Human Resources Project Spring - Summer 2016

January 14, 2016

This was my initial meeting with Craig Gardner (Assistant Vice President of Human Resources) where he explained the project and his vision and goals for improving the structure and language of HR policies and procedures as well as my role. As he explained, he sees the benefit of having another set of eyes or perspective in terms of the language used in these documents. My first task was to focus on Section 4.00 Personnel - Benefits.

January 21, 2016

I completed my first review of Section 4.00 Personnel and Benefits. I met with Craig Gardner and Patti Williams (Director of Employee Benefits and HRIS) and presented my work. Besides grammatical and punctuation issues, other areas of clarification were noted and this is seen by HR as particularly helpful as the hope is that employees will have a clearer idea of policies through reading these documents. The next step for me is to combine certain policies so that this section is more streamlined. I will report on my progress in a week.

January 28, 2016

The main take away for me from this meeting was the need to shift my focus to helping with the overall restructuring of the policy and procedures rather than looking at the sentence level issues, especially since there are so many major changes occurring. The goal for next week is to work with Patti on her draft of Section 4.00 and I will also create a list of all definitions from all sections. Craig would like a glossary type approach where people can see all definition in one place. There was also mention of having links and providing more in-depth information on certain policies at a different location than the policy documents themselves. This makes sense on a number of levels.

February 4, 2016

In my meeting with Patti we discussed some of the larger processes that will take place with this overhaul of policies and procedures and how, in fact, this project would take a significant amount of time (probably extending into the summer at least). For now, however, I will continue to focus on Section 4. For next week I will combine sections as approved by Patti and Craig and also work on the definitions section. It is hoped that we will get approval for one location for definitions.

February 11, 2016

In today’s meeting we mostly discussed the definitions section. Craig got the okay to create a single definitions section and remove the individual definition sections from each subsection. We went through the list of definitions and Crain and Patti indicated changes and mostly a lot of deletions. I need to ensure all definitions are included. Next week I’ll bring the revised definitions section and hopefully by then I’ll have received Patti’s feedback on the combined section 4s.

February 18, 2016

The definitions section is complete (at least the first complete draft). This will mean individual definitions sections for each section and subsection can be omitted. We have almost completed Section 4.

February 24, 2016

Patti will have her staff work through our recommendations for Section 4. When this is complete I will proof read. Craig asked me to forward my work on the definitions. Updated sections will be released (sections 3.06 and 3.07).

March 3, 2016

I added the new definitions from updated sections 3.06 and 3.07. I met with John Robinson (Director of Employee Relations) who I will be working with on Section 3.

March 10, 2016

John Robinson and I discussed plans for Section 3. I will combine sections 3.08, 3.09, and 3.11. John is waiting to get approval for 3.13.

March 31, 2016

We were able to check off several policies and procedures documents today: sections 3.02, 3.03, 3.08, 3.09, 3.11 as well as 2.08. Craig and John are working through the Consensual Relations policy and will hold separate meetings focused on this policy. The goal for this week is to review 3.10, 3.13, and 3.14.

April 7, 2016

I sent John my comments on 3.10. This policy should now be ready. John will be sending two versions of 3.13 (Consensual Relations) for review. Policy 3.14 (Weapons) will be sent my way. Meanwhile I am working on the policy section for 3.16 (Ethical Conduct). There was discussion between John, Craig, and myself regarding parts of this policy. The purpose section (which is now obsolete) contains interesting philosophical language and references. It was decided that part of this will be omitted.

April 14, 2016

Section 3.00 is complete except for 2 policies that are covered by Marni Fisher and Patti. The next step will be to being Section 5.00. Patti’s policy was forwarded to me later in the week and I returned this with my commentary. The new language suggested for particularly dense and complex sections was seen as helpful and the changes were made. This policy in now completed.

April 21, 2016

Today I transitioned to Section 5.00 Personnel and Compensation and I was introduced to Marni Fisher (Director of Employment and Compensation). While Marni is reviewing sections 5.06 and 3.04 I will be working on 3 sections in section 5.00. I will forward my recommendations by Monday to allow Marni to respond before Thursday’s meeting.

April 28, 2016

My assignment this week was to work on sections 5.02, 5.04, and 5.05.

May 5, 2016

Marni will return sections 5.02, 5.04, and 5.05 and I will convert these into the new templates. We worked together on 5.06 but Craig still needs to review this one. Meanwhile, I will be helping Marni come up with a new title for 3.04. Also, in this meeting Marni mentioned that Craig would like me to continue working on the project over the summer semester. I agreed.

May 19, 2016

I met with Craig and Marni and we sketched out our plan for the summer.

May 26, 2016

Meeting with Marni to get up to speed on various sections from 2.00, 3.00, and 5.00.

June 2, 2016

I met with Marni and James Broadbent (Director of Faculty Services). We spent the session extensively reviewing section 2.02 (Personnel Hiring).

June 15, 2016

I met with Craig and Marni and we reviewed our next steps for various sections. I have submitted revision and editing suggestions on several sections and I am waiting for these to be returned for formatting. In addition I am working with Marni on an Affordable Care Act memo.

July 6, 2016

We are working intensively on several policies. For next week I will format 3.04 (Hours of Work) and 5.02 (Job Evaluation) into the policy and procedure templates. I will also update the definitions file.

July 20, 2016

We are on the final stages of the project with just a few sections that we are working on simultaneously. I’m waiting for 5.06 (Staff Overload) as there are minor changes; I will put 5.04 (Overtime Pay – Staff) into the new templates once Marni adds elements from 5.03 (FLSA); Marni is also sending 5.02 (Job Evaluation – Staff) with an insert from 3.05 (Staff Job Titles).

I was able to complete my assignment.

On a separate note, it has been rewarding to see the final product of our collaborative efforts on these sections sent out to the College via email from time to time. It was a great experience working with Craig and the HR office.