

September 2023

To: Faculty Senate

From: Employee Relations and Engagement

Charlotte Self – Director/ADA Coordinator

Justin Wild – Senior Specialist

Maggi Denton – Senior Specialist

Re: FY 2023 Annual Report

This report represents the activities of Human Resources, Employee Relations and Engagement team, from June 1, 2022 – June 30, 2023. Our unit provides guidance, coaching, intervention, and mediation for various dispute/conflicts that occur in the workplace; such as, but not limited to consultation/policy interpretation related to ER&E personnel issues, dismissal, disciplinary processes, and performance management processes.

Our activities have been combined to provide an aggregate view of our work, to protect confidentiality, and to maintain the anonymity of those with whom we work. All conversations, actions and outcomes are privileged information. No specific information about any individual(s) or their status is provided.

There was a total of 991 new concerns addressed by the Employee Relations and Engagement team in the FY 2023 timeframe. Our office has experienced a consistent increase in cases over the prior fiscal years. In the prior fiscal year 22 we addressed 834 new concerns; this fiscal year’s total is an 18.8% increase.

ADA Cases - Employee Relations and Engagement’s Americans with Disabilities Act (ADA) Coordinator addressed 104 new requests for accommodations during the fiscal year. This is a 24% decrease from the prior fiscal year.

Training is another aspect of Employee Relations and Engagement. In 2022 Employee Relations & Engagement conducted 44 trainings with a total of 999 employees in attendance. ER&E has provided training for 22% of benefits-eligible employees.

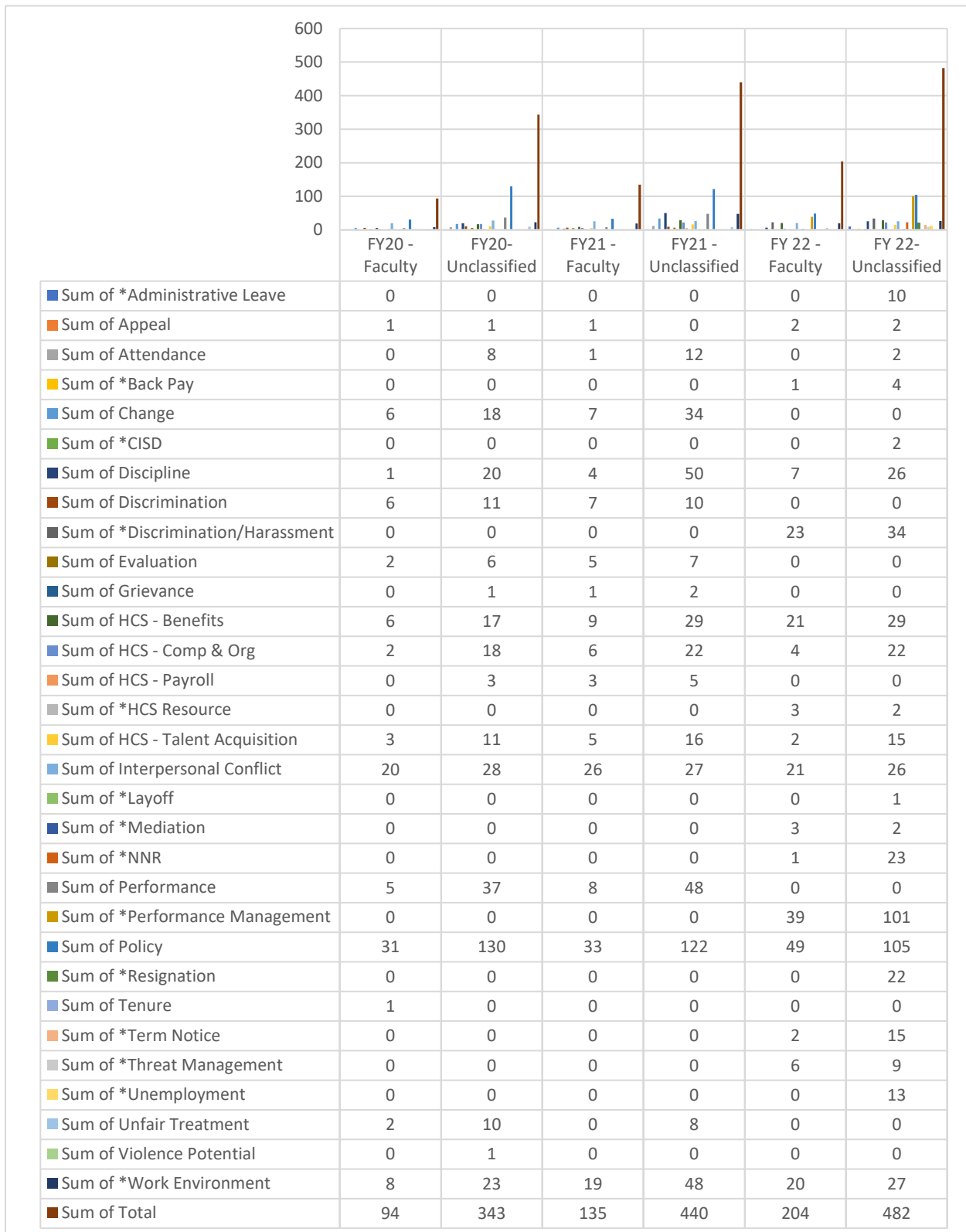
Classification	Faculty	Unclassified	USS	Students/GA as Employees
	204	482	252	53

Nature of Concerns*

Concern	Number	Concern	Number
USS Appeal/PRC	6	HCS – Payroll	7
Attendance	33	HCS – Talent Acquisition	26
Change/CISD	3	Interpersonal Conflict	69

Discipline	97	Performance Management	179
Discrimination/Harassment	78	Policy	318
Work Environment	40	Violence Potential/Threat Management	23
HCS – Benefits	60		
HCS – Comp & Org	52		

Case Load by Employee Classification: Unclassified and Faculty



Cases denoted by an asterisk are new designations by ER&E.

Not included in the above data are training opportunities and Team Engagements. A Team Engagement is different from a team building in that it prepares a fractured team for team building. Team Engagements include a one-on-one deep structured interview with each team employee, followed by synthesis and diagnostic of data followed by engagement activities to strengthen the team.

Concern Definitions

Appeal – USS employees requesting a hearing through one of the hearing bodies

Attendance – concerns about employees not attending work as expected (tardiness, excessive absences)

Change – concerns about changes to work hours, job duties, structure

Discipline – concerns about disciplinary actions and either imposing or receiving an action.

Discrimination/Harassment – concerns about being treated differently based on PPM 3010 (referred to OIE)

Evaluation – concerns about how to conduct an evaluation or from an individual who has questions about an evaluation they have received.

Hearing and/or Grievance: Unclassified employees requesting information about an administrative appeal and/or grievance hearing.

HCS – Benefits – concerns about different kinds of leave, tuition assistance or other benefits

HCS – Compensation – concerns about pay

HCS – Organizational Development – concerns about changes in organizational structure, working out of one's classification.

HCS – Payroll – concerns about paychecks and/or deductions from paychecks

HCS – Talent Acquisition – concerns about recruitments or applications

Interpersonal Conflict – concerns about getting along with another person or group.

Performance – concerns about performance coaching and feedback and consequences of poor performance

Policy – questions about policies i.e. is there a policy, where is it located, what is the appropriate interpretation and application

PRC – USS employees appeal disciplinary actions to this body.

Promotion & Tenure – concerns about the tenure clock, denial of promotion and/or tenure

Unfair Treatment – concerns about being treated differently or unfairly based on something not covered in PPM 3010

Work Environment – concerns about the work environment being uncomfortable either physically or emotionally.