

HRS 2008 GOALS

Ensuring that programs, policies and services are relevant and valued by campus community.

Offering a competitive and meaningful total compensation package.

Make use of state-of-the art technology to communicate and administer programs.

Making efficient and maximum use of resources.

Celebrate the advantages and opportunities created by a diverse staff.

Ensuring the university has a well-trained and competent workforce.



Human Resource Services 2008 STRATEGIC PLAN OVERVIEW

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- ### HRS 2007 To-Do List
- ✓ Provide conflict resolution training
 - ✓ Analyze Workers Compensation Injuries for possible initiatives to reduce costs
 - ~~Implement "Bring Your Cat to Work Day"~~
 - ✓ Implement customer issue tracking software
 - ✓ Redesign HRSC Floor Space
 - ✓ Implement Customer Service Knowledge Base
 - ✓ Convene working groups within Employee and Campus Services leadership development pilot
 - ✓ Reconfigure HRS phones
 - ✓ Implement Work/Life Balance Presentations
 - ✓ Create procedures for establishment of Quiet/Lactation Rooms
 - ✓ Implement Relocation Service



Mission Statement: In partnership with the colleges, schools and administrative units, it is the mission of Human Resource Services to provide leadership and guidance regarding the people strategies that attract, retain, reward, support, and develop The University of Texas at Austin workforce in its goal to create a university of the first class.

*What we value at
Human Resource Services:*

Collaboration
Confidentiality
Creativity
Excellence
Inclusion
Innovation
Leadership
Service



Human Resource Services
THE UNIVERSITY OF TEXAS AT AUSTIN

Committed to Employee and Organization Effectiveness

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HRS GOAL

Ensuring that programs, policies and services are relevant and valued by campus community

- HRSC FY 08 OBJECTIVE
Coordinate with HR Consortium to redesign of New Employee Orientation and Welcome Program.
- WFPTR FY 08 OBJECTIVE
Develop on-going customer service survey(s) to ensure that HRS services and systems are efficient and effective.
- WFPTR FY 08 OBJECTIVE
Coordinate with HR Consortium to conduct an organization-wide employee/external stakeholder cultural attitudes and needs scan.
- WFPTR FY 08 OBJECTIVE
Create multi-year evaluation plan for HRS units and initiatives.
- WFPTR FY 08 OBJECTIVE
Survey the Dispute Resolution Office programs.
- WFPTR FY 08 OBJECTIVE
Coordinate with HR Consortium to explore if living wage, domestic partner benefits, and other total compensation issues are of concern to UT Austin workforce.
- HRSC FY 08 OBJECTIVE
Complete the redesign of the HRS Web site.

HRS GOAL

Offering a competitive and meaningful total compensation package.

- HRSC FY 08 OBJECTIVE
Offer educational programs to assist UT Austin employees with getting the most out of their benefits and employment.
- W/LS&EAP FY 08 OBJECTIVE
Enter competitions for Best Places to Work to objectively assess the university's competitiveness/highlight reputation as employer of first choice.
- W/LS&EAP FY 08 OBJECTIVE
Identify "family-friendly" personnel policies to create and implement.
- EMS FY 08 OBJECTIVE
Create flexible workplace and telecommuting strategies and incentives in order to make best use of university facilities, parking resources and equipment and to increase employee satisfaction and productivity.
- EMS FY 08 OBJECTIVE
Create new leave category(ies) to allow employees to take a sabbatical for personal development and certain amount of leave each month to attend training and development programs.
- EMS FY 08 OBJECTIVE
Explore use of PTO in lieu of other leave types in order to provide greater flexibility for employees and reduced administrative burden.
- WFPTR FY 08 OBJECTIVE
Implement employee discount programs and services for employees and retirees as part of total compensation package.
- WFPTR FY 08 OBJECTIVE
Examine extending education benefits for continuing and distance education courses for university faculty and staff.
- WFPTR FY 08 OBJECTIVE
Create total compensation reports that are customized for each member of the faculty and staff and which highlights the complete remuneration.

HRS GOAL

Make use of state-of-the art technology to communicate and administer programs.

- HRSC FY 08 OBJECTIVE
Improve automation of accrual system. Automated handling of leave balances at separation and breaks in service.
- HRSC FY 08 OBJECTIVE
Assess timekeeping needs across campus, scope of external timekeeping systems, and applicability of interface.
- HRSC FY 08 OBJECTIVE
Increase campus awareness of Federal/State compliance responsibilities by providing enhanced department reporting and escalation reports to vice presidents and compliance officer.
- OD FY 08 OBJECTIVE
Coordinate with Position Management Steering Committee to identify ongoing staffing needs for post-Position Management implementation in order to secure university and component financial resources, and to provide ongoing service.
- OD FY 08 OBJECTIVE
Enhance and revise the recruiting tool web page to offer helpful hints.
- WFPTR FY 08 OBJECTIVE
Upgrade salary planning and analysis tool.
- COMHRS FY 08 OBJECTIVE
Redesign HRS Web site to be more efficient, role based and user friendly.

HRS GOAL

Making efficient and maximum use of resources.

- W/LS&EAP FY 08 OBJECTIVE
Continue to develop Work/Life Services by creating a comprehensive Work/Life Resources Web site.
(goal repeated in "diverse staff" goal)
- W/LS&EAP FY 08 OBJECTIVE
Offer programs to educate university employees, management, and leadership about the business case and opportunities for work/life balance activities and initiatives on campus.
- W/LS&EAP FY 08 OBJECTIVE
Hire a health promotion professional. Begin comprehensive and integrated wellness and W/L program to educate, motivate, and train employees about health and fitness issues and facilitate reduction of health care claims costs.
- W/LS&EAP FY 08 OBJECTIVE
Provide campus-wide trainings on threat, prevention of violence, and safety on campus in conjunction with roll-out of new university compliance module related to Prohibition of Campus Violence Policy.
- EMS FY 08 OBJECTIVE
Analyze workers compensation injuries by occupational group to evaluate and recommend accident and injury reduction strategies for workers compensation RAP program or for education and outreach initiatives.
- EMS FY 08 OBJECTIVE
Draft or amend selected policies for review and roll out.
- EMS FY 08 OBJECTIVE
Develop compliance training program to create awareness about certain legal and university requirements to reduce and manage risks.
- SCMS FY 08 OBJECTIVE
Standardize and improve employment practices with respect to student, temporary, and other contingent workers.
- SCMS FY 08 OBJECTIVE
Review advertising strategies and costs in order to identify vendors and preferred pricing programs that will reduce university overall advertising costs and standardize UT Austin brand in advertising media.
- SCMS FY 08 OBJECTIVE
Redesign compensation, classification, and recruiting business processes and organization to allow for one-stop access by customers.

HRS GOAL

Celebrate the advantages and opportunities created by a diverse staff

- W/LS&EAP FY 08 OBJECTIVE
Continue to develop Work/Life Services by creating a comprehensive Work/Life Resources Web site.
(goal repeated in "use of resources" goal)
- W/LS&EAP FY 08 OBJECTIVE
Continue to develop Work/Life Services through on-going collaboration with the UTCDC to offer programming on special topics and develop employee satisfaction survey specifically for W/L presentations to clarify needs and quality of new programs.
- OD FY 08 OBJECTIVE
Prepare an annual report for the campus community on the university's efforts to recruit and support a diverse workforce.

HRS GOAL

Ensuring the university has a well trained and competent workforce.

- EMS FY 08 OBJECTIVE
Provide conflict resolution training to employees, supervisors, and HR contacts to aid in campus conflict resolution skills.
- EMS FY 08 OBJECTIVE
Coordinate with HR Consortium to review university performance appraisal and performance management practices in order to make recommendations for a system that is easy to administer, meaningful to staff, and supportive of 21st century management practices.
- EMS FY 08 OBJECTIVE
Develop and present a policies and procedures course to help employees understand better the rules that govern their workplace.
- EMS FY 08 OBJECTIVE
Continue PMP implementation by department on campus.
- OD FY 08 OBJECTIVE
Offer supervisor training and web-based resources to assist first-time supervisors with new responsibilities.
- OD FY 08 OBJECTIVE
Create customized development plans for all HRS staff and establish a budget for HRS professional development.
- SCMS FY 08 OBJECTIVE
Create orientation and other training for UTEMPS employees to ensure they are prepared for job assignments.
- SCMS FY 08 OBJECTIVE
Provide career management training to special consideration employees. Including job search, resume writing, interviewing, and identifying resources to provide development for career shift.