR/Payroll staff is flexible and adapts to the many demands of the internal and external customers. The HR/Payroll staff needs continuous training to stay abreast of the many changing laws dealing with Internal Revenue Services, Retirement Systems of Alabama, PEEHIP benefits

changes, federal and state legislation, and state budget. This unit consists of a Director of Human Resources, Payroll Administrator, Payroll Coordinator, Personnel Coordinator, and Personnel Specialist who service the four instructional locations. The department has provided direct service to 341 full-time employees, 419 part-time hourly employees, 65 work-study students, and 231 part-time adjunct instructors for the 2014-2015 fiscal years. The entire department answers and responds to all calls and emails in a very timely manner. HR/Payroll ensures that the mission and vision of the college is met. The department is keeping up with the growth of the college and is providing all of the support and services that are needed.

Internal Conditions:

- 1. Technology** - Updated computers/printers in the Human Resource and Payroll department
- 2. Budget** - Need adequate budget to provide professional development training for the college and HR/Payroll staff (materials, manuals, and instructor)
- 3. Resources** - Unit is currently staffed with five full-time employees who dedicate 100% of their time to the department
- 5. Enrollment** - HR/Payroll is committed to providing the services and environment necessary to assist its students in achieving their educational goals
- 6. Facilities** - HR/Payroll is in need of additional office/storage space and a conference room
- 7. Equipment** - Larger copier for the area and fax machine to adequately meet the demanding needs of the department and customers.

External Conditions (such as state funding, accrediting agencies, advisory committees, postsecondary policy changes):

Each year the HR/Payroll anticipates an audit from the Alabama Community College System Department of Legal and Human Resources. This audit reviews the hiring practices as well as the search files for clarity, correctness and order. The HR/Payroll records are audited regularly by the State Examiners. This audit reviews all areas of the human resources and payroll office functions. There have been no major findings.

- 1. State fiscal constraints** - Budget cuts
- 2. Changes/statutory requirements** - Legislative/IRS/TRS/PEEHIP
- 3. Alabama Community College System Uniform Guidelines** - These guidelines are constantly updated as well as other State Board policies

2014-2015 Accomplishments:

Human Resources/Payroll:

- Developed ARGO's reports (working with IT department) enable HR/Payroll office to operate more efficiently.
- Updated applicant search procedures to follow ACCS guidelines.
- HR/Payroll continues to develop a great working relationship with TRS/PEEHIP.
- Human Resources audits www. Jeffstateonline.com & JEFFNET to ensure HR/Payroll data is correctly reflected on website.
- The campus directory is on JEFFNET. Printable version available.
- Active employees and retirees taking advantage of the Flu Shot Clinics given every year.
- Active employees and retirees take advantage of Health Screenings every year.
- Worked with Workforce Development to provide PDI training to all new employees.

Unit Goals (2016-2017):

Goal 1: Maintain up-to-date manuals for human resources and payroll

Objectives: Continue to review current manuals and notebooks
Stay abreast of all changes affecting human resources and payroll
Staff is to attend workshops and conferences pertaining to their positions

Method of

Assessment: As changes occur, update policies and procedures manuals as needed pertaining to human resources and payroll (ongoing process)

Make information available of all legislative changes to faculty and staff (ongoing process)

Keep Banner manual up-to-date on how-to-methods ongoing

Identify and register staff to attend workshops and conferences for currency in jobs

Estimated

Cost: \$2,500

Goal 2: Educational programs and services for employees

Objective: Provide computer training and professional development workshops

Method

Assessment: Coordinate classes/training with the office of Workforce Education.

Coordinate additional computer classes with outside facilitator or consultant for college faculty and staff.

Develop a calendar listing professional development opportunities.

Work closely with Chief of Security to provide ongoing safety opportunities and coordinate online training topics with Security, such as:

Active Shooters

Bomb Threat Awareness Training

Human Trafficking

Supervisory Training

Other suggestions by Chief of Security

Conduct employee surveys and solicit feedback from employees regarding professional development opportunities

Estimated

Cost: \$7,500.00 (instructors/facilities/consultants and materials)

Goal 3: Storage for Human Resources/Payroll department

Objective: Locate adequate space for the department storage

Method of

Assessment: Located space available above the mail room per Director of Maintenance. With increased new hires and employment searches the department has used all available storage space.

The department has five employees including:

Director of Human Resources

Personnel Coordinator

Personnel Specialist

Payroll Administrator

Payroll Coordinator

HR/Payroll maintains all employment records for 4 campuses (340 full time employees, more than 400 part time hourly/part time adjunct employees and more than 50 work study employee).

Estimated

Cost: \$5,000.00 (materials and labor)

Goal 4: Facilities for Human Resources/Payroll Department

Objective: Explore the possibility of expanding the HR/Payroll facilities

Method of

Assessment: Locate adequate office space for five employees:

Director of Human Resources

Personnel Coordinator

Personnel Specialist

Payroll Administrator

Payroll Coordinator

Office space with a Conference room with computer hook up is needed to:

Conduct new hire orientations, staff meetings, exit interviews, employee interviews, terminations, and other HR/Payroll business as needed.

Estimated

Cost: \$7,000 (renovation material and labor)