Attachment 2

Human Resources Employee Relations and Engagement

July 2024

To: Faculty Senate

From: Employee Relations and Engagement

Charlotte Self, Director
Maggi Denton, Assistant Director
Justin Wild, Senior Specialist
Betsy Molinary, Senior Specialist
Emily Everts, Accommodations Specialist

Re: 2023 - 2024 Annual Report

This report represented the activities of Human Resources, Employee Relations and Engagement (ER&E) team from June 1, 2023, to June 30th, 2024. Our unit provides guidance, coaching, intervention, and mediation for various disputes and 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.

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

ER&E addressed 1185 <u>new concerns</u> during this fiscal year; in the prior year FY23 we addressed 917 new concerns. This represents a 29% increase from the prior year.
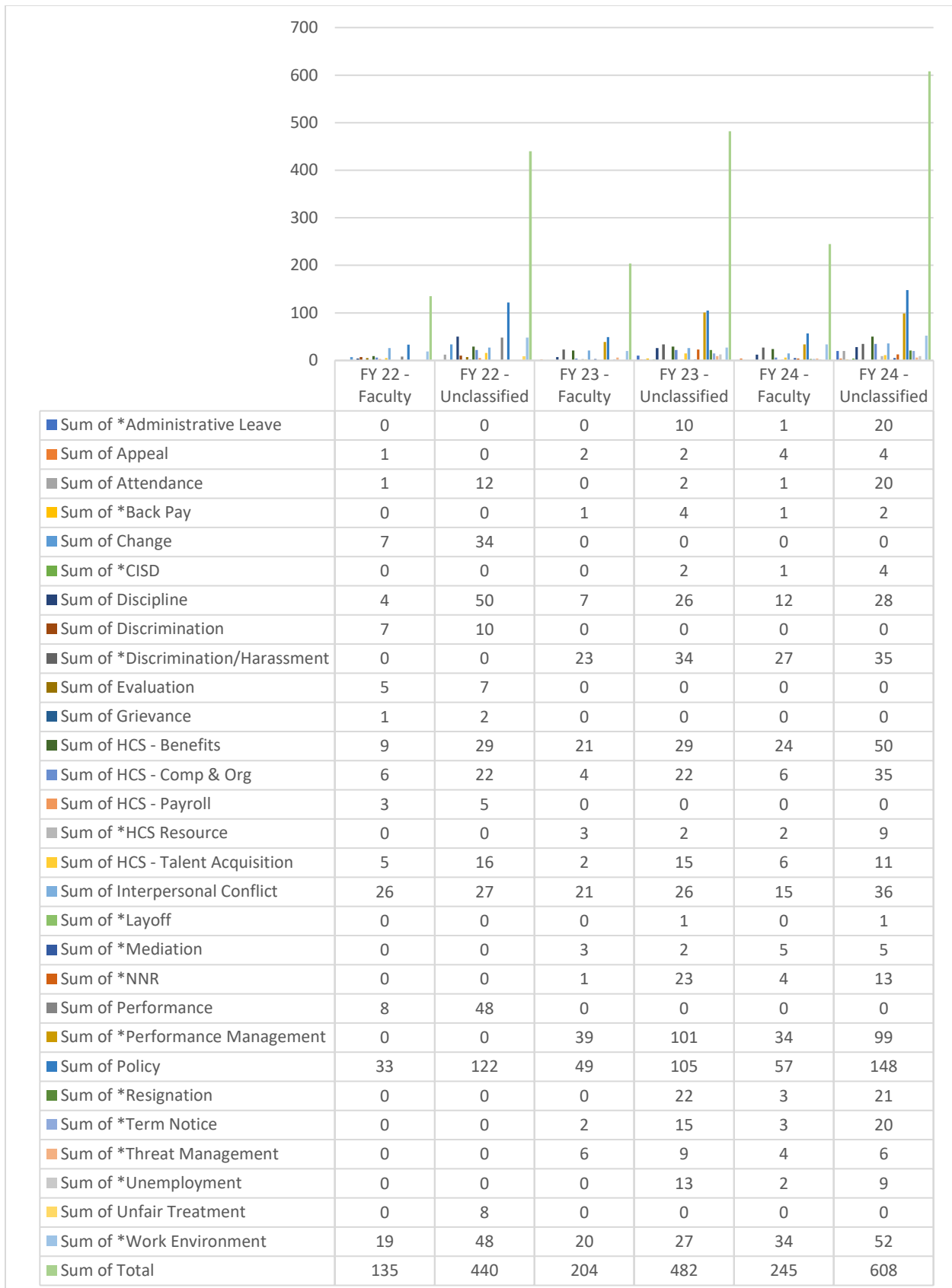
Workplace Concerns by Employee Classification

Classification	Faculty	Unclassified	USS	Students/GA as Employees and Visitors
	245	608	285	47

Nature of Concerns

Type of Concern	Count
ADMINISTRATIVE LEAVE	14
APPEAL	12
ATTENDANCE	46
BACK PAY	5
CISD	5
DISCIPLINE	77
DISCRIMINATION/HARASSMENT	69
HCS - BENEFITS	103
HCS - COMP/ORG	44
HCS - RESOURCE	18
HCS - TALENT ACQUISITION	20
HOURS WORK	1
INTERPERSONAL CONFLICT	68
LAYOFF	8
MEDIATION	12
*NNR	17
PERFORMANCE MANAGEMENT	162
POLICY	271
RESIGNATION	56
TERM NOTICE	25
THREAT MANAGEMENT	21
UNEMPLOYMENT	16
WORK ENVIRONMENT	115
Grand Total	**1185**

*Reflect Number of inquiries/engagements does not reflect number of NNRs given.

FY22-FY24 Human Resources Employee Relations and Engagement

	FY 22 - Faculty	FY 22 - Unclassified	FY 23 - Faculty	FY 23 - Unclassified	FY 24 - Faculty	FY 24 - Unclassified
Sum of *Administrative Leave	0	0	0	10	1	20
Sum of Appeal	1	0	2	2	4	4
Sum of Attendance	1	12	0	2	1	20
Sum of *Back Pay	0	0	1	4	1	2
Sum of Change	7	34	0	0	0	0
Sum of *CISD	0	0	0	2	1	4
Sum of Discipline	4	50	7	26	12	28
Sum of Discrimination	7	10	0	0	0	0
Sum of *Discrimination/Harassment	0	0	23	34	27	35
Sum of Evaluation	5	7	0	0	0	0
Sum of Grievance	1	2	0	0	0	0
Sum of HCS - Benefits	9	29	21	29	24	50
Sum of HCS - Comp & Org	6	22	4	22	6	35
Sum of HCS - Payroll	3	5	0	0	0	0
Sum of *HCS Resource	0	0	3	2	2	9
Sum of HCS - Talent Acquisition	5	16	2	15	6	11
Sum of Interpersonal Conflict	26	27	21	26	15	36
Sum of *Layoff	0	0	0	1	0	1
Sum of *Mediation	0	0	3	2	5	5
Sum of *NNR	0	0	1	23	4	13
Sum of Performance	8	48	0	0	0	0
Sum of *Performance Management	0	0	39	101	34	99
Sum of Policy	33	122	49	105	57	148
Sum of *Resignation	0	0	0	22	3	21
Sum of *Term Notice	0	0	2	15	3	20
Sum of *Threat Management	0	0	6	9	4	6
Sum of *Unemployment	0	0	0	13	2	9
Sum of Unfair Treatment	0	8	0	0	0	0
Sum of *Work Environment	19	48	20	27	34	52
Sum of Total	135	440	204	482	245	608

Accommodation Requests

Additionally, ER&E managed 133 new ADA requests in FY24, a 28% increase from FY23 in which we managed 104 requests for accommodation and/or accessibility. We are responsible for responding to requests for accommodations from faculty, staff, student employees, applicants and candidates applying for employment, visitors, and 4-H Youth participants.

4-H Youth	21
Applicant	2
Building	2
Faculty	13
Student Employee	5
Unclassified	39
University Support Staff	51

Training Statistics

Not included in the above data are training opportunities and team engagements. Our footprint in the arena of staff training was substantial. In FY24 ER&E trained 880 employees in 45 sessions across a wide range of subjects.

Concern Definitions

Administrative Leave: Employees are placed on administrative leave pending examination of a situation
Appeal: Employees requesting a hearing through one of the hearing bodies
Attendance: Concerns about employees not attending work as expected
Back Pay: Investigation of wages owed an employee
Change: Concerns about changes to work hours, job duties, structure
CISD: Critical Incident Situation Debrief: the death of an employee
Discipline: Concerns about disciplinary actions and either imposing or receiving an action
Discrimination/Harassment: Concerns about being treated differently based on PPM 3010. At times our office works with OIE post-investigation
Evaluation: Concerns about how to conduct an evaluation or from an individual who has questions about an evaluation they have received
Grievance: An employee requesting information about an appeal or grievance hearing
HCS Benefits: Concerns about different kinds of leave, tuition assistance or other benefits
HCS Comp and Org: Concerns about compensation or changes in organizational structure which could include 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 a group
Performance Management: Issues surrounding an employee's performance
Policy: Questions about policies (where is it located, what is the correct interpretation and application)
Threat Management: Issues that are relayed to the Threat Management Committee
Workplace Environment: Issues within the work environment