

## Human Resources 2011 Program Review

### Action Plan Update March 2013

Prepared by Jody L. Bomba, SPHR, Associate Vice President of Human Resources

Action	Target Date	Responsible Party	Resources Needed	Comments/Update
1. Restructure HRD (3 Associate Directors)	Complete	Bomba	None	<p>In July, 2012 the Payroll function was rolled into the HR department and the Payroll manager was promoted to serve as Associate Director or HR, Payroll. As such there will actually be three Associate Directors fulfilling leadership positions in the department.</p> <p>While this restructure was funded in 2011, and one of the positions was filled, the Administration requested that one of these 3 positions be placed on hold until further notice. These funds were released in September 2012 and recruitment for an Associate Director of HR, OD &amp; Training was initiated.</p> <p>In February 2013, the third Associate Director of Human Resources was hired to complete the HR leadership team.</p>
2. Technology: People Admin Purchase & Implementation	In process	Bomba	None	<p>2012 Delayed due to staffing shortages</p> <p>2013 – HR went “live” with People Admin in January 2013. We are presently transitioning from La Verne’s paper-based system. While we still have some paper based postings that have been open for several months, all new job postings that have been initiated since January are being handled through People Admin. Eventually all open positions will be administered using this tool.</p>
3. Technology: BiTech (HRIS) Development	Ongoing	Bomba/Canning/Schmitt	<ol style="list-style-type: none"> <li>1. BiTech - Funded - (Finance department manages this)</li> <li>2. Funding has been</li> </ol>	<p>2011 - La Verne’s HRIS is presently tied to Finance’s technology decisions. Finance’s upgrade to Sungard’s <i>One Solution</i> is planned to begin in 2012.</p> <p>2012- Bitech upgrade was delayed due to staffing shortages in the Finance Department, and</p>

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			requested for the implementation of a new (non Bitech ) HRIS/Payroll system	<p>problems with the system.</p> <p>2013 - HR's ability to move forward with technology solutions is regulated by decisions made by the Finance department pertaining to their software needs. While HR has taken the BiTech program as far as possible on its' own, moving ahead with the software is presently determined by Finance and subject to their timeline. For greater efficiency, HR has begun to look for options outside of BiTech, including Banner HRIS which would enable the HRIS to integrate with the rest of the University. As there is considerable cost related to the implementation of a new system, we are awaiting budget consideration before finalizing a decision.</p>
4. Technology Document On-line implementation	Postponed	Bomba/Schmitt	Funded (Finance)	Postponed. Other legally required HR projects that pertain to Document On-Line implementation must be completed first before this can be undertaken.
5. Technology: Employee On-line	In process	Bomba/Canning/Schmitt	Funded (Finance)	HR and Payroll are working with Finance (who controls the BiTech system) to implement Employee Online, which will enable employees to view their pay check stubs, W-2's and potentially Benefits information online.
6. Technology: TimeCard On-line	Postponed	Bomba/Canning/Schmitt	Funded (Finance)	This software will enable all classified employees and student workers to utilize an online timekeeping system. Because the current version of BiTech cannot support an online timekeeping system, the implementation of One Solution or another software system must be undertaken before we can move ahead.
7. Technology: HR Portal	Completed Fall 2012	Ballesteros	None	Information pertinent to all employees of the University had previously been posted on the La Verne Website and was therefore accessible by anyone visiting the La Verne site. Because policy and other proprietary information should be available to employees only, we have developed a web portal through "My Laverne". This

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				is an "employee only" site that contains policy, procedures, announcements and opportunities. Recruitment related information is still available to the public through the La Verne website but all other information is on the portal.
8. Learning and Development: Training and Professional Development Program	In Process	Bomba/Nagengast	Funding needed	With the recent hire of Dana Nagengast, Associate Director of HR, OD & Training, (February 2013) we are ready to implement a full training and development program for staff and faculty. Funding in the amount of \$50,000 has been requested for the 2013-14 fiscal year to launch this program. This program is additional to the LawRoom online training program that has been offered since 2011.
9. Policy – Handbook	In process	Bomba	Final approval required	Although not specified in the HR program review, significant revision of personnel policies is required and foundational to compliance and best employment practices. This project has been in process for more than a year. A draft of a new handbook has been written in conjunction with our labor attorney and it is being vetted by the PEC and various employee groups at this time.
10. HR Staff Skills, Competencies and Expertise	Ongoing	Bomba, Nagengast – All HR staff	Additional ongoing funding required	All recent hires (AVP; Associate Directors of HR OD& Training and Compensation, Benefits & HRIS and Recruiting & Retention Coordinator) have extensive HR backgrounds as well as specialized training, experience and expertise in their fields. Additionally, the Employee Relations Manager has been formally trained and certified to conduct investigations and one of the Admin Assistants is undergoing formal certification as an HR Generalist in preparation for accepting those responsibilities. All HR staff have undertaken compliance training for Sexual Harassment prevention; as well as HIPAA and I-9 Administration. Funding in the amount of \$10,000 per year has been requested on an ongoing basis for targeted training and recertification for the HR staff.

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