



WKU[®]

Human Resources



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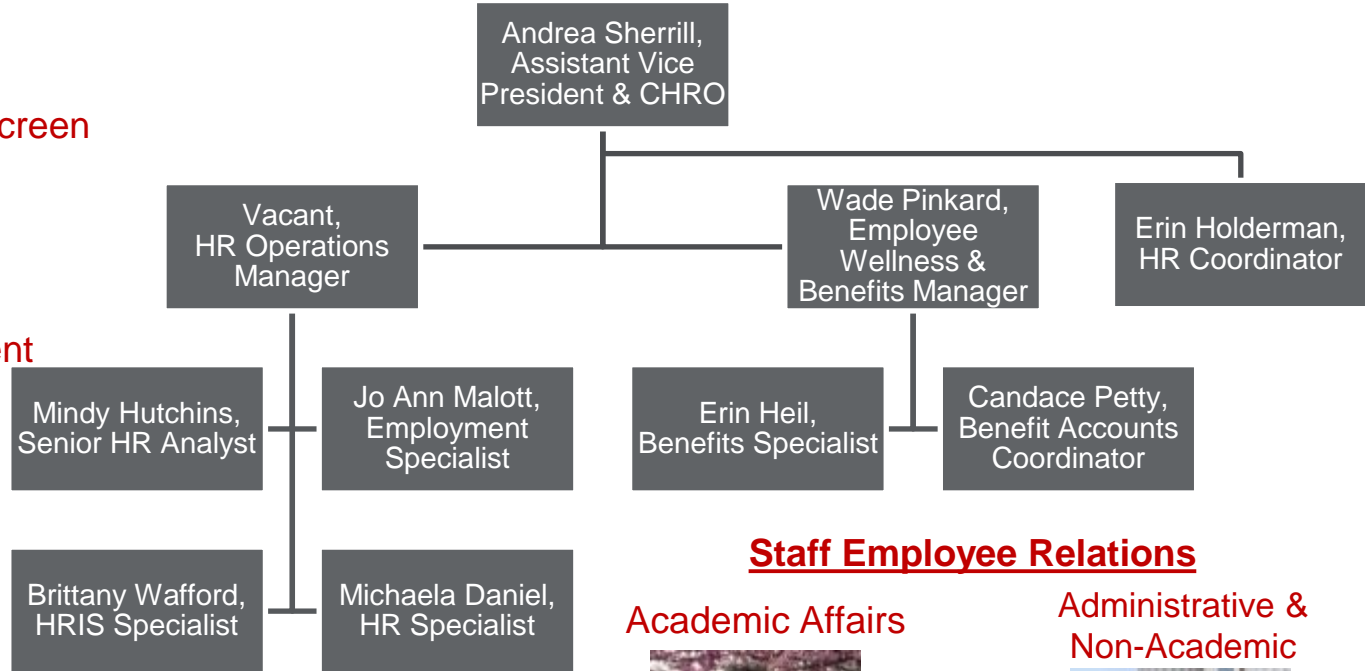
Overview

- Who's Who in HR
- HR By-The-Numbers
- HR Events & Initiatives
- Compensation Study
- Submitted Questions

Department of Human Resources

Organizational Chart

- Benefits
- Compensation
- Employment/Search & Screen
- Employee Relations
- Employee Recognition
- HRIS/Data
- Leave Management
- Performance Development
- Retirement
- Training
- Wellness



Staff Employee Relations

Academic Affairs



Mindy Hutchins
PHR, SHRM-CP

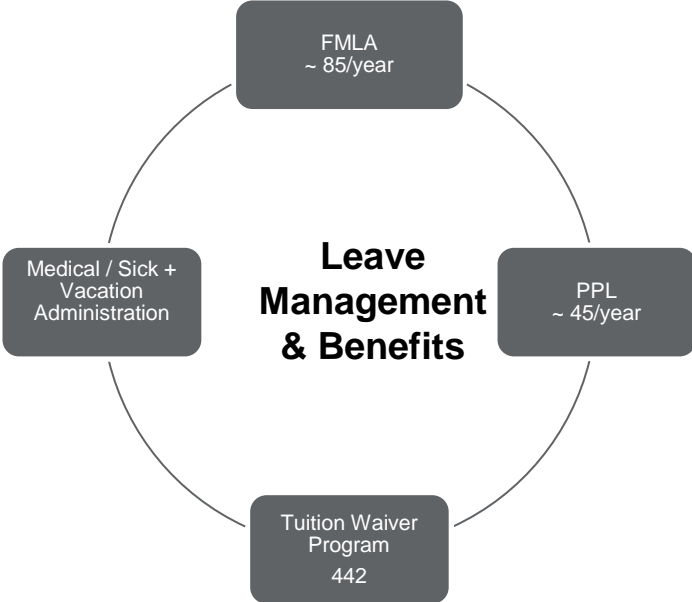
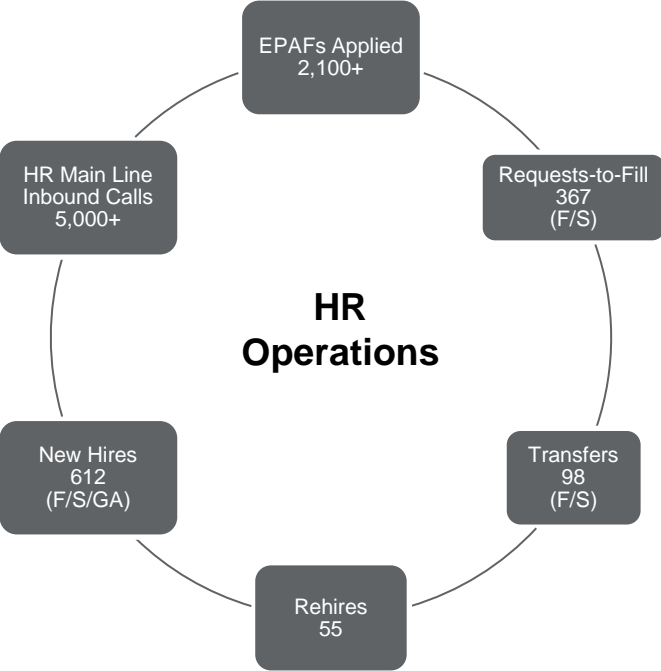
Administrative & Non-Academic



Michaela Daniel

HR Support By-the-Numbers

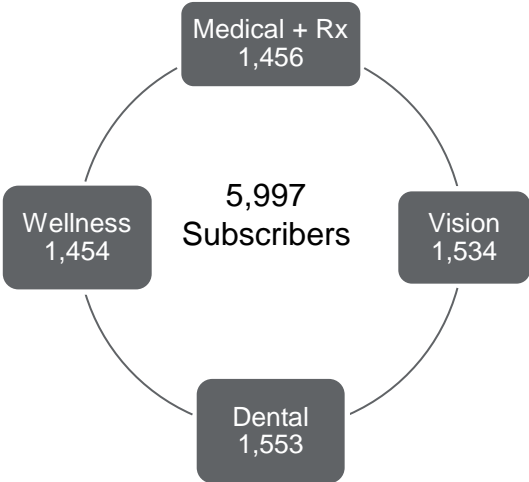
2022



HR Support-by-the-Numbers

2022

Health + Welfare Benefits *Subscribers Only*

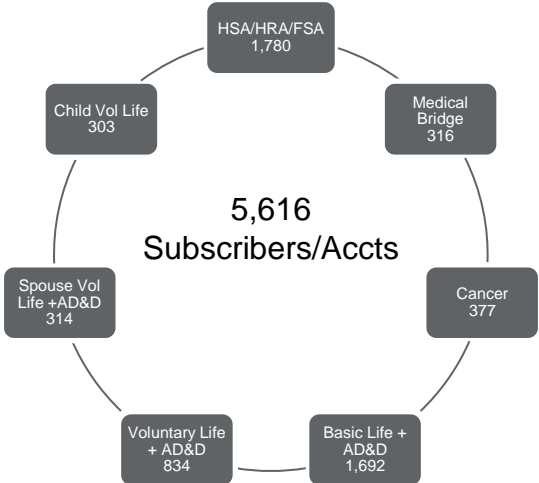


- Teachers' Retirement System of KY (TRS)
- Kentucky Public Pensions Authority (KPPA) / KERS
- Optional Retirement Program (ORP) and Voluntary Plans
 - Corebridge Financial (formerly AIG/VALIC)
 - Fidelity
 - VOYA (formerly ING)
 - TIAA-CREF
 - Empower (formerly Harford/Edward Jones/Mass Mutual)
 - Kentucky Public Employers Deferred Compensation Authority (KDC)

26

Vendor/Partner Relationships

Income Protection Benefits *Subscribers/Accounts*



HR Events



Customer Service Award

Ginny Hensley, Housing & Residence Life

Part Time Award

Debbie Gabbard, Agriculture & Research
Education Center

Student Support Award

Melissa Flowers, Advising & Career
Development Center

Teamwork Award

Brandi Fowler, Application & Program
Services

Unsung Hero Award

Gary Chandler, Facilities Management

WKU Affiliate Award

Brad Hornal, Barnes & Noble



Staff Excellence Awards

- Winners recognized yesterday evening at the Employee Excellence Dinner
- Winners receive \$1,000 award and plaque

Take Our Kids To Work Day

April 27th, 2023

Registration
as of 4/11 :80

- A free event for children and grandchildren of WKU Employees
- Open to Grades 2nd-12th
- Interactive and educational sessions hosted by WKU departments
- High school track is aimed for college readiness

Registration closes today!

Session Offerings Include...

- Visit the WKU Farm
- Game On!
- Don't Fan the Flames!
- Pennies to Gold!
- Eight Dimensions of the Wellness Wheel

... and more!

HR Initiatives



C.L.I.M.B. HIGHER

EQUIPPING SUPERVISORS FOR SUCCESS



WKU®

Coach

Lead

Inspire

Manage

Build

Topics Include...

- Extended DiSC
- Conflict resolution
- Performance Development
- HR Policies
 - Employment
 - Compensation
 - Employee Relations
 - Benefits

60 supervisors

“I got the most use out of the last session: HR Policies, Documentation, and Q&A. I especially enjoyed the Q&A session with HR representatives”


“I really liked the break-out sessions discussing scenarios, topics, etc.”


“Thank you for providing this training!! I'd give it an A plus!”



Human Resources

Staff Search and Screen Committee Training Webinar

 Tuesday, April 18th, 2023

 9:00am - 10:30am

 Zoom

Hosted by WKU HR, DEI Workgroup and EEO. Are you just starting a search or closing one out? No matter what stage of the search process you are in, there are a variety of resources available to you in the [WKU Hiring Toolkit](#) to assist Hiring Departments, Search Chairs, and Committee Members. Join us for a Live Webinar for Staff Search and Screen Committee Training on Tuesday, April 18th at 9am to 10:30am.

Meeting ID: 956 0982 4938

<https://wku.zoom.us/j/95609824938>

Other Development Opportunities

- ❖ WKU Professional Development Day
- ❖ Catharsis Awareness Programs
- ❖ Extended DiSC™ Assessments



Training Calendar

A central location for professional development opportunities on campus

Looking for On Demand Training opportunities? WKU's Continuing and Professional Development group offers a variety of learning opportunities for WKU faculty and staff.

[Click to Learn More!](#)

WKU Training Calendar

This page is used to share trainings that are available to Faculty and Staff. These trainings are sponsored by university departments and organizations. Trainings listed here are meant to provide opportunities for Faculty and Staff to grow their professional development toolbox by learning new skills, increasing awareness of university services and learning new and effective ways to interact with the WKU community. If you have a training opportunity you would like to be considered for this calendar, click on the Submit a Training button below. For questions about specific trainings, please contact the sponsoring unit.

[Submit a Training](#)

Upcoming Trainings

18 Apr	Staff Search and Screen Committee Training Webinar 📍 Zoom 🕒 9:00am View Event
24 Apr	Decoding Your Child's Misbehavior 📍 Zoom 🕒 2:30pm View Event
25 Apr	Advanced Excel 2 📍 Knickely Conference Center 🕒 8:00am View Event

Submit a Training Opportunity!

* Sponsoring Department

What department is offering this training?

* Who is the contact person for this training?

* What is the contact phone number for this training?

What is the contact person's phone number?

* When will this training be offered?

* Where is the training located?

Please be as specific as possible.

If there are additional dates/times, please list here:

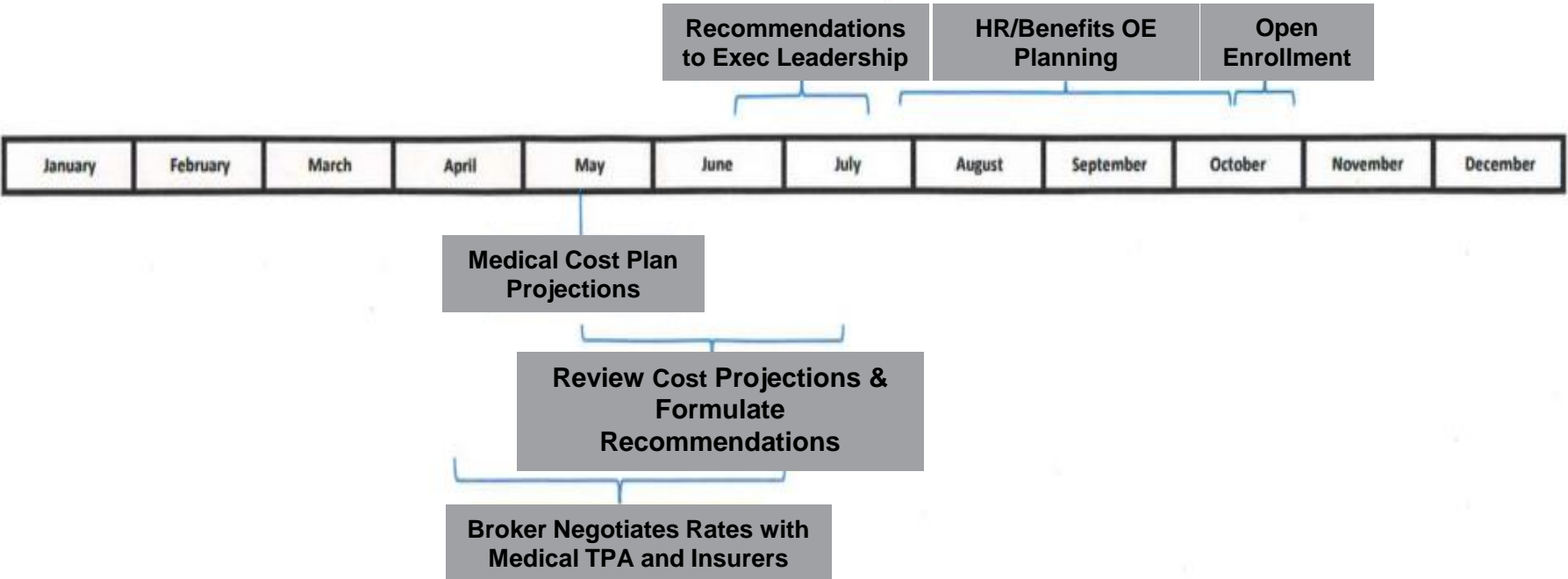
* Is Registration Required?

Please provide link to register

<https://www.wku.edu/hr/training/index.php>

WKU

The Road to Open Enrollment...Begins Now!



HR Employee Perks & Discounts

<https://www.wku.edu/hr/perksdiscountsforemployees.php>

Human Resources Careers ▾ Benefits ▾ Compensation Employee Tools ▾ Employee Development ▾ Policies ▾ Contact Us ▾

WKU Perks & Discounts for Employees

> Athletics

> Bank/Lender

> Food & Beverage

> Lodging

> Military

> PCAL Tickets

> Technology

> Travel

> Tuition Discount Program

> WKU Preston Center

> WKU Store

WKU Total Rewards



Your Total Rewards Statement

Prepared on February 24, 2023



TeamDynamix Ticketing Service – LIVE!

Service Catalog

Services (6)

[Benefits Issue or Request](#)

Do you need assistance with benefits?

[Demographics Update](#)

Do you need to update your legal name, campus directory information, or home address?

[Employee Leave Requests](#)

Do you need to file or request employee leave information?

[Non-Employee Request Form](#)

Do you need to setup a Banner entry for an affiliate not employed directly by WKU?

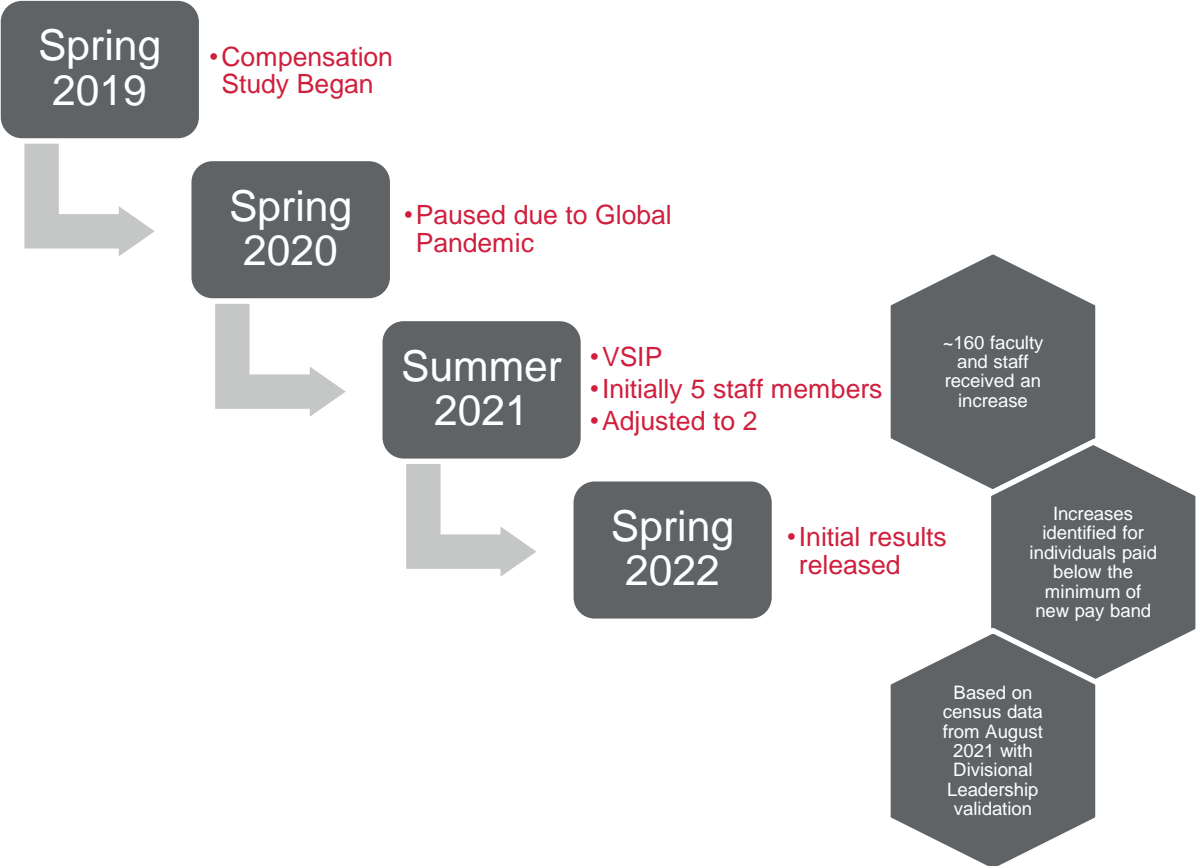
[Retirement Issue or Request](#)

Do you need assistance regarding retirement?

[Verification Request](#)

Do you need to request an employment or PSLF verification?

Compensation Study: History and Background



Compensation Study: Additional Phases?

Current

- January 1, 2023
- Across-the-board increase

Future

- Any additional University-wide compensation initiatives will follow BEC recommendations such as:
- Continue across-the-board increases
- Identify a minimum pay amount for all WKU staff positions (E.g. \$15/hr)
- Adjust market placement for WKU positions
- Adjust individual salaries within the particular pay band based on years of service, performance, etc.

Compensation Study: What Else?

Job Description Vault

- Created from JAQs



Pay Administration Guidelines

- Cabinet approval expected in Fall 2023



Position Pay Band Designations

- Modified positions since August 2021
- Newly hired positions since August 2021



Ongoing Salary Structure Updates

- Market equity adjustments as approved by department
- Departmental reorganizations



Banner Updates for Staff Positions

- Position Class updates to match pay bands
- Requires manual adjustment to 1,000+ positions



Staff Senate Question Submissions

- **Are we still using Segal? What/when are the additional phases? Additional studies or adjustments?**
 - The compensation study has been completed with the expected outcome of a Faculty and Staff Salary Structure. We are no longer utilizing Segal, or any consulting services, for compensation-related initiatives.
- **What is wage compression?**
 - Occurs when newly hired employees earn close to what current employees make or when a direct report earns close to what their Supervisor makes (compressing the two salaries).
- **When/how will additional compensation initiatives be completed?**
 - Any additional University-wide compensation initiatives will be reviewed and determined by the BEC and Senior Leadership
 - As funding is available, departments are currently working with Human Resources to navigate internal adjustments both for job modifications and market equity based on the framework developed from the compensation study.

Staff Senate Question Submissions

- **Why is fall break for the 2023/2024 academic calendar on a Monday/Tuesday vs the usual Thursday/Friday?**
 - The decision to close on these two days provided the best option to balance out instructional time for students. Since WKU observes Thanksgiving Holiday closures on Wednesday-Friday, the Fall Break closure on Monday and Tuesday provided the opportunity to better balance instructional and class times.
- **What considerations/discussions have there been about reducing the cost of staff parking?**
 - WKU parking fees remain in the lower third when compared to benchmark institutions and are considered relatively low in comparison. Parking fees will remain constant again for FY24, the fifth year in a row the fees will remain constant. Parking & Transportation have also expanded 'pay-as-you-go' options in order to better serve employees who may only occasionally visit campus, to avoid purchasing an annual permit.
- **Who do staff turn to with ongoing problems with their Supervisor ?**
 - HR is available provide guidance on navigating complex and sensitive situations at any time. HR also encourages following the leadership hierarchy or chain of command for problem solving and conflict resolution needs, when appropriate.

Staff Senate Question Submissions

- How do we get funding for research as a staff member?
 - Although RCAP internal grants are typically available to full-time faculty and instructors, the Graduate School considers requests from others on a case-by-case basis that aligns with the strategic goals of WKU. Justifications can be sent via email to internal.grants@wku.edu and have the support from their immediate supervisor and Dean/VP.
- What mental health services and/or initiatives are available for employees?
 - Anthem Employee Assistance Program (EAP) provides 24/7 free and confidential services including counseling to employees and members of their household. AnthemEAP.com (Company ID: WKU) or call 800-865-1044
- Will all of the colleges be implementing the mental health hour eventually?
 - This question is in reference to an initiative CHHS is piloting this academic year related to holistic wellbeing. HR welcomes opportunities to partner with Deans, VPs, and other leaders across campus on programs, pilots, initiatives that contribute to employee wellbeing and promote productive and engaging work environments for their areas.

Thank You.

Office of Human Resources
Weatherby Administration Bldg.
G-25

Email:
human.resources@wku.edu

Phone: 270-745-5360



FY24 Budget Development Timeline

